CUMBERLAND COUNTY, VA

COURTHOUSE FACILITY NEEDS ASSESSMENT

DRAFT FOR REVIEW

OCTOBER 16, 2024

HBA ARCHITECTURE & INTERIOR DESIGN, INC.

Architecture and Interior Design

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MAJOR SECURITY CONSULTING

Security Assessment Consultant

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EXECUTIVE SUMMARY

Executive Summary

Introduction

In September 2023, the County of Cumberland engaged HBA Architecture and Interior Design to complete a facility needs study for the County Courts Facilities.

The goal of the study is to provide Cumberland County with a viable long-term master planning document that will assist the County in forecasting and prioritizing capital improvement projects to address the immediate and future needs of the County Courts facilities. The objectives to achieve the goal are as follows:

- Evaluate the present use of space in existing court facilities
- Conduct a security assessment of the existing facilities
- Develop the courts' space needs for County
- Generate a Program of Requirements from the identified space needs
- Develop improvement strategies to address the program of requirements

The design team conducted an on-site planning sessions with key stakeholders, including judges, court executives, and department managers. Each planning session consisted of interactive interviews between the design team and individual stakeholders, including the following components:

- Circuit Court
- General District Court
- Juvenile and Domestic Relations Court
- Commonwealth's Attorney Office
- Sheriff's Office
- Virginia Department of Juvenile Justice's Court Services Unit

Study Methodology

Evaluate Existing Facilities

- Toured the identified existing facilities and generally assessed the condition of architectural, structural, mechanical, electrical, and plumbing systems and components.
- Evaluated the existing facility site using available GIS data and open-source information.

Security Assessment

- Conducted the threat, risk, vulnerability and security assessment.
- Interviewed key stakeholders to determine their needs and desires regarding security as well as any specific concerns for their area of control.
- Met with the Sheriff and their staff to determine the needs and preferences for security technology and any other security concerns regarding high risks areas such as the sally port, evidence storage by Clerks, weapons detection, ballistic material etc.

- Reviewed and made recommendations on these critical aspects of courthouse security:
    - Court Security: Physical & Operational Security Features, Technology and Planning
    - Threat, Risk & Vulnerabilities: a comprehensive review of the threats, risks, and vulnerabilities specific to court operations and the environment.
    - Integrated Security Measures: Physical security measures and practices should be as unobtrusive as possible and blended into the background as much as practical.

Needs Assessment

- Facilitated a kick-off meeting with key stakeholders from the County and Court components (Courthouse Planning Team) to discuss goals for the project and identify specific objectives for successful project completion.
- Analyzed relevant demographic and economic trends to assess the impact of these trends on court operations.
- Gathered available data from the court components on workload and produce projections of future workload based on an analysis of demographic, economic, and workload trends.
- Produced statistical forecasts for the number of court personnel needed to manage the workload over the next 20-30 years. The design team interviewed key stakeholders from the Courthouse Planning Team to gather input on their respective needs based on their experience and insight.

Program of Requirements

- Based on the needs validated in the needs assessment, the design team generated a Program of Record (POR) detailing the current space occupied by each court component and the future space needed for Cumberland County.
- The POR provides a detailed list of spaces and each space's recommended net square footage and usable square footage for all court components. In addition, the overall building gross square footage, including all building support spaces such as MEP, storage, etc., is calculated by including a building efficiency factor based on our experience with projects of similar size and type and with comparable site constraints.
- The POR documents all comments or assumptions made by the Courthouse Planning Team to support the programming effort and was circulated to the stakeholders for review and feedback. The stakeholder review process was completed and the comments were incorporated, and a final POR was produced, which serves as the baseline space requirements for the project.

Evaluate Present Use of Space

- Toured the existing facilities and conducted an overall assessment of the existing courthouse and each component's space.
- Objectively identified deficiencies within the Cumberland County courthouse on the criteria of space standards, (compliance with best practice and the Virginia Courthouse Facility Guidelines), functionality (how well the building supports courthouse operations), security, building condition, and the use of space-saving technologies. Perform detailed analysis of current uses – identify any efficiencies, inefficiencies, deficiencies, and suggested improvements.

Improvement Strategies/Schematic Design

- The information from the needs assessment and POR was used to develop potential improvement strategies for presentation to the Courthouse Planning Team.
- An improvement strategy is a project or sequence of projects and operational changes aimed at optimizing the space in court facilities.
- Strategies considered the possibility of renovations within the existing facilities, relocation of existing tenants within the facilities or to alternate space, or potential new construction if deemed necessary. The improvement strategies focused on solutions that address courtrooms, chambers, staff workspaces, meeting spaces, prisoner spaces, and any other needs of the departments and agencies identified by the Courthouse Planning Team.
- Identify improvements and additions to infrastructure, such as parking and roadways.
- Prepared schematic design documents to illustrate the improvement strategies identified.
- Provided estimates of probable project costs by phases including building and site construction estimates.

Court Workload Analysis

As part of the workload analysis, the population of Cumberland County was examined. The population and demographic data are from the U.S. Census Bureau and population projections are sourced from the Weldon Cooper Center for Public Service at the University of Virginia. While population increases do not automatically yield workload increases for the court, as a general observation, locations with higher populations typically have higher caseload filings.

Two significant observations were determined by analyzing the population and demographics:

- The population in Cumberland County declined slightly between 2010 and 2020. The population is not projected to return to the 2020 Census value of 9,675 until the year 2050. In the interim, the county population is projected to continue falling to a low of 9,165 in 2030 before increasing again, reaching 9,354 in 2040 and 9,683 in 2050.
- Cumberland County median household income of $51,035 in 2020 lags both Virginia ($82,210) and the United States ($68,010) as a whole and the gap expanded between 2010 and 2020.

The filings for the Circuit Court and the GDC and JDR District Courts were projected as part of the analysis. To do so, historical data were gathered on filings from monthly and annual caseload reports compiled by the Office of the Executive Secretary's Department of Judicial Services of Virginia's Judicial System. Due to the lack of available data before 2013, the forecasts were based on a sampling of average growth across multiple blocks of years (e.g., 1-, 3-, 5-, 7-, and 10-year periods), an acceptable quantitative technique that analyses historical trends to estimate future filings.

The combined analysis of the historical and projected population, demographics, economics, and caseload results indicate that the increase in Circuit Court filings will generate the need for

moderate increase in the Circuit Court Clerk's Office and growth in other departments, notably the Commonwealth's Attorney's Office. By contrast, GDC filings are not expected to increase to the point that additional staff or resources will be needed. However, the anticipated split of the JDR District Court from the combined GDC/JDR Court will require an increase in JDR staff as the newly formed JDR Clerk's Office is built out. In addition, space in a new court project will allow the Virginia Department of Juvenile Justice's Court Services Unit (CSU), a juvenile probation unit, to increase positions in Cumberland; previously, they were limited to a minimal staff presence due to a lack of available space.

Program of Requirements Summary

Table 6 presents a summary-level listing of the space needs, by court component, for the Cumberland County Courthouse. The Program of Requirements (POR) is organized by the primary program components, consisting of the court units that will be housed in the courthouse, and other facilities-related support spaces.

Table 1: Court Space Needs Summary

		Projected Need 2044
COURT COMPONENTS		
1	JUDGES AND STAFF	1,619
2	COURTROOMS AND ANCILLARY SPACES	10,033
3	JURY ASSEMBLY/MULTI-PURPOSE ROOM	2,015
4	CIRCUIT COURT (CC) CLERK'S OFFICE	4,429
5	GENERAL DISTRICT COURT (GDC) CLERK'S OFFICE	2,018
6	JUVENILE AND DOMESTIC RELATIONS (JDR) CLERK'S OFFICE	2,068
7	COMMONWEALTH'S ATTORNEY OFFICE	2,573
8	COURT SERVICES UNIT (CSU)	1,912
9	COURT SECURITY AND HOLDING	3,541
10	BUILDING SUPPORT/OTHER SERVICES	3,588
COURT SPACE SUMMARY		
	COURT CGSF	*33,796*
	Building Grossing Factor (approximately 70% efficient)	1.45
	COURTHOUSE BUILDING GSF	*49,004*

Improvement Strategies

Options are presented to address current deficiencies and to meet the projected space needs of the court in Cumberland County. Many of the building's deficiencies significantly affect how the building functions as a courthouse. Developing a strategy that addresses these deficiencies is critical to the successful operation of the court, both now and in the future. The potential strategies were developed with the following goals in mind:

- Develop separate circulation paths for a) members of the public, b) judges and staff, and c) prisoner movement
- Eliminate fragmentation between the courtrooms and clerks' offices
- Provide an adequate quantity of courtrooms, hearing rooms, and associated ancillary spaces as indicated in the POR to properly serve the court and those conducting business within the courthouse
- Improve security by providing a more functional security screening area
- Provide an adequate quantity of office, storage, and file space for judges and court staff
- Provide an adequate quantity of office, storage, and file space for other county tenants located in the courthouse
- Develop proper functional adjacencies within the courthouse to maximize operational efficiencies

The development of the strategy options was based upon an analysis of the POR and evaluating the suitability of the properties which are adjacent to the existing courthouse. The planning analysis and options were presented to Cumberland County and court representatives.

When comparing the POR to the space of the existing building, it is clear that the existing building cannot meet all of the space needs of the court and other tenants that intended to occupy the building. The court components currently occupy approximately 10,200 CGSF within the existing courthouse and the adjacent county building. However, the court and other county tenants would require close to 34,000 CGSF within 20 years - a deficit of approximately 23,800 SF. The primary drivers of the increased space needs are as follows:

EXISTING DEFICENCIES

- Courtrooms are undersized
- Lack of adequate conference space
- Lack of adequate security screening area
- Existing Clerk's Offices are undersized
- Lack of public space
- Lack of vehicle sallyport

PROJECTED GROWTH

- One additional chambers, courtroom, and ancillary spaces
- Staff growth in Circuit and GDC Clerk's Office
- Inclusion of separate JDR clerk's office

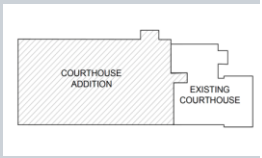
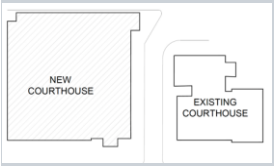
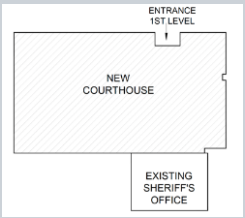
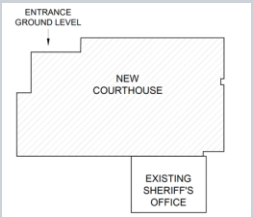
- Inclusion of Jury Assembly
- Inclusion of Court Services Office

As the existing courthouse is only 14,225 GSF, on its own it is not a viable option to accommodate the courts' current or projected space needs. As a result, an addition to the existing courthouse will need to be considered as well as options to construct a new courthouse and relocate the court and related agencies from the courthouse and adjacent county building entirely.

Strategy Options

OPTION 1: Construct an Annex to the Cumberland Courthouse, and utilize the courtrooms and holding areas in the existing courthouse
OPTION 2: Construct a new stand-alone courthouse on county owned property to the north of the existing courthouse. In this solution the existing courthouse would be re-purposed for another county use.
OPTION 3 and 4: Construct a new courthouse on a site adjacent to the existing Sheriff's Office with a connection to the existing vehicle sallyport and holding area in the Sheriff's Office (there are two variations of this solution). In this solution the existing courthouse would be re-purposed for another county use.

Table 2: Housing Strategy Option Comparison

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
				
Approximate BGSF	32,000 GSF	53,000 GSF	39,000 GSF	42,500 GSF
CORE Score	95.1	98.1	97.8	98.1
Strategy Gain (vs 52.7 existing)	+42.4	+45.4	+45.1	+45.4
Advantages	• Utilizes existing courtrooms • Utilizes existing holding cells • Utilizes secure elevator circulation path • Improved security screening • Restricted parking for judges • Vehicle sallyport	• All programmatic requirements met • No disruption to existing court operations during construction • Identifiable courthouse image • Improved security screening • Restricted parking for judges • Vehicle sallyport	• Utilizes existing vehicle sallyport in the Sheriff's Office • Utilizes existing holding cells in the Sheriff's Office • All programmatic requirements met • No disruption to existing court operations during construction • Identifiable courthouse image along edge of Foster Street • Improved security screening • Restricted parking for judges (enclosed in option 3)	
Disadvantages	• Two courtrooms remain undersized and without optimum layout • Closes off existing drive • Connection to existing courthouse might be challenging • Courthouse entrance faces away from street	• Retains existing drive • Scale and massing may be challenging considering the existing context • Removal of existing building	• Significant site/utility work likely required • Approval to demolish Old Jail likely required (historic district contributing building) • Investigation of easement to wellhouse required • Disruption to existing Sheriff' Office operations	

II.

COURTHOUSE NEEDS ASSESSMENT

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1 Introduction

1.1 Project Background

Cumberland County commissioned HBA Architecture (prime) and subconsultants Fentress, Inc. and Major Security Consulting and Design, LLC (collectively termed the "design team") to assess the needs of the Cumberland County Court and related components. The court is currently housed in county-owned buildings with numerous operational and security deficiencies. The goal of the assessment is to recommend the best option for the court's long-term needs, including renovation of the existing facilities or new construction.

1.2 Planning Process

The design team conducted an on-site planning sessions with key stakeholders, including judges, court executives, and department managers. Each planning session consisted of interactive interviews between the design team and individual stakeholders, including the following components:

- Circuit Court
- General District Court
- Juvenile and Domestic Relations Court
- Commonwealth's Attorney Office
- Sheriff's Office
- Virginia Department of Juvenile Justice's Court Services Unit

The planning sessions focused on the following objectives:

- Assessing the functionality of the existing court space in Cumberland
- Forecasting future demographic and economic trends, workload, and personnel
- Facilitated stakeholder sessions to glean key insights from the experience of court and related component personnel
- Identifying any forthcoming legislative or administrative changes that are likely to affect judge and staffing levels, particularly regarding the anticipated split of the Juvenile and Domestic Relations (JDR) District Court from General District Court (GDC) (Cumberland is currently a combined GDC/JDR location)
- Establishing functional and adjacency needs for each court, department, and independent agency to ensure the future space appropriately supports each tenants' mission and daily activities

The first planning session, held on site in February 2024, focused on establishing caseload, judge, and staffing growth assumptions that reflect historical trends and anticipated statewide and local initiatives and other legislation, benchmarks, and statutes as appropriate. Additionally, a detailed functional assessment of the existing courthouse was conducted utilizing Fentress' Courthouse Realtime Operational Evaluation (CORE) tool. The CORE results were used during the programming sessions to highlight deficiencies in existing court operations in the areas of space functionality, space standards, security, building condition, and building systems and technology.

Subsequent sessions in April and May 2024 addressed refining space standards and benchmarks to achieve consistency across departments, establishing adjacency needs, and identifying potential courthouse efficiencies, such as shared spaces, technology improvements, and rightsizing space requirements. The following sections present the summary results of the planning sessions, related analysis, and resulting staff and space requirements for the Cumberland County Courthouse.

2 Existing Facility Assessment Summary

Existing Facility and Functional Assessment Overview

The existing Cumberland County Courthouse is a two-story county-owned facility in Cumberland, Virginia. The building is approximately 14,225 gross square feet and contains approximately 7,600 square feet of occupied space (Component Gross Square Feet (CGSF)), comprised mostly of two courtrooms and associated spaces. The building is occupied primarily by court components on the first floor and the Sheriff's Office and Commonwealth's Attorney Office on the ground floor. The floor plans for the existing Cumberland County Courthouse are shown in Figures 1 and 2.

Figure 1: Existing Cumberland County Courthouse – Ground Floor

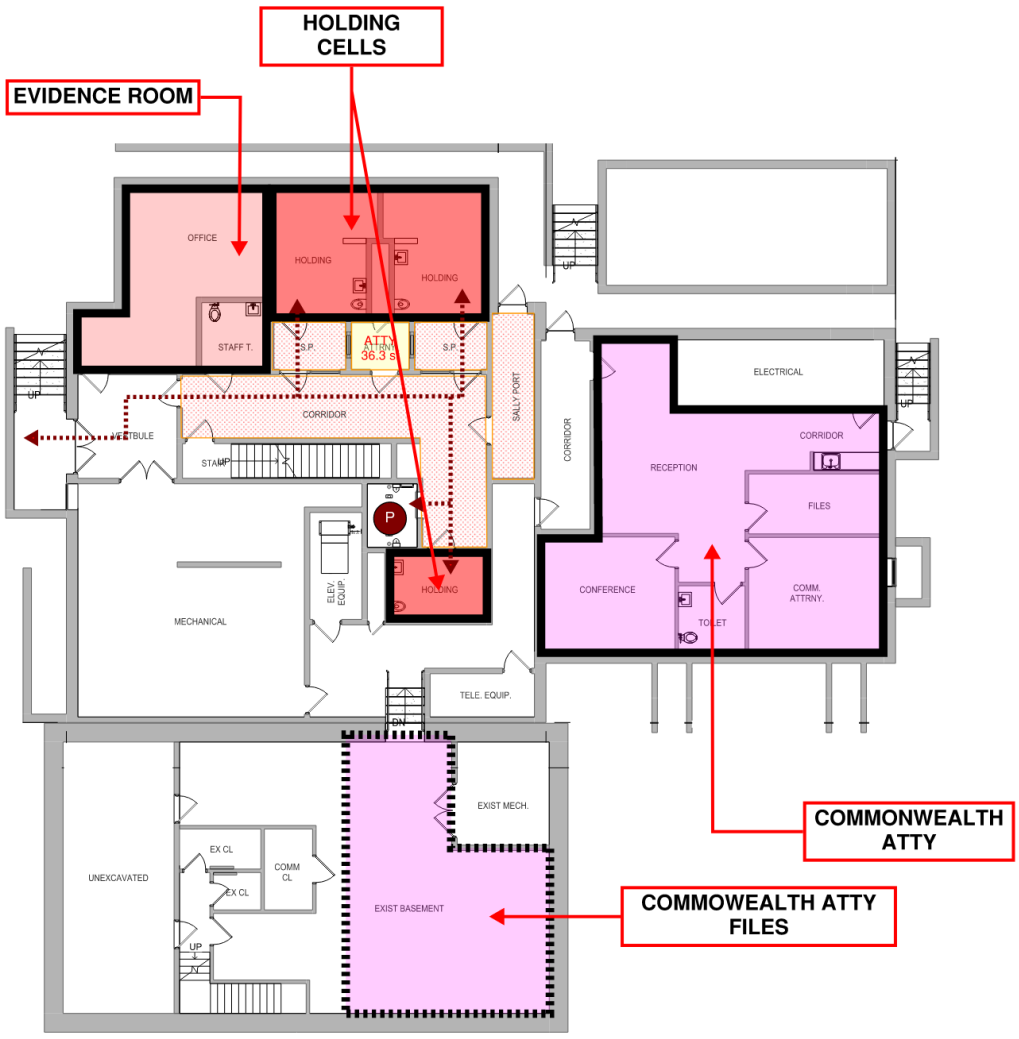
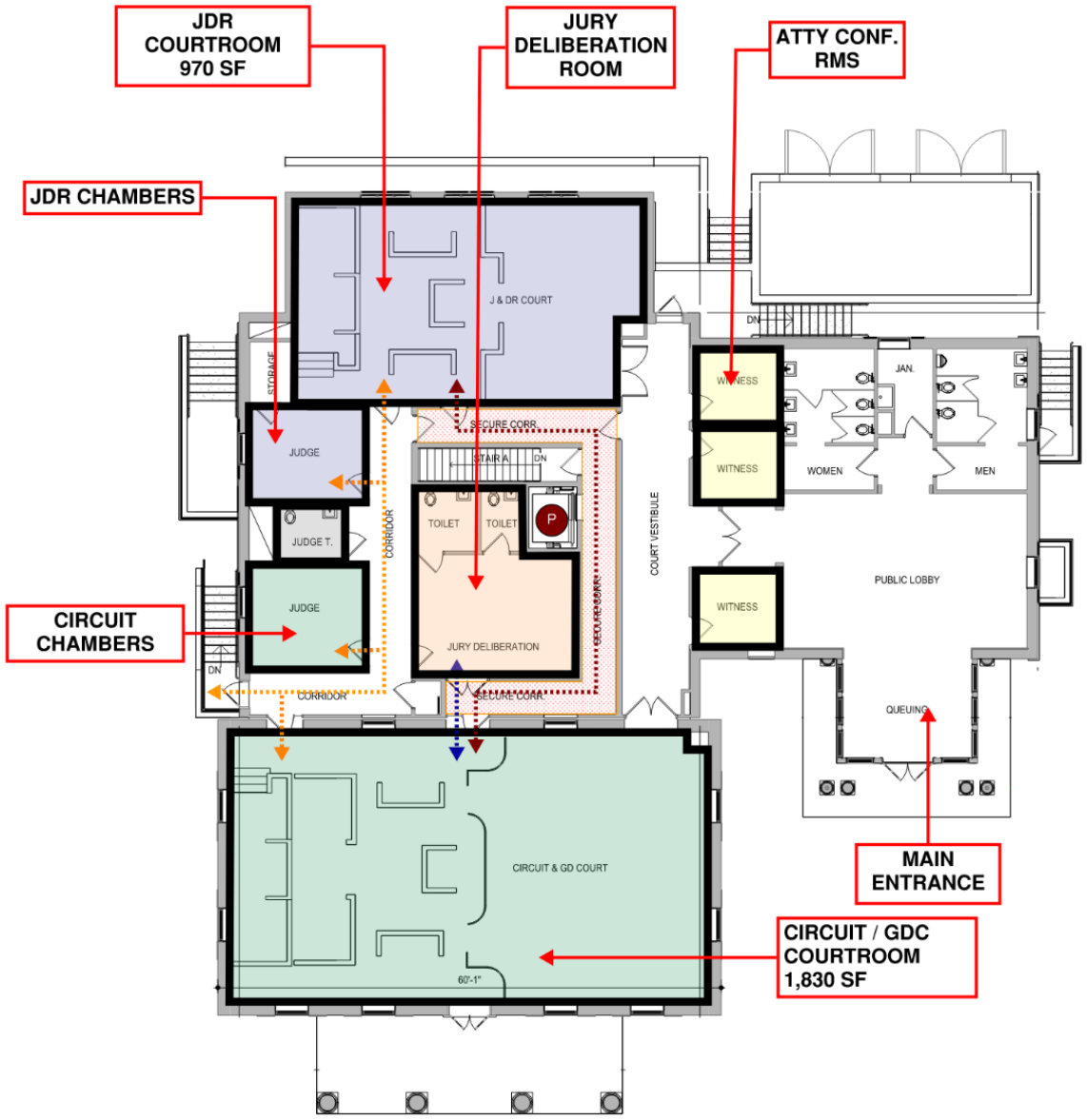


Figure 2: Existing Cumberland County Courthouse – First Floor



Adjacent to the courthouse is a county-owned building that houses the Circuit and GDC/JDR Clerk's Offices and a Regional Magistrate Office totaling approximately 2,500 CGSF of relevant court component space (there are also non-court related county agencies in this building)[1]. This second building is located on the same property as the Cumberland Courthouse; however, they are not connected (see Figure 3). When considering the court operations for this study, both buildings will be referred to as the Cumberland County Courthouse Complex.

Figure 3: Cumberland County Courthouse Complex

Shortly after the first planning sessions held in February 2024, a functional assessment was completed by Fentress, Inc. utilizing the Courthouse Operations Realtime Evaluation (CORE) tool. Fentress developed the CORE tool to evaluate courthouse space from the tenant perspective objectively, and to identify courthouse deficiencies in five key areas:

- Space Standards (compliance with best practices and/or design guidelines)
- Space Functionality (how well the building supports court operations)
- Security
- Building Condition (general state of repair for building exterior and specific interior spaces)
- Building Systems and Technology

The CORE tool automatically produces and graphically depicts an overall space assessment score (the CORE score) on a scale of 0 to 100, with a score of 100 representing an ideal courthouse within the context of the evaluation criteria (0-59 = Poor; 60-79 = Fair; 80-100 = Good). In addition to the overall CORE score, the results summary includes individual CORE scores for each of the five key areas noted above

[1] Drawings of the adjacent county owned building were not provided as part of this study and all SF references to these spaces in this report are estimated.

Existing Facility Functional Assessment Results

Over 160 factors were used for the functional assessment of Cumberland County Courthouse Complex. As shown in Table 1, the overall CORE score for the existing courthouse is 52.7, with most of the evaluation criteria scoring in the poor to fair range. An overall CORE score of 52.7 indicates that the current Cumberland County Courthouse Complex has significant functional deficiencies.

Table 1: CORE Results for the Existing Cumberland County Courthouse Complex

CORE SCORE	52.7		
Criteria	Assessment Results		
	Good 80-100	Fair 60-79	Poor 0-59
Building Condition		65.8	
Building Systems		62.4	
Security			55.7
Space Functionality			57.9
Space Standards			29.2
Technology			45.1

The critical deficiencies observed in the Courthouse Complex include:

- Lack of a full-time security presence at the building entrances
- No vehicle sallyport
- No dedicated GDC courtroom or chambers
- No dedicated JDR clerk's office
- The courthouse and judges are in a separate building from clerk's offices (i.e., fragmentation)
- Undersized and inadequate layout of the Circuit and GDC Clerk's Offices) and Commonwealth's Attorney's Office
- Lack of technology, including electronic dockets display, civil electronic case filing, evidence presentation, etc.
- Non-existent exterior security provisions, including bollards, CCTV, fencing, etc.

Accommodating the court's space needs within current Cumberland County Courthouse Complex is not a viable solution. The nature and magnitude of the existing deficiencies, including the lack of space and the existing fragmentation of operations, significantly impact how the complex functions as a courthouse. A subsequent space analysis was performed and concluded that expanding within the current court configuration (i.e. separate buildings within the complex) is not conducive to improving current operations, and the existing space would need to increase substantially to accommodate the courts and related agencies' current and projected needs.

3 Court Workload Analysis Summary

Population and Demographic Analysis

As part of the workload analysis, the population of Cumberland County was examined. The population and demographic data are from the U.S. Census Bureau and population projections are sourced from the Weldon Cooper Center for Public Service at the University of Virginia. While population increases do not automatically yield workload increases for the court, as a general observation, locations with higher populations typically have higher caseload filings.

Two significant observations were determined by analyzing the population and demographics:

- The population in Cumberland County declined slightly between 2010 and 2020. The population is not projected to return to the 2020 Census value of 9,675 until the year 2050. In the interim, the county population is projected to continue falling to a low of 9,165 in 2030 before increasing again, reaching 9,354 in 2040 and 9,683 in 2050 (Figure 4).
- Cumberland County median household income of $51,035 in 2020 lags both Virginia ($82,210) and the United States ($68,010) as a whole and the gap expanded between 2010 and 2020 (Figure 5).

Figure 4: County Historical and Projected Population

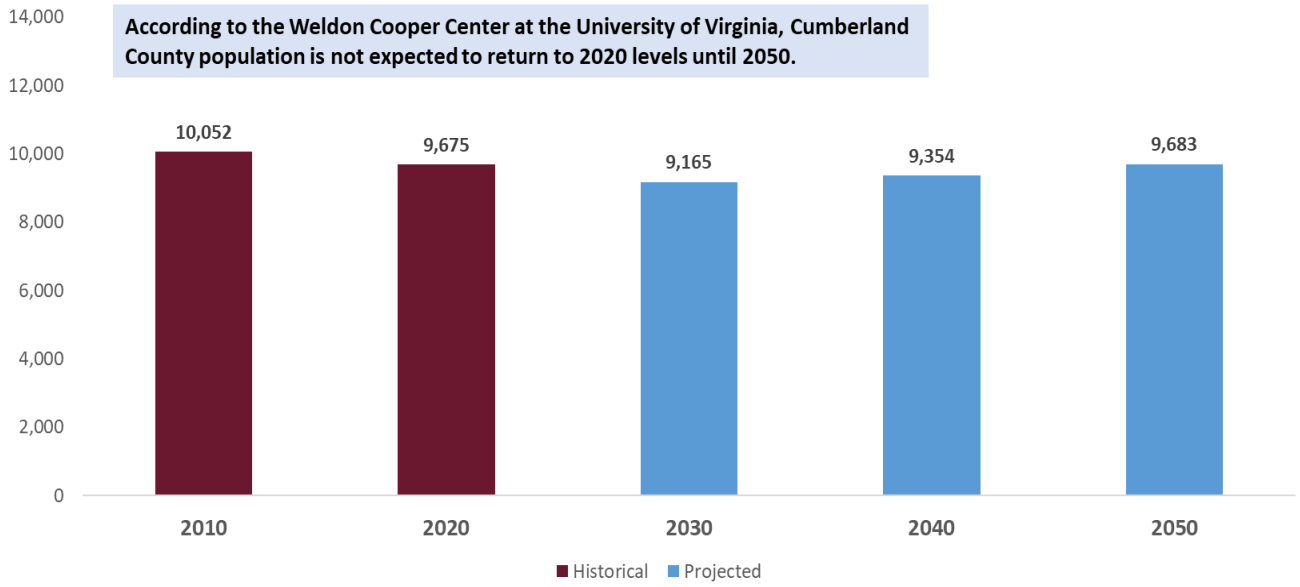
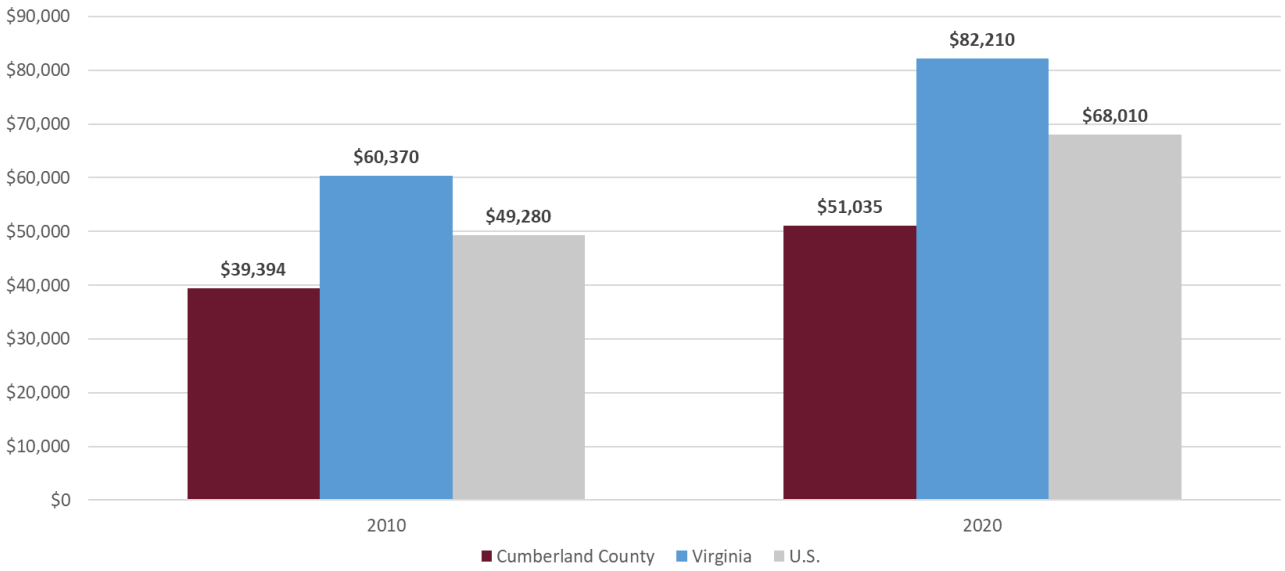


Figure 5: County Historical Median Household Income



Despite the projections, county officials anticipate population and household income increases prior to 2030 due to the soon-to-be completed Cobbs Creek Reservoir project in the north of the County.

In Virginia, there has been a westward shift in population, especially during and after the pandemic. Employees who can telework have moved from urban environments to more affordable suburban and rural locations. Thirty years ago, Powhatan County, located west of Richmond, started seeing an influx of commuters who worked in Richmond. Now that Powhatan County is becoming more developed, there is an assumption that people will continue to expand westward into Cumberland County. The Cobbs Creek Reservoir project is the type of development that could attract additional people to County.

This assumption is not represented in the historical data; however, trends have been changing since the pandemic. This assumption must be monitored over time, and this study incorporates a small expansion in court personnel to accommodate a growing but conservative increase in population.

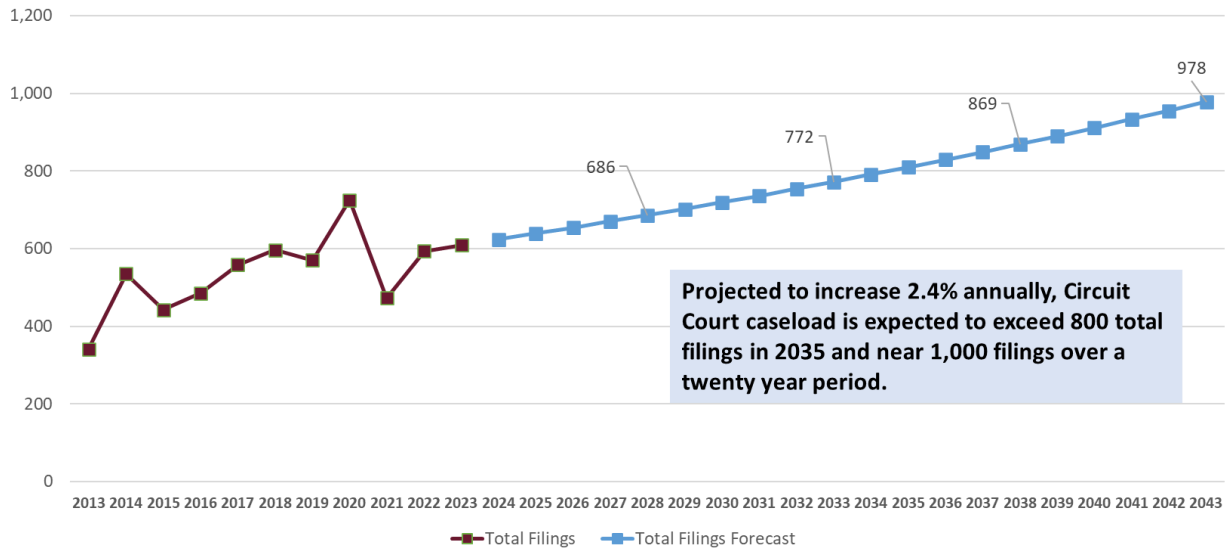
Caseload Analysis

Circuit Court

The filings for the Circuit Court and the GDC and JDR District Courts were projected as part of the analysis. To do so, historical data were gathered on filings from monthly and annual caseload reports compiled by the Office of the Executive Secretary's Department of Judicial Services of Virginia's Judicial System. Due to the lack of available data before 2013, the forecasts were based on a sampling of average growth across multiple blocks of years (e.g., 1-, 3-, 5-, 7-, and 10-year periods), an acceptable quantitative technique that analyses historical trends to estimate future filings.

Figure 6 presents the Circuit Court's historical and projected caseload filings. The historical data includes values from 2013 to 2023, presented in the dark line and yearly points. The blue line and points represent the projected workload.

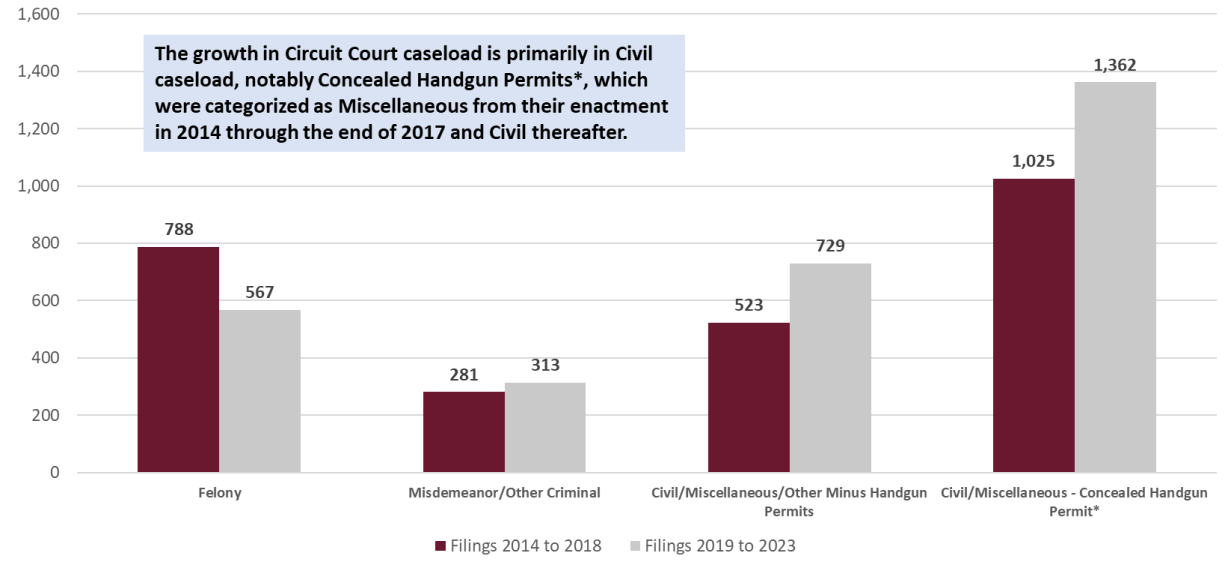
Figure 6: Circuit Court Historical and Projected Caseload



The Circuit Court's caseload is projected to increase by 2.4% annually over the next twenty years, exceeding 800 total filings in 2035 and nearing 1,000 filings in 2043.

The breakdown of Circuit Court cases by type are shown in Figure 7 with the civil caseload dominating, particularly concealed handgun permits; criminal felonies were a higher proportion in the past.

Figure 7: Circuit Court Historical Caseload by Type

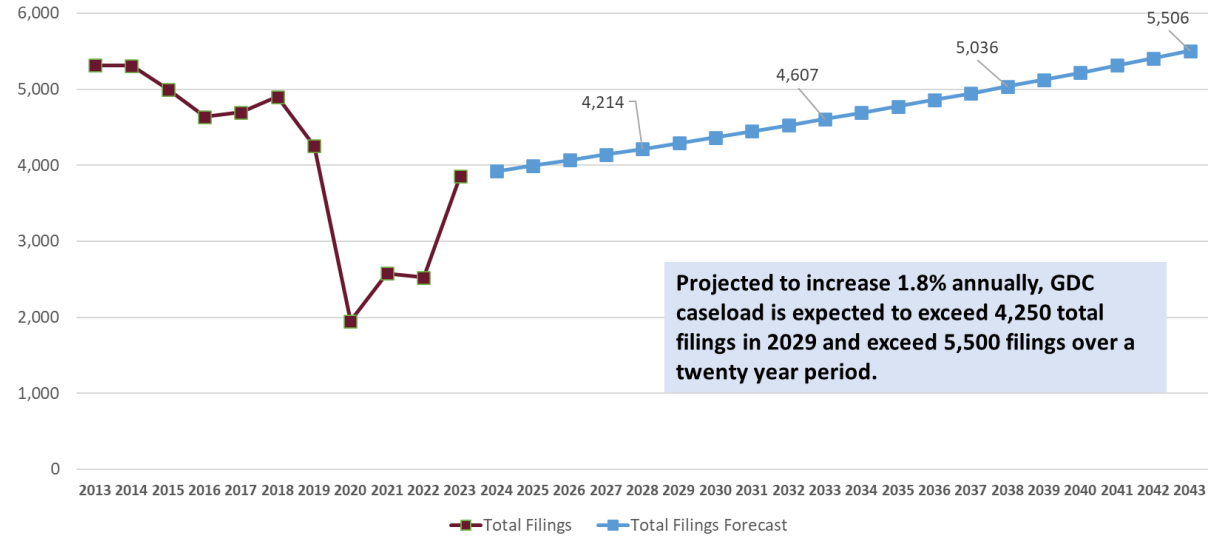


* Includes new, replaced, and lost or destroyed permits.

General District Court

Figure 8 presents the forecasted filings for GDC. The dark line and points represent the historical data, and the blue line and points represent the forecast.

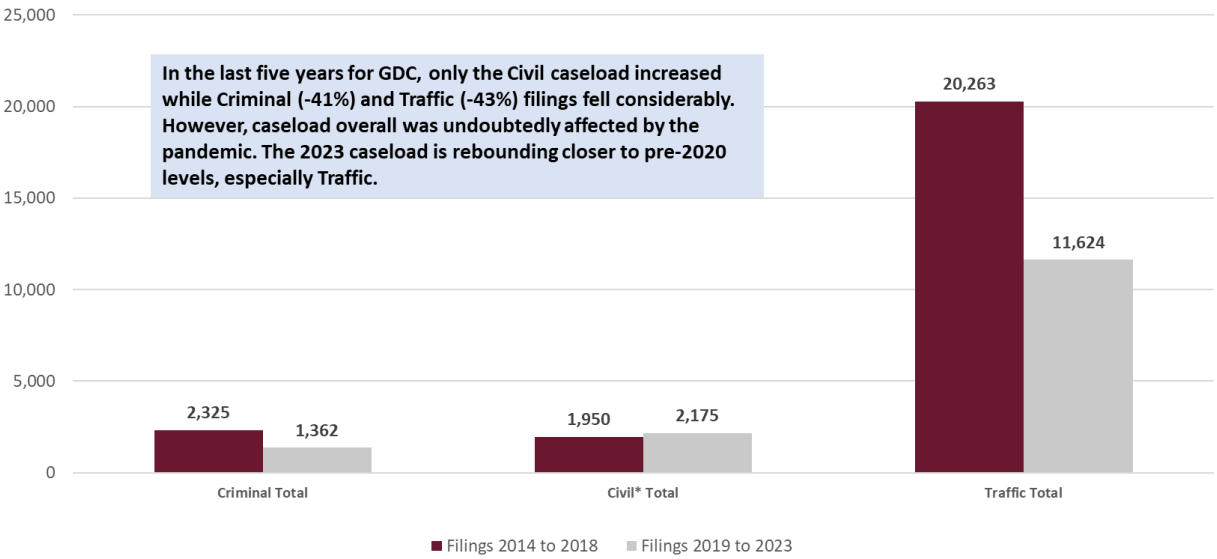
Figure 8: General District Court Historical and Projected Caseload



As presented in Figure 8, the total filings for GDC have generally declined since 2013. Though the forecast shows the potential for an increase in filings, the filing levels are not projected to return to historical highs until the end of the planning period.

The breakdown of GDC cases by type are shown in Figure 9 with the traffic caseload dominating; like Circuit Court, criminal cases were a higher proportion in the past.

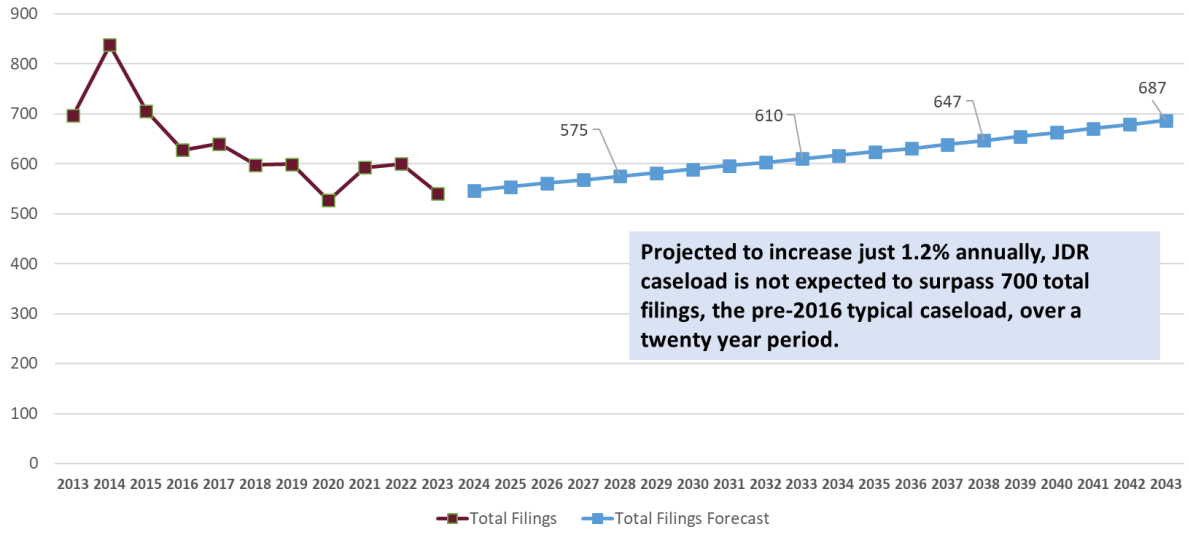
Figure 9: General District Court Historical Caseload by Type



JUVENILE AND DOMESTIC RELATIONS COURT

Figure 10 presents the forecasted filings for JDR. The dark line and points represent the historical data, and the blue line and points represent the forecast.

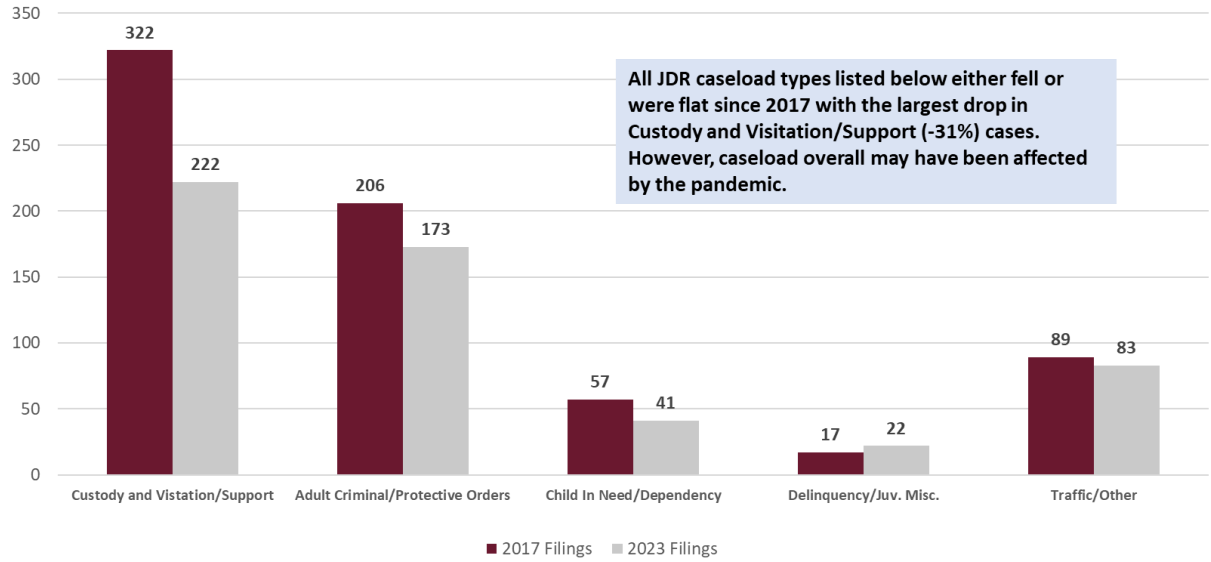
Figure 10: Juvenile and Domestic Relations Court Historical and Projected Caseload



As presented in Figure 10, JDR filings have generally declined since 2006. Though the forecast shows the potential for an increase in filings, the filing levels are not projected to return to historical highs.

The breakdown of JDR cases by type are shown in Figure 11 with custody and visitation, support, adult criminal, and protective orders caseload dominating.

Figure 11: Juvenile and Domestic Relations Court Historical Caseload by Type



Workload Analysis Results Summary

The combined analysis of the historical and projected population, demographics, economics, and caseload results indicate that the increase in Circuit Court filings will generate the need for moderate increase in the Circuit Court Clerk's Office and growth in other departments, notably the Commonwealth's Attorney's Office. By contrast, GDC filings are not expected to increase to the point that additional staff or resources will be needed. However, the anticipated split of the JDR District Court from the combined GDC/JDR Court will require an increase in JDR staff as the newly formed JDR Clerk's Office is built out. In addition, space in a new court project will allow the Virginia Department of Juvenile Justice's Court Services Unit (CSU), a juvenile probation unit, to increase positions in Cumberland; previously, they were limited to a minimal staff presence due to a lack of available space.

Judge and Personnel Projections

This section describes the projected judge and personnel that support future space needs for the Cumberland County Courthouse.

Due to Cumberland being a visiting location served by one presiding judge each for Circuit, GDC and JDR Courts and multiple other visiting judges, no additional judgeships will likely be required over the next twenty years. However, scheduling conflicts occur, and each type of court must have an available courtroom and judge's office to allow for more frequent judge visitation, and the potential of a future resident judge.

As shown in Table 2, the Circuit Court currently totals six personnel positions: one Circuit Judge, one Judicial Assistant, and four Clerk's Office Staff. Growth is anticipated in the Clerk's Office, bringing the twenty-year total for the Circuit Court to eight personnel positions, a growth of approximately 33%.

Table 2: Circuit Court Current and Projected Personnel

Personnel Type	Current	2028	2033	2043	Growth	% Growth
Circuit Court Judge*	1	1	1	1	0	0%
Judicial Administrative Assistant	1	1	1	1	0	0%
Clerk	1	1	1	1	0	0%
Deputy Clerk	1	1	1	1	0	0%
Clerk's Support Staff	2	3	3	4	2	100%
Total	**6**	**7**	**7**	**8**	**2**	**33%**

** Cumberland County is currently a visiting location for the Circuit Court. The county's judicial website lists a Presiding, Chief Judge of the Circuit Court and also includes three additional visiting judges.*

As shown in Table 3, including Magistrate positions, the GDC currently totals seven personnel positions: one District Judge, one resident Magistrate, one supervisory regional Magistrate, and four Clerk's Office Staff. No growth is anticipated for GDC, which will remain at seven personnel positions.

Table 3: General District Court Current and Projected Personnel

Personnel Type	Current	2028	2033	2043	Growth	% Growth
GDC Judge*	1	1	1	1	0	0%
Chief Magistrate/Magistrate**	2	2	2	2	0	0%
Clerk***	1	1	1	1	0	0%
Deputy Clerk***	1	1	1	1	0	0%
Clerk's Support Staff***	2	2	2	2	0	0%
Total	**7**	**7**	**7**	**7**	**0**	**0%**

** Cumberland County is currently a visiting location for the District Court. The county's judicial website lists a Chief Judge of the General District Court and also includes two additional visiting judges.*
*** The Magistrate is housed in the Sheriff's Office, and the Chief Magistrate has a regional office in the court complex.*
**** The GDC and JDR Clerk's Office are currently combined, but they are assumed to be separate in the future.*

As shown in Table 4, the JDR currently has one personnel position: one District Judge. However, the GDC and JDR, which are currently combined, are projected to separate in the near future. Because of the need to build out the JDR Clerk's Office, growth is anticipated for JDR, bringing the twenty-year total for JDR to five personnel positions.

Table 4: Juvenile and Domestic Relations Court Current and Projected Personnel

Personnel Type	Current	2028	2033	2043	Growth	% Growth
JDR Judge*	1	1	1	1	0	0%
Clerk**	0	1	1	1	1	N/A
Deputy Clerk**	0	1	1	1	1	N/A
Clerk's Support Staff**	0	0	1	2	1	N/A
Total	**1**	**3**	**4**	**5**	**4**	**400%**

** Cumberland County is currently a visiting location for the Juvenile and Domestic Relations Court. The county's judicial website lists a Presiding, Chief Judge of the Juvenile and Domestic Relations Court and also includes two additional visiting judges.*
*** The GDC and JDR Clerk's Office are currently combined, but they are assumed to be separate in the future.*

As shown in Table 5, the court-related departments, which include the Commonwealth's Attorney Office (CAO), the Juvenile Probation's CSU, and the Sheriff's Office, currently have five personnel positions, including the current need for an additional ACA in the CAO. The additional space in the new building will allow the CSU to right-size their operations in Cumberland, which had been limited in size previously due to a lack of space. In addition, the increased footprint of the new building will require the Sheriff's Office to locate a contingent of deputies on-site on a regular basis. Because of the ability and need to build out both the CSU's Office and the Sheriff's on-site security presence, respectively, growth is anticipated for court-related departments bringing the twenty-year total to 13 personnel positions.

Table 5: Court-Related Current and Projected Personnel

Personnel Type	Current	2028	2033	2043	Growth	% Growth
Commonwealth's Attorney	1	1	1	1	0	0%
Assistant Commonwealth's Attorney	1*	2	2	2	1	100%
Legal Assistant	1	2	2	2	1	100%
Victim/Witness**	1	1	1	1	0	0%
Probation (CSU)***	1	4	4	5	4	400%
Sheriff's Office Staff****	0	2	2	2	2	N/A
Total	**5**	**12**	**12**	**13**	**8**	**160%**

** Currently, there are no Assistant Commonwealth's Attorneys, but the CAO expressed that the need is there today. For space planning purposes, a position is denoted as Current since the position may be added before 2028.*
*** Currently housed with Sheriff's Department although associated with the CAO. Will require a separate entrance and space from CAO if moved from Sheriff's building into new courthouse.*
**** Currently, only one staff member due to space limitations, but will require four offices going to five to accommodate growth of one additional Probation Officer. The four offices are needed for one Probation Officer, one Supervisor, one Office Support Specialist, and one visiting office.*
***** Currently, 2 full-time and 2 part-time personnel are assigned to the courts, totaling 3 FTEs. The only on-site space needed is a shared office adjacent to the main Courthouse security entrance and a multi-use/group office in the cellblock.*

4 Program of Requirements Summary

Table 6 presents a summary-level listing of the space needs, by court component, for the Cumberland County Courthouse. The Program of Requirements (POR) is organized by the primary program components, consisting of the court units that will be housed in the courthouse, and other facilities-related support spaces. The associated net square footage (NSF), component gross square footage (CGSF), and building gross square footage (GSF) is calculated in the POR (here and in the detailed space requirements section) as follows:

- **NSF:** The NSF measures the clear area of the rooms or spaces that is required to perform the assigned function (i.e., measurements are from "wall-to-wall").
- **CGSF:** The total NSF for each component is totaled and then multiplied by a component grossing factor, typically between 1.2 and 1.5, which accounts for circulation and internal wall thickness within each area. The result is the total component gross square footage (CGSF) required for that component (or suite).
- **GSF:** The building GSF is calculated by totaling the NSF for all components and multiplying by a building efficiency grossing factor of 1.45, which accounts for building systems (physical plant), public, restricted, and secure circulation paths, vertical shafts, and exterior wall thicknesses.

It is anticipated that specific details within the POR will be further evaluated during subsequent phases of the project based upon design alternatives, site/building limitations, and budget constraints.

Table 6: Court Space Needs Summary

		Projected Need 2044
COURT COMPONENTS		
1	JUDGES AND STAFF	1,619
2	COURTROOMS AND ANCILLARY SPACES	10,033
3	JURY ASSEMBLY/MULTI-PURPOSE ROOM	2,015
4	CIRCUIT COURT (CC) CLERK'S OFFICE	4,429
5	GENERAL DISTRICT COURT (GDC) CLERK'S OFFICE	2,018
6	JUVENILE AND DOMESTIC RELATIONS (JDR) CLERK'S OFFICE	2,068
7	COMMONWEALTH'S ATTORNEY OFFICE	2,573
8	COURT SERVICES UNIT (CSU)	1,912
9	COURT SECURITY AND HOLDING	3,541
10	BUILDING SUPPORT/OTHER SERVICES	3,588
COURT SPACE SUMMARY		
	COURT CGSF	*33,796*
	Building Grossing Factor (approximately 70% efficient)	1.45
	COURTHOUSE BUILDING GSF	*49,004*

5 Program of Requirements Details

5.1 Judges' Chambers and Related Staff

Space Requirements: Judges' Chambers and Related Staff

Table 7: Program of Requirements – Judges' Chambers and Related Staff

		UNIT SF		CURRENT STAFF*	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	**Staff/Space Type**	**Space/Room Type**	**Unit NSF**	**Qty**	**Qty**	**Qty**	**Area NSF**	**Staffing or Space Comments/Assumptions**
	Circuit Court (CC) Judges							
1.01	Circuit Court Judge	OFFICE	**300**	1	1	1	**300**	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
1.02	Judicial Assistant	WORK STATION	**70**	1	1	1	**70**	
	Subtotal CC Judges/Staff			**2**	**2**		**370**	
	General District Court (GDC) Judges							
1.03	District Court Judge	OFFICE	**300**	1	1	1	**300**	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
	Subtotal GDC Judges/Staff			**1**	**1**		**300**	
	Juvenile and Domestic Relations Court (JDR) Judges							
1.04	Juvenile and Domestic Relations Court Judge	OFFICE	**300**	1	1	1	**300**	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
	Subtotal JDR Judges/Staff			**1**	**1**		**300**	
	Subtotal Judicial Staff Spaces			**4**	**4**		**970**	
Shared Support Spaces								
1.05	Chambers Entry	RECEPTION	**80**			1	**80**	
1.06	Work/Copy Area	WORK AREA	**80**			1	**80**	Shared area for chambers; includes copy, printer, work counter, scanner (if required), storage cabinets for supplies
1.07	Kitchenette	KITCHENETTE	**40**			1	**40**	Shared area for chambers; provide 8'-0" LF of counter w/sink, base and wall cabinets w/microwave; undercounter refrigerator
1.08	General Storage	STORAGE	**25**			3	**75**	
	Subtotal Support Spaces						**275**	
	Subtotal Chambers Staff and Support Spaces			**4**	**4**		**1,245**	
COMPONENT GROSS SQUARE FEET FACTOR			**1.30**				**374**	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							**1,619**	

NOTES:
* Cumberland is a currently a visiting location for Circuit Court, GDC, and JDR.

Planning Considerations: Judges' Chambers and Related Staff

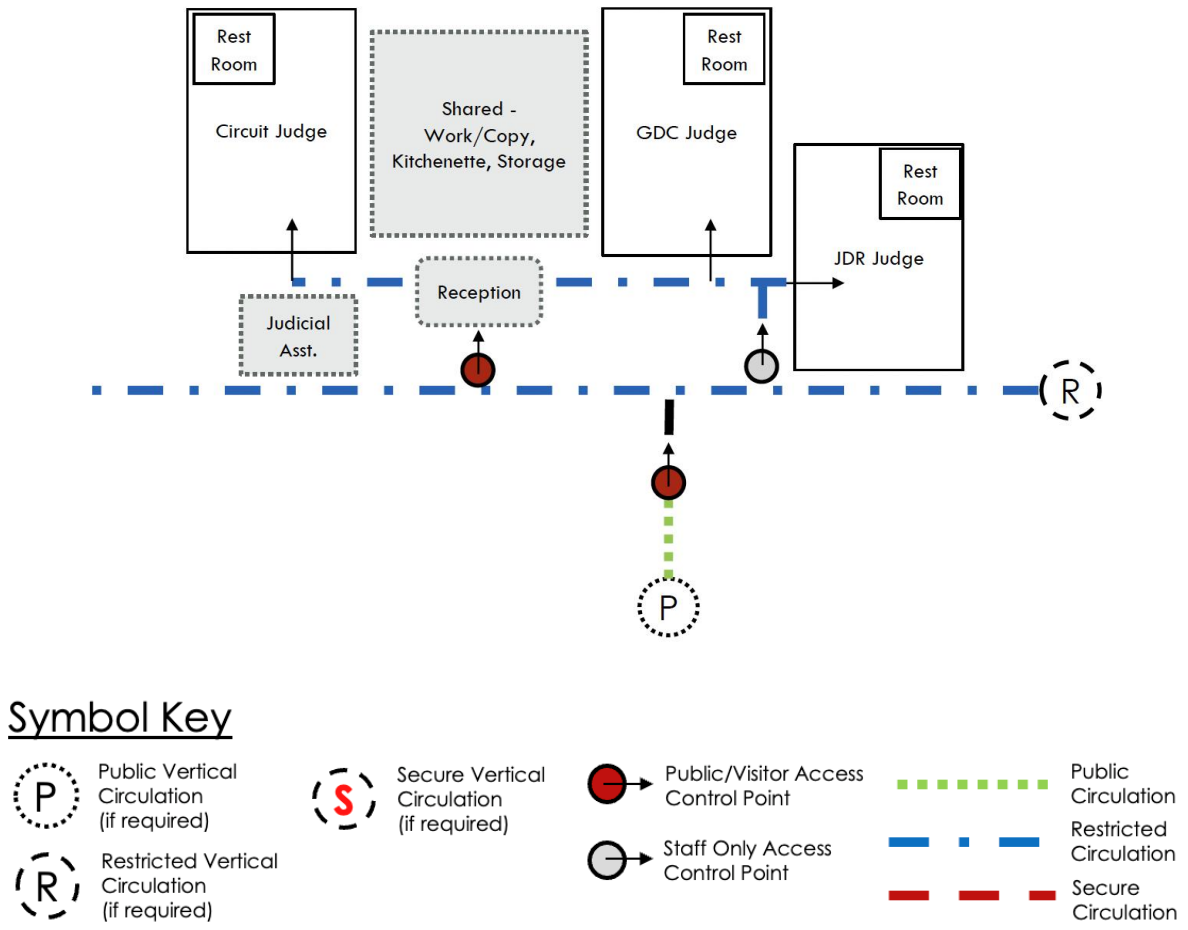
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the judges' chambers and related staff spaces.

Table 8: Functional Requirements – Judges' Chambers and Related Staff

Primary Adjacency	Courtrooms
Secondary Adjacency	Clerk's Office
Public Interface	Low
Circulation Requirements	• Restricted circulation to/from secure parking • Restricted circulation path to/from courtrooms
Special General Requirements	N/A
Special Security Requirements	Each judges' office should be equipped with duress alarms monitored from the Sheriff's Office control room
Special A/V Requirements	N/A

Spatial Relationships: Judges' Chambers and Related Staff

Figure 12: Adjacency Diagram – Judges' Chambers and Related Staff (collegial suite arrangement)



5.2 Courtrooms and Ancillary Spaces

Space Requirements: Courtrooms and Ancillary Spaces

Table 9: Program of Requirements – Courtrooms, Hearing Rooms, and Ancillary Spaces

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Space Comments/Assumptions
Courtrooms								
2.01	Circuit Courtroom (Jury)	COURTROOM	2,000			1	2,000	Jury box (20); 80 spectators; Evidence Presentation System (EPS) infrastructure and/or equipment is required; Spectator monitors required
2.02	GDC Courtroom (Non-Jury)	COURTROOM	2,000			1	2,000	Flexibility to accommodate all types of GDC proceedings; 100-120 spectators; Spectator monitors required
2.03	JDR Courtroom (Non-Jury)	COURTROOM	1,400			1	1,400	25-30 spectators
	Subtotal Courtrooms					**3**	**5,400**	
Support Spaces								
2.04	Soundlock	COURTROOM	64			3	192	1 per courtroom/hearing room; accessible from public circulation
2.05	Exhibit Storage	SECURE STOR.	25			3	75	One per courtroom; card reader access
2.06	Waiting Area	PUBLIC	400			3	1,200	Waiting area outside each courtroom (expanded public corridor/lobby)
2.07	Attorney Conference Rm.	CONFERENCE	90			6	540	2 per courtroom; accessible from public circulation or soundlock; can accommodate 4 people
2.08	Jury Deliberation Vestibule	CONFERENCE	35			1	35	One vestibule per jury deliberation room for sound lock.
2.09	Jury Deliberation Rm.	CONFERENCE	350			1	350	Accommodates an 14-person jury; include one 8'-0" lf. kitchenette in each jury deliberation room; provide base and wall cabinets, sink, microwave and under-counter refrigerator
2.10	Jury Deliberation Toilet Rm.	TOILET RM	50			2	100	2 gender neutral per jury suite; verify code requirement to possibly reduce to 1 per jury suite
2.11	Shared Remote Testimony Rm.	CONFERENCE	100			1	100	Closed circuit broadcast; access from restricted circulation
2.12	AV Closet	MECH/ELEC	25			3	75	One per courtroom/hearing room for sound and EPS
2.13	Equipment Storage	STORAGE	50			1	50	Locate proximate to courtrooms
	Subtotal Support Spaces						**2,717**	
Prisoner Spaces								
2.14	Prisoner Elevator Vestibule	SECURE CORRIDOR	64			1	64	Within holding cell area or secure corridor located between the pair of courtrooms
2.15	Soundlock	SECURE CORRIDOR	60			3	180	Between holding cell area or secure corridor and each courtroom where detainees are brought
2.16	Holding Cell (Single)	HOLDING	70			0	0	Located between a pair of courtrooms ***NOT REQUIRED UNLESS PROXIMITY BETWEEN COURTROOMS AND CELLBLOCK BECOMES TOO FAR***
2.17	Holding Cell (Group)	HOLDING	100			0	0	6 person capacity; Located between a pair of courtrooms ***NOT REQUIRED UNLESS PROXIMITY BETWEEN COURTROOMS AND CELLBLOCK BECOMES TOO FAR***
	Subtotal Support Spaces						**244**	
	Subtotal Courtrooms, Hearing Rooms and Support Spaces						**8,361**	
COMPONENT GROSS SQUARE FEET FACTOR			**1.20**				**1,672**	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							**10,033**	

Planning Considerations: Courtrooms and Ancillary Spaces

In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the courtrooms and ancillary spaces.

Table 10: Functional Requirements –Courtrooms and Ancillary Spaces

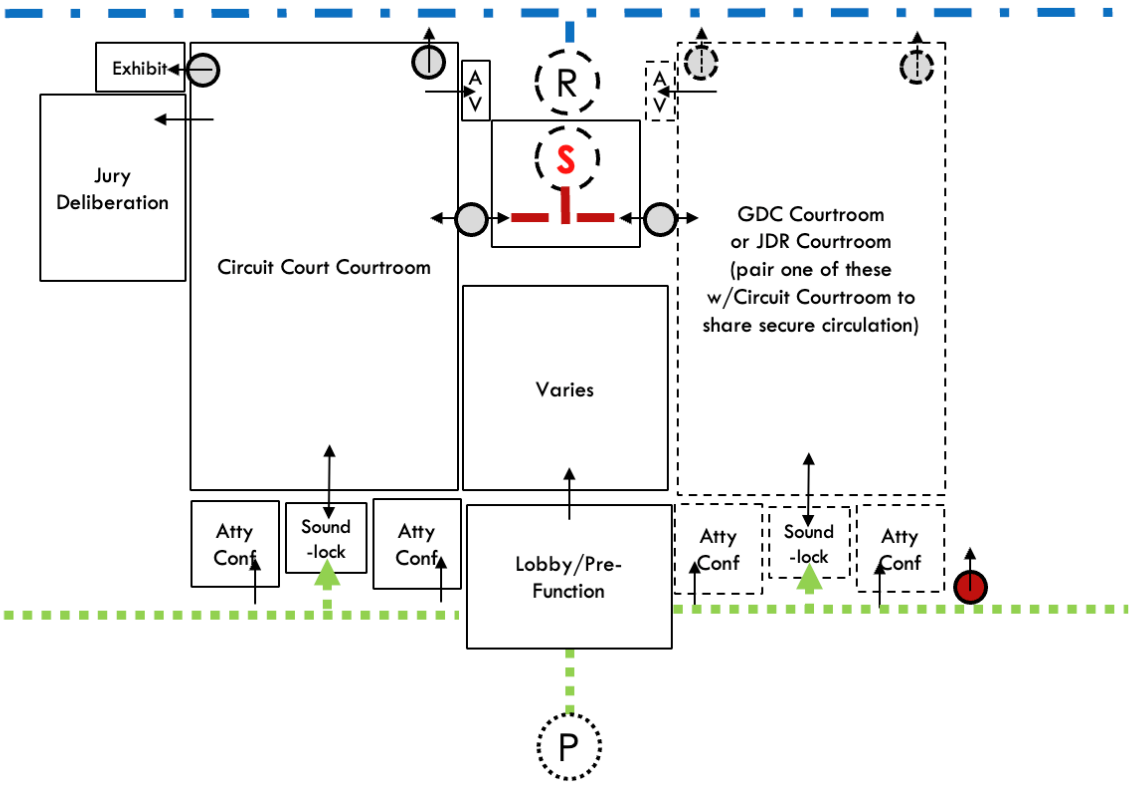
Primary Adjacency	• Public Lobby/Main Public Corridor • Judges' chambers
Secondary Adjacency	Attorney Conference Rooms
Public Interface	High
Circulation Requirements	• Direct access to/from public circulation to gallery seating area • Direct access to/from restricted circulation to/from judge's bench • Direct access to/from secure circulation for detainee movement

Special General Requirements	• All built-in, custom furnishings should include the following:
	  • Judge's bench with raised platform
	  • Courtroom clerks' station(s)
	  • Witness box with raised platform
	  • Jury box with raised platform at back row (Circuit courtroom only)
	  • Spectator seating and rail
	• The judge's bench should be two steps (12"-14") up from the floor.
	• The clerk's bench and witness stand should be one step (6"-7") from the floor.
	• The jury box should have two rows of seating with a wheelchair-accessible location in the front row and a back row that is one step (6"-7") higher than the front row.
	• Courtroom design should allow for flexibility and continuing advancement of technology, including the option of providing raised flooring in the well of the courtroom.
	• Provide 30" hardwood panel railing system with a handicap accessible gated opening with 360-degree heavy duty noiseless hinge to separate courtroom well from spectator area. Fixed, upholstered, pedestal-mounted, swivel, tilt jury seating should be provided with one moveable chair for ADA compliance

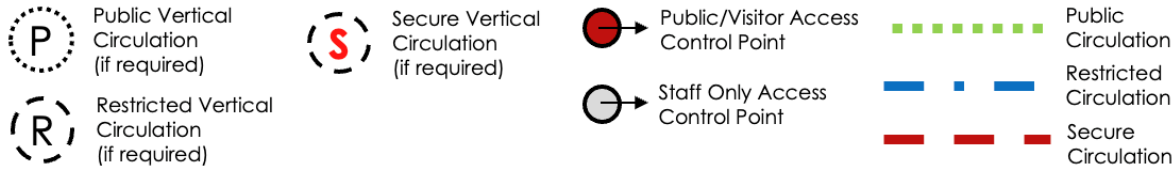
Special Security Requirements	• Doors into the courtrooms from restricted and secure areas shall be controlled via card key access. Entry from the public circulation path can be secured via keyed lock. • The judge's bench and clerk's workstation shall be lined with ballistic-resistant material (UL Standard 752, Level Ill) on all vertical surfaces. • The judge's and clerks' locations in the courtroom should be equipped with duress alarms monitored from the Sheriff's Office control room. • Each courtroom should be equipped with video surveillance coverage and monitored from the Sheriff's Office control room.

Spatial Relationships: Courtrooms and Ancillary Spaces

Figure 13: Adjacency Diagram - Courtrooms, Hearing Rooms, and Ancillary Spaces



Symbol Key



5.3 Jury Assembly/Multi-Purpose Room

Space Requirements: Jury Assembly/Multi-Purpose Room

Table 11: Program of Requirements - Jury Assembly/Multi-Purpose Room

		DESIGN GUIDE STANDARD		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
3.01	Juror Check-in	WORK STATION	64			1	64	Staffed by clerks office personnel; work counter, scanner (if required), storage cabinets
3.02	General Storage	STORAGE	25			1	25	Locate adjacent to check-in area
3.03	Orientation/Multi-Purpose Room	JURY ASSEMBLY	12			80	960	80 juror capacity @ 12 sf/pp
3.04	Jury Toilet Room	TOILET RM	120			4	480	PLACEHOLDER; 1M and 1 F - 2 fixtures in each; fixture count to be verified per code
3.05	Equipment Storage	STORAGE	150			1	150	AV equipment, easels, tables, chairs, etc.
	Subtotal Staff and Juror Areas						1,679	
COMPONENT GROSS SQUARE FEET FACTOR			1.20				336	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							2,015	

Planning Considerations: Jury Assembly/Multi-Purpose Room

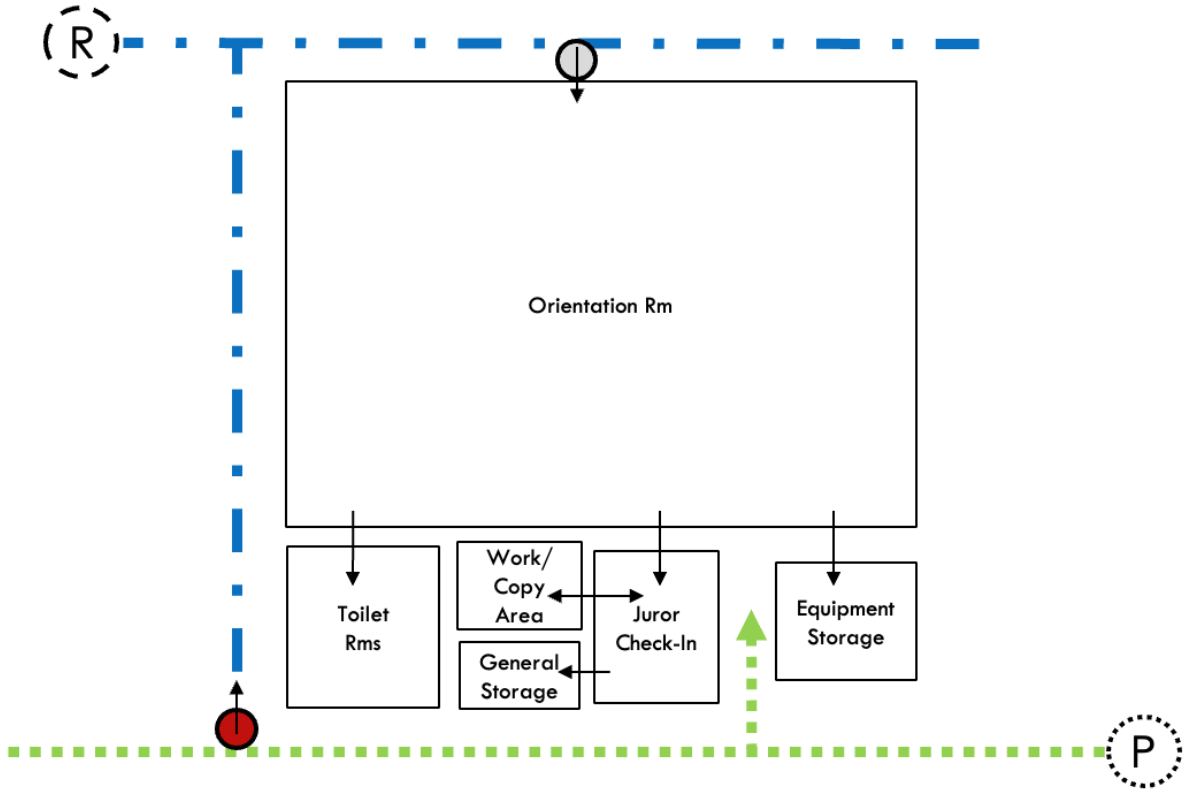
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Jury Assembly/Multi-Purpose Room space.

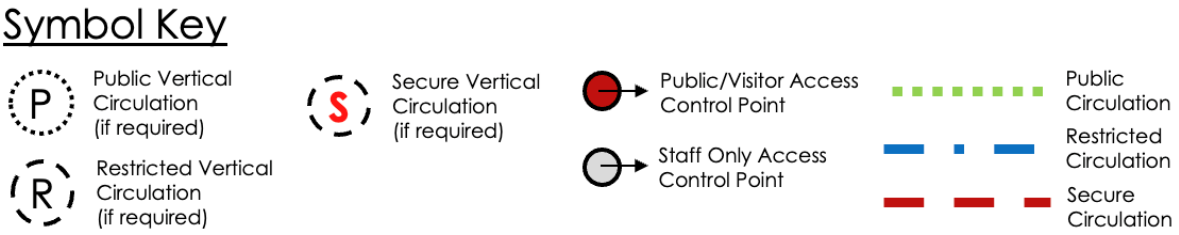
Table 12: Functional Requirements – Jury Assembly/Multi-Purpose Room

Primary Adjacency	Clerk's Office
Secondary Adjacency	• Courthouse Lobby • Circuit Courtroom
Public Interface	High
Circulation Requirements	• Direct access to check-in area from public circulation • Direct access to/from restricted circulation from orientation room and staff area
Special General Requirements	• A counter area within the jury assembly space is required for staff to check-in potential jurors, provide juror customer service, and conduct other administrative functions. • The jury orientation room should offer a mix of seating options, with most jurors waiting in an open seating area. However, accommodations could be made for jurors waiting for potentially long periods of time, including seating in a quiet area.
Special Security Requirements	The jury administrator and/or check-in office/workstation should be equipped with a duress alarm monitored from the Sheriff's Office control room.
Special A/V Requirements	Provide floor box for power/data/AV at podium location with concealed conduit to wall mounted equipment (i.e. monitors) and flush mounted ceiling speakers.

Spatial Relationships: Jury Assembly

Figure 14: Adjacency Diagram - Jury Assembly/Multi-Purpose Room





5.4 Circuit Court Clerk's Office

Space Requirements: Circuit Court Clerk's Office

Table 13: Program of Requirements – Circuit Court Clerk's Office

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Staff Spaces								
	Circuit Court Clerk's Office Staff							
4.01	Clerk of Court	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small seating or conf. area
4.02	Chief Deputy Clerk	OFFICE	150	1	1	1	150	
4.03	Circuit Court Clerk's Office Support Staff	WORK STATION	48	2	4	4	192	
	Subtotal Circuit Court Clerk's Office Staff Spaces			4	6		642	
	Subtotal Staff Spaces			4	6		642	
Public Service Areas								
4.04	Intake Area Queue	RECEPTION	10			8	80	8 person queue @ 10 sf/pp (standing)
4.05	Public Counter/Transaction Area(s)	RECEPTION	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; bullet-proof glazing w/speak hole and deal tray at each position
4.06	Public Work Area	RECEPTION	100			1	100	Part of reception area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer (infrastructure)work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.) - 1 marriage kiosk (plan for +/- 15 SF ea. incl. circ.)
4.07	Consultation Room	CONFERENCE	200			1	200	Up to 6 people max; Adjacent to waiting for private meetings/public assistance/probate meetings, provide computer access within this room
4.08	Deed/Records Room	FILE ROOM	850			1	850	Locate adjacent to public work area and transaction counter with visibility from staff area; SF reflective of existing +/- 750 SF Deeds/Records Room; includes all existing deed books, plat maps, and work tables; include work surface for 5 computer terminals (4 deeds, 1 Tax GIS); include copy area; provide (2) work tables and one large wall monitor (infrastructure) for viewing plat maps
	Subtotal Public Service Areas						1,280	
Support Spaces								
4.09	Public Counter (Staff Side)	WORK AREA	25			2	50	One continuous counter (approx 10'-0" lf) w/ ADA compliance; bullet-proof glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer
4.10	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to clerk's office
4.11	Mail/Copy	WORK AREA	150			1	150	Proximate to front counter; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
4.12	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
4.13	Archive Storage	SECURE FILE	750			1	750	Card access only; includes election results, files from existing deed rooms, and existing basement files, exhibits; consider high density filing options
4.14	General Storage	STORAGE	80			1	80	Locate within general office area
4.15	Secure Storage/Files	SECURE STOR.	80			1	80	Card access only; proximate to clerks; cash box and safe
	Subtotal Shared Support Spaces						1,485	
	Subtotal Staff Spaces, Public Service Areas, and Support Spaces			4	6		3,407	
COMPONENT GROSS SQUARE FEET FACTOR			1.30				1,022	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							4,429	

Planning Considerations: Circuit Court Clerk's Office

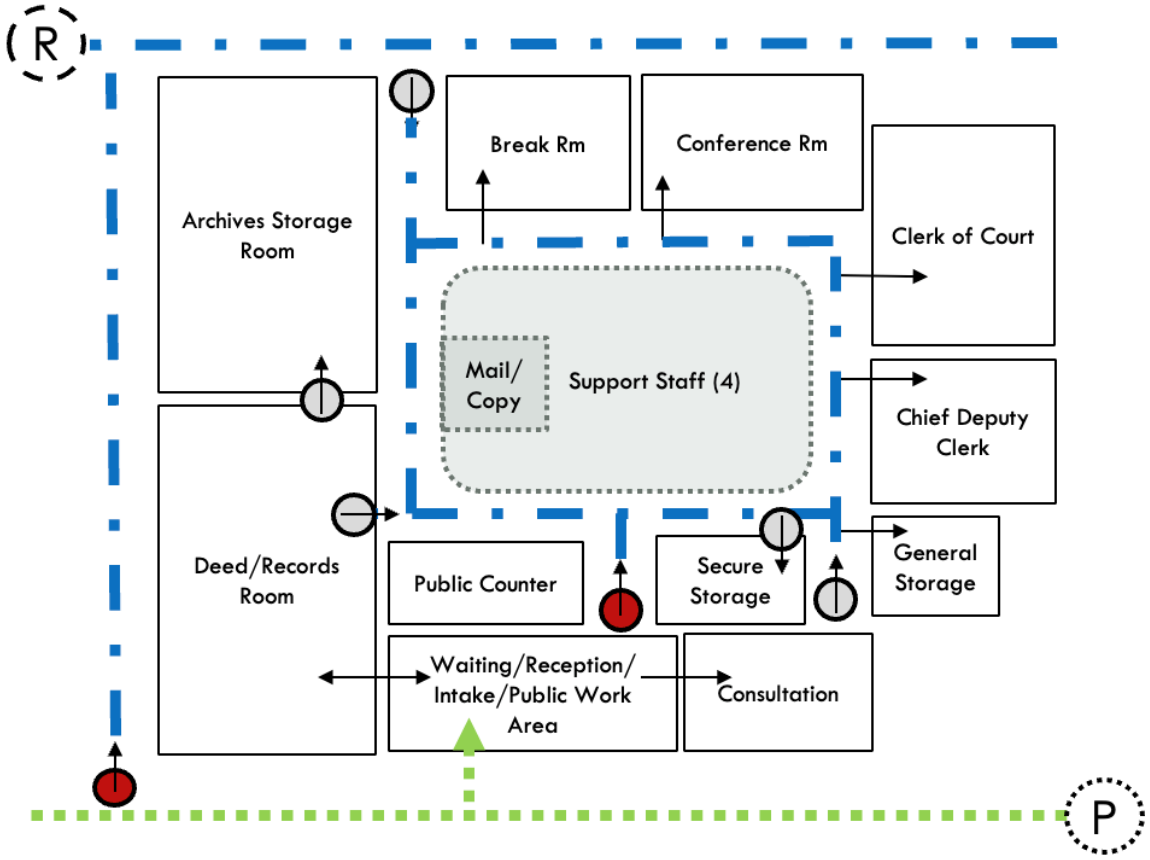
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Circuit Court Clerk's Office space.

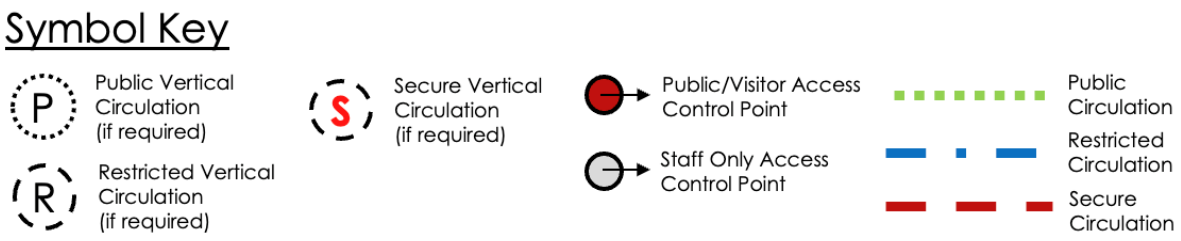
Table 14: Functional Requirements – Circuit Court Clerk's Office

Primary Adjacency	• Public Lobby • Jury Assembly
Secondary Adjacency	• Judges' Chambers • Circuit Court Courtroom
Public Interface	High
Circulation Requirements	• Direct access to reception area from public circulation • Direct access to/from restricted circulation from staff area
Special General Requirements	• The public counter requires a ballistic-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through. • Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area. • Provide structural provisions if high-density file system is utilized. • The clerk's office computer server rack shall be in a climate-controlled area.
Special Security Requirements	• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff's Office control room. • The Clerk of Court's office should be equipped with duress alarms monitored from the Sheriff's Office control room.
Special A/V Requirements	• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.

Spatial Relationships: Circuit Court Clerk's Office

Figure 15: Adjacency Diagram – Circuit Court Clerk's Office





5.5 General District Court Clerk's Office

Space Requirements: General District Court Clerk's Office

Table 15: Program of Requirements – General District Court Clerk's Office

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Staff Spaces								
	General District Court Clerk's Office Staff							
5.01	Clerk of Court	OFFICE	200	1	1	1	200	Space for desk, files, and small conf. area
5.02	GDC Clerk's Office Support Staff	WORK STATION	48	3	4	4	192	Includes Chief Deputy Clerk
	Subtotal General District Court Clerk's Office Staff Spaces			4	5		392	
	Subtotal Staff Spaces			4	5		392	
Public Service Areas								
5.03	Intake Area Queue	RECEPTION	10			10	100	10 person queue @ 10 sf/pp (standing)
5.04	Public Counter/Transaction Area(s)	RECEPTION	25			2	50	One continuous counter (approx. 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position
5.05	Public Work Area	RECEPTION	80			1	80	Part of reception area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.) - 1 payment kiosk (plan for +/- 15 SF ea. incl. circ.)
	Subtotal Public Service Areas						230	
Support Spaces								
5.06	Public Counter (Staff Side)	WORK AREA	25			2	50	One continuous counter (approx. 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer per window
5.07	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to clerk's office ***Conf Room can be shared with JDR if possible***
5.08	Mail/Copy Room	WORK ROOM	150			1	150	Centrally located; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
5.09	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator ***Break Room can be shared with JDR if possible***
5.10	Active Files	FILE AREA	75			1	75	Within open office proximate to support staff
5.11	Inactive Records/Files	STORAGE	150			1	150	Lockable Room
5.12	General Storage	STORAGE	80			1	80	Locate proximate general office area
5.13	Secure Storage	SECURE STOR.	50			1	50	Card access only; Cash box and safe
	Subtotal Shared Support Spaces						930	
	Subtotal Staff Spaces, Public Service Areas, and Support Spaces			4	5		1,552	
COMPONENT GROSS SQUARE FEET FACTOR			1.30				466	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							2,018	

Planning Considerations: General District Court Clerk's Office

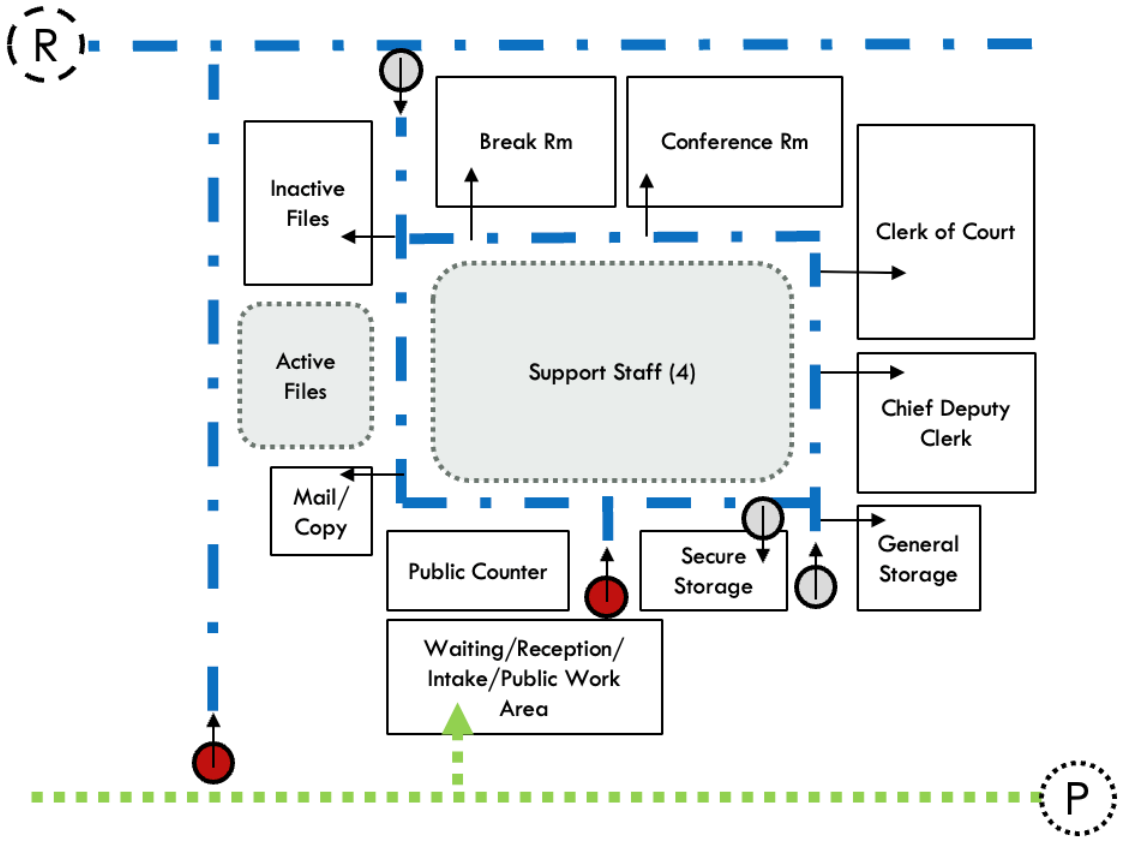
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the GDC Clerk's Office space.

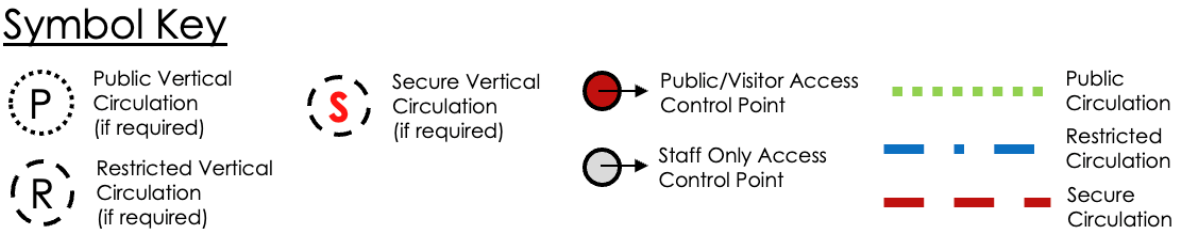
Table 16: Functional Requirements – General District Court Clerk's Office

Primary Adjacency	• Public Lobby • Jury Assembly
Secondary Adjacency	• Judges' Chambers • General District Court Courtroom
Public Interface	High
Circulation Requirements	• Direct access to reception area from public circulation • Direct access to/from restricted circulation from staff area
Special General Requirements	• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through. • Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area. • Provide structural provisions if high-density file system is utilized. • The clerk's office computer server rack shall be in a climate-controlled area.
Special Security Requirements	• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff's Office control room. • The Clerk of Court's office should be equipped with duress alarms monitored from the Sheriff's Office control room.
Special A/V Requirements	• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.

Spatial Relationships: General District Court Clerk's Office

Figure 16: Adjacency Diagram - General District Court Clerk's Office





5.6 Juvenile and Domestic Relations Court Clerk's Office

Space Requirements: Juvenile and Domestic Relations Court Clerk's Office

Table 17: Program of Requirements – Juvenile and Domestic Relations Court Clerk's Office

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Staff Spaces								
	Juvenile and Domestic Relations Clerk's Office Staff							
6.01	Clerk of Court	OFFICE	**200**	0	1	1	**200**	Space for desk, files, and small conf. area
6.02	Chief Deputy Clerk	OFFICE	**150**	0	1	1	**150**	
6.03	JDR Clerk's Office Support Staff	WORK STATION	**48**	0	2	2	**96**	
	Subtotal Juvenile and Domestic Relations Clerk's Office Staff Space			**0**	**4**		**446**	
	Subtotal Staff Spaces			**0**	**4**		**446**	
Public Service Areas								
6.04	Intake Area Queue	RECEPTION	**10**			5	**50**	5 person queue @ 10 sf/pp (standing)
6.05	Public Counter/Transaction Area(s)	RECEPTION	**25**			2	**50**	One continuous counter (approx 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position
6.06	Public Work Area	RECEPTION	**80**			1	**80**	Part of recpetion area; for viewing documents and docket research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.); infrastructure for future payment kiosk
6.07	Consultation Room	CONFERENCE	**100**			1	**100**	Adjacent to waiting for private meetings/public assistance; provide computer access within this room
	Subtotal Public Service Areas						**280**	
Support Spaces								
6.08	Public Counter (Staff Side)	WORK AREA	**25**			2	**50**	One continuous counter (approx 10'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor, cc reader, phones, stamps, printer area should be adjacent; cash drawer; safe
6.09	Conference Room	CONFERENCE	**200**			1	**200**	6 person table; locate proximate to clerk's office ***Conf Room can be shared with GDC if possible***
6.10	Mail/Copy Room	WORK ROOM	**150**			1	**150**	Centrally located; contains mail machine, mail sorter, work table, mailboxes, copier, storage cabinets and shelving for supplies
6.11	Break Room	BREAK ROOM	**175**			1	**175**	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator ***Break Room can be shared with GDC if possible***
6.12	Secure File Room	SECURE FILE	**160**			1	**160**	Card access only
6.13	General Storage	STORAGE	**80**			1	**80**	Locate within general office area
6.14	Secure Storage	SECURE STOR.	**50**			1	**50**	Card access only; Cash box and safe
	Subtotal Shared Support Spaces						**865**	
	Subtotal Staff Spaces, Public Service Areas, and Support Spaces			**0**	**4**		**1,591**	
COMPONENT GROSS SQUARE FEET FACTOR			**1.30**				**477**	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							**2,068**	

Planning Considerations: Juvenile and Domestic Relations Court Clerk's Office

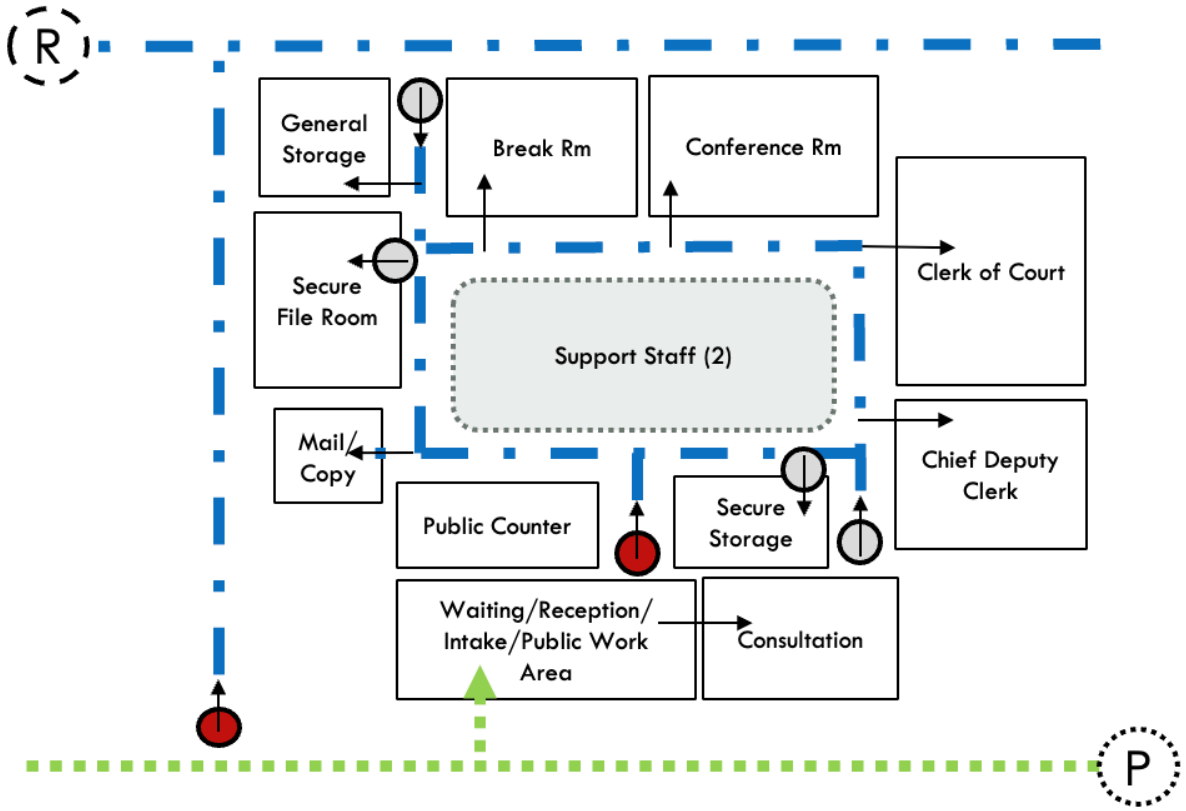
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the JDR Clerk's Office space.

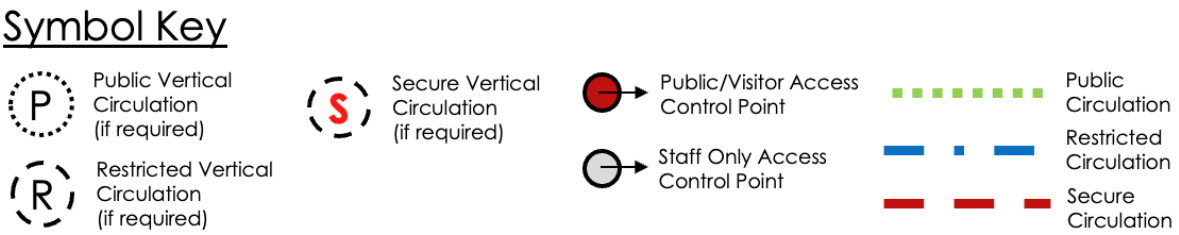
Table 18: Functional Requirements – Juvenile and Domestic Relations Court Clerk's Office

Primary Adjacency	Public Lobby
Secondary Adjacency	• Judges' Chambers • General District Court Courtroom
Public Interface	High
Circulation Requirements	• Direct access to reception area from public circulation • Direct access to/from restricted circulation from staff area
Special General Requirements	• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through. • Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for more space-efficient use of floor area. • Provide structural provisions if high-density file system is utilized. • The clerk's office computer server rack shall be in a climate-controlled area.
Special Security Requirements	• Each staff position at the public counter shall be equipped with a duress alarm monitored from the Sheriff's Office control room. • The Clerk of Court's office should be equipped with duress alarms monitored from the Sheriff's Office control room.
Special A/V Requirements	• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.

Spatial Relationships: Juvenile and Domestic Relations Court Clerk's Office

Figure 17: Adjacency Diagram - Juvenile and Domestic Relations Court Clerk's Office





5.7 Commonwealth's Attorney Office

Space Requirements: Commonwealth's Attorney Office

Table 19: Program of Requirements – Commonwealth's Attorney Office

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Staff Spaces								
	Commonwealth's Attorney Office Staff							
7.01	Commonwealth's Attorney	OFFICE	300	1	1	1	300	Includes dedicated toilet room; space for desk, files, and small conf. area
7.02	Assistant Commonwealth's Attorney	OFFICE	150	1	2	2	300	
7.03	Legal Assistant	WORK STATION	48	1	2	2	96	
	Subtotal Staff Spaces			3	5		696	
Public Service Areas								
7.04	Public Counter (Public side)	RECEPTION	25			1	25	One continuous counter (approx. 5'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray (for paperwork, etc.)
7.05	Waiting Area (Seated)	RECEPTION	15			4	60	4 seats @ 15 SF/pp; open waiting area
7.06	Consultation Room	CONFERENCE	100			1	100	Accessible from both waiting area and staff area (or controlled corridor)
	Subtotal Public Service Areas						185	
Support Spaces								
7.07	Public Counter (Staff Side)	WORK AREA	48			1	48	One continuous counter (approx. 5'-0" lf) w/ ADA compliance; break resistant glazing w/speak hole and deal tray at each position; equipment at counter includes monitor; phones, printer area should be adjacent
7.08	Conference Room	CONFERENCE	200			1	200	6 person table; locate proximate to Commonwealth's Atty office
7.09	Discovery Work Area	WORK STATION	100			1	100	Proximate to the staff offices/workstations within the restricted staff space; provide two (2) 6 x 8 work stations for two people conducting simultaneous research; computer at each workstation
7.10	VCIN Room	SECURE OFFICE	50			1	50	Secure card access room, 1 terminal and printer designated
7.11	General Storage	STORAGE	100			1	100	Existing is 105 SF
7.12	Copy/Shredder Area	WORK AREA	50			1	50	Within open office space
7.13	Intern Work Station	WORK STATION	48			1	48	
7.14	Exhibit Storage	SECURE STOR.	80			1	80	Card reader access
7.15	Active File Area	FILE AREA	9			8	72	Located in cabinets within the open office area; (8) 18 x 24 cabinets @ 9 SF each incl. circ.
7.16	Inactive/Closed File Room	SECURE FILE	175			1	175	Card reader; high density file system (approximately 6,000 lineal inches (500 lf) of storage)
7.17	Break Room	BREAK ROOM	175			1	175	4-6 person capacity; include 5'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
	Subtotal Shared Support Spaces						1,098	
	Subtotal Staff Spaces, Public Service Areas, and Support Spaces			3	5		1,979	
COMPONENT GROSS SQUARE FEET FACTOR			1.30				594	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							2,573	

Planning Considerations: Commonwealth's Attorney Office

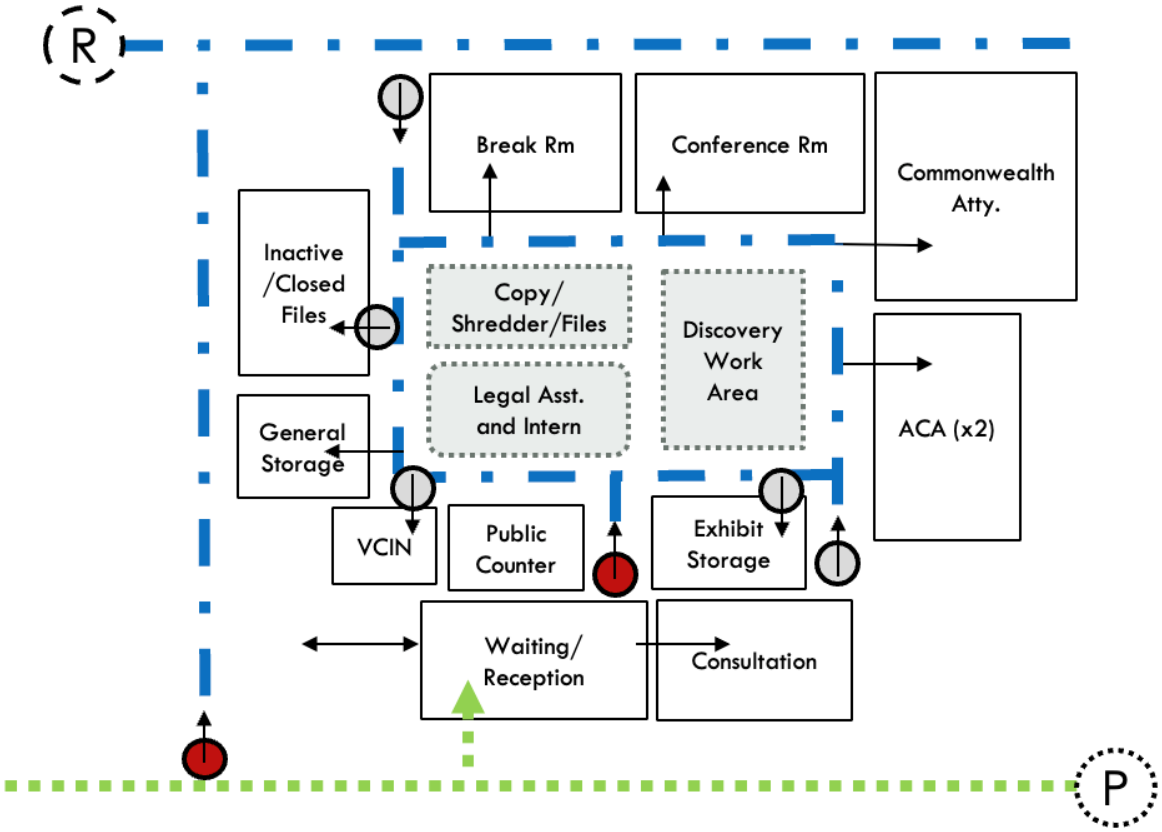
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Commonwealth's Attorney Office space.

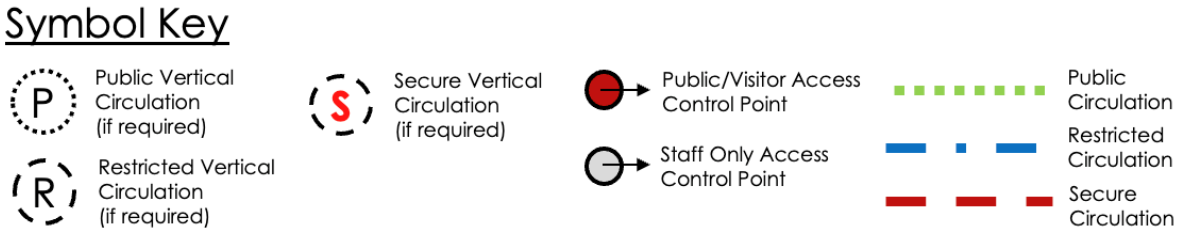
Table 20: Functional Requirements – Commonwealth's Attorney Office

Primary Adjacency	Public Lobby
Secondary Adjacency	• Judges' Chambers • Circuit Court Courtroom
Public Interface	Moderate
Circulation Requirements	• Direct access to reception area from public circulation
Special General Requirements	• The public counter requires a break-resistant glass barrier between the clerks and visitors with a speak-hole and document pass-through. • Most file records should be planned for storage in fixed, open shelving units. However, high-density mobile shelving units may be used for the inactive file storage. • Provide structural provisions if high-density file system is utilized. • The CAO computer server rack shall be in a climate-controlled area.
Special Security Requirements	• The public counter shall be equipped with a duress alarm monitored from the Sheriff's Office control room. • The Commonwealth Attorney's office should be equipped with duress alarms monitored from the Sheriff's Office control room.
Special A/V Requirements	• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.

Spatial Relationships: Commonwealth's Attorney s Office

Figure 18: Adjacency Diagram - Commonwealth's Attorney Office





5.8 Court Services Unit

Space Requirements: Court Services Unit

Table 21: Program of Requirements – Court Services Unit

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Staff Spaces								
	CSU Staff							
8.01	Director	OFFICE	**200**	0	1	1	**200**	Shared office for Director and Supervisor, space for desk, files, and small conf. area
8.02	Supervisor	OFFICE	**120**	0	1	0	**0**	Supervisor will share office with Director
8.03	Probation Officer	OFFICE	**180**	1	2	2	**360**	3-4 side chairs
8.04	Office Services Specialist Supervisor	OFFICE	**120**	1	1	1	**120**	
8.05	Office Services Specialist	WORK STATION	**48**	1	1	1	**48**	
	Subtotal Staff Spaces			**3**	**6**		**728**	
Public Service Areas								
8.06	Public Counter (Public side)	RECEPTION	**25**			1	**25**	One continuous counter (approx 6'-0" lf) w/ ADA compliance; break-resistant glazing w/speak hole and deal tray (for paperwork, etc.)
8.07	Waiting Area (Seated)	RECEPTION	**15**			8	**120**	4 seats @ 15 SF/pp; open waiting area
8.08	Public work area	RECEPTION	**15**			2	**30**	Part of recpetion area; for viewing documents research; Area should contain: - work counter w/ 2 computer work areas and an area to complete paperwork (plan for +/- 20 SF ea. incl. circ.)
	Subtotal Public Service Areas						**175**	
Support Spaces								
8.09	Conference Room	CONFERENCE	**200**			1	**200**	6 person table; locate proximate to Director
8.10	U/A Toilet Room	TOILET RM	**50**			1	**50**	Pass thru to work room
8.11	U/A Work Room	WORK ROOM	**80**			1	**80**	Includes work counter for test kit storage and space for supervision; under-counter refrigerator
8.12	Secure File Room	SECURE FILE	**80**			1	**80**	Card reader access only; file cabintes = three (3) lateral for both open and closed files
8.13	General Storage	STORAGE	**50**			1	**50**	
8.14	Work/Copy Area	WORK AREA	**50**			1	**50**	
8.15	Open shelving	WORK AREA	**9**			2	**18**	2 units in the open office
8.16	Kitchenette	KITCHENETTE	**40**			1	**40**	8'-0" service unit w/base/wall cabinets and sink, and an area for a full-size refrigerator
	Subtotal Shared Support Spaces						**568**	
	Subtotal Staff Spaces, Public Service Areas, and Support Spaces			**3**	**6**		**1,471**	
COMPONENT GROSS SQUARE FEET FACTOR			**1.30**				**441**	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							**1,912**	

Planning Considerations: Court Services Unit

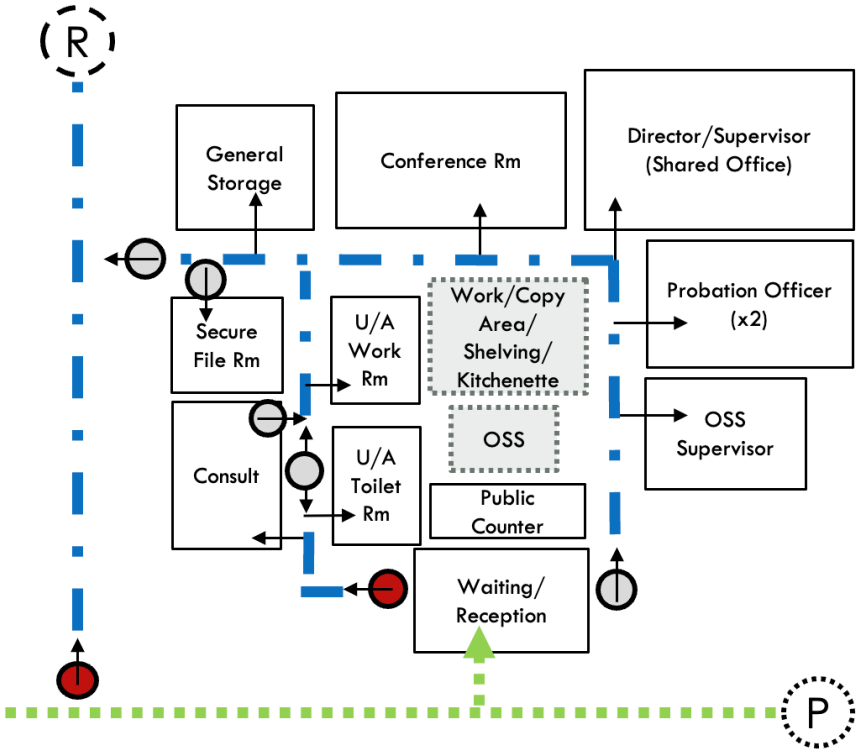
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the Court Services Unit space.

Table 22: Functional Requirements – Court Services Unit

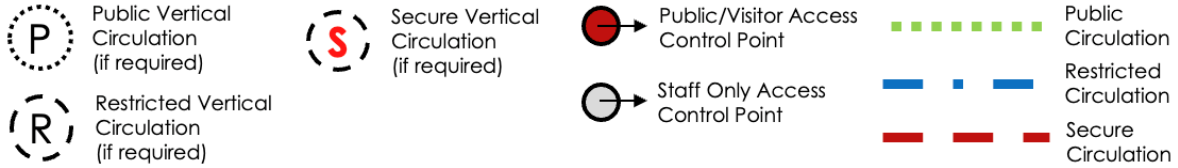
Primary Adjacency	Public Lobby
Secondary Adjacency	• Judges' Chambers • Circuit Court Courtroom
Public Interface	High
Circulation Requirements	• Direct access to reception area from public circulation
Special General Requirements	• The public counter requires a break-resistant glass barrier between the reception staff and visitors with a speak-hole and document pass-through. • U/A toilet room should have a pass-thru specimen cabinet into the work room
Special Security Requirements	• The public counter shall be equipped with a duress alarm monitored from the Sheriff's Office control room. • The CSU Director's office should be equipped with duress alarms monitored from the Sheriff's Office control room.
Special A/V Requirements	• Provide floor box for power/data/AV at table location in conference room with concealed conduit to wall mounted equipment.

Spatial Relationships: Court Services Unit

Figure 19: Adjacency Diagram – Court Services Unit



Symbol Key



5.9 Court Security and Holding

Space Requirements: Court Security and Holding

Table 23: Program of Requirements – Court Security and Holding

		UNIT SF		PROJECTED REQUIREMENTS 2044		
Space ID	**Staff/Space Type**	**Space/Room Type**	**Unit NSF**	**Qty**	**Area NSF**	**Staffing or Space Comments/Assumptions**
Vehicle Sallyport Area						
9.01	Vehicle Sallyport	VEHICLE SALLYPORT	**800**	2	**1,600**	2 transport vans
9.02	Vehicle Sallyport and Cellblock Entrance (trap)	SECURE CORRIDOR	**80**	2	**160**	One trap from outside into vehicle sallyport, and one into cellblock area
	Subtotal Vehicle Sallyport				**1,760**	
				x 1.10 grossing	**1,936**	
Staff Area						
9.03	Sheriff's Office Shared Office	OFFICE	**150**	1	**150**	2 workstations for Transport Deputies; visibility to the holding cells; includes space for files and copy area
9.04	Sheriff's Office Toilet Room	TOILET RM	**50**	1	**50**	Direct access from shared office
	Subtotal Office				**200**	
				x 1.10 grossing	**220**	
Central Cellblock						
9.05	Command/Control Room	CONTROL RM	**200**	1	**200**	Visibility to sallyport, staffed by 2 deputies
9.06	Command/Control Server Room	MECH/ELEC	**80**	1	**80**	Locate so it can be serviced without requiring technician to access secure area
9.07	Command/Control Room Toilet Room	TOILET RM	**50**	1	**50**	Direct access from control room
9.08	Equipment Storage	STORAGE	**100**	1	**100**	Restraints, radios, etc.; include charging station
9.09	Atty/Prisoner Interview Room	INTERVIEW	**100**	2	**200**	Split room with security screen between; accessible both from public circulation for attys and from cellblock for prisoners; atty. side should accommodate up to 4 people
9.10	Holding Cell (group)	HOLDING2	**100**	2	**200**	One male/One female; 6 person capacity; Wet cell
9.11	Holding Cell (single)	HOLDING1	**70**	2	**140**	Separatees, juveniles; Wet cell
9.12	Custodial	CUSTODIAL	**50**	1	**50**	Separate from general building custodial closet; Include mop sink; Dedicated for cellblock
9.13	Prisoner Elevator Vestibule	SECURE CORRIDOR	**50**	1	**50**	
	Subtotal Holding Areas				***1,070***	
				x 1.5 grossing	***1,605***	Circulation w/in cellblock
	Subtotal JS, Public Service, and Holding Areas				**3,541**	
COMPONENT GROSS SQUARE FEET FACTOR			**VARIES**		See above	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED					**3,541**	

Planning Considerations: Court Security and Holding

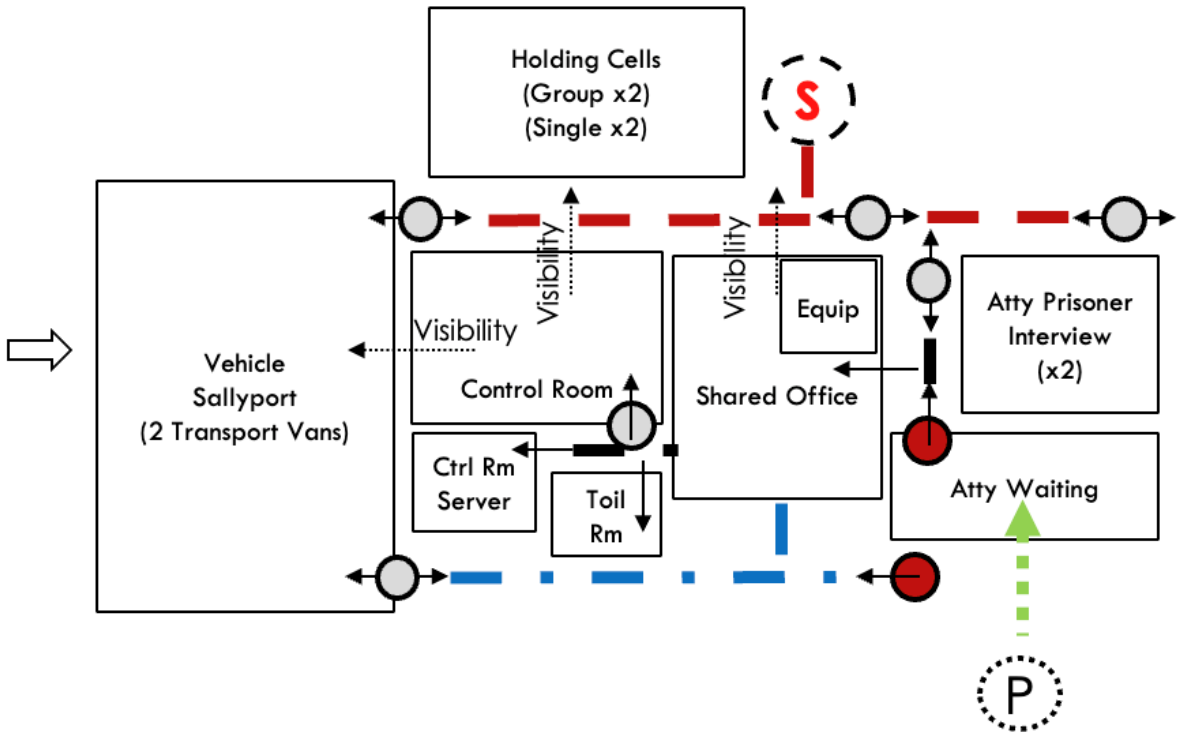
In addition to the comments and assumptions listed in the space requirements above, the following functional requirements should be applied to the court security and detainee holding spaces.

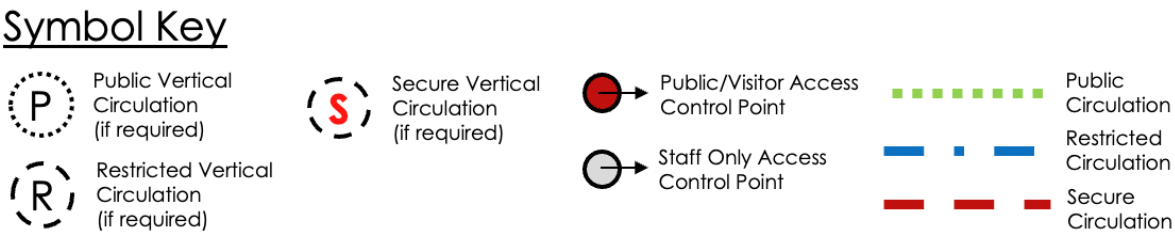
Table 24: Functional Requirements – Court Security and Holding

Primary Adjacency	Vehicle Sallyport
Secondary Adjacency	N/A
Public Interface	Low
Circulation Requirements	• Direct access to/from secure circulation from cellblock and staging area • Direct access to/from restricted circulation from staff area
Special General Requirements	• The security control center should be highly secure and inaccessible to unauthorized users. The area should be constructed in an interior location and all floors, walls, and ceilings should be secure. • Cellblock requirements should include, but are not limited to, detention-grade doors, detention furniture, detention-grade security ceilings, institutional security-grade fire sprinkler heads, detention-grade lighting fixtures, security-grade tamper-proof fasteners and sealants, continuous slab-to-slab partitions and demising walls, detention-grade electronic locking systems, and interior security glazing. Detention-grade cell construction, partition systems, and duct security grills should be included. • All doors/glazing in the secure area shall be detention grade ASTM F1915 Grade 2 minimum, with all doors comprising the secure perimeter. • All floors, walls, doors, and door and vision panel frames shall be coated with a high-performance coating system that is resistant to corrosion and vandalism and is easy to maintain.
Special Security Requirements	• Although CCTV is used to monitor most areas, the design shall facilitate direct lines of sight to enable security staff to directly monitor and control activity. • Surveillance devices, especially CCTV, shall be strategically placed for optimal viewing and should be out of reach and housed in tamper-proof enclosures. • Position the cameras monitoring the holding cells so that the toilet area is concealed from view for privacy. • Duress alarm buttons should be located at convenient points within the secure areas.
Special A/V Requirements	• The security monitoring center within the control room office shall be sized to accommodate all electronic access and CCTV monitoring equipment. • A security control console with display, control, and recording of the electronic systems should be provided. • The security control system shall consist of the access control monitoring computer with graphical user interface (GUI) for all areas of jurisdiction, and include CCTV monitoring/control, intercom and paging/control and duress switch monitoring. It shall also monitor after-hour intrusion detection sensors (glass break, motion detection, etc.) if utilized.

Spatial Relationships: Court Security and Holding

Figure 20: Adjacency Diagram – Court Security and Holding





5.10 Building Support and Other Services

Space Requirements: Building Support and Other Services

Table 25: Program of Requirements – Building Support and Other Services

		UNIT SF		CURRENT STAFF	PROJECTED STAFF	PROJECTED REQUIREMENTS 2044		
Space ID	Staff/Space Type	Space/Room Type	Unit NSF	Qty	Qty	Qty	Area NSF	Staffing or Space Comments/Assumptions
Public Entrance Area								
10.01	Building Lobby	PUBLIC	500			1	500	PLACEHOLDER
10.02	Entrance/Exit Vestibule	PUBLIC	120			2	240	One each for separate entry and exit flow
10.03	Queue Space	PUBLIC	15			20	300	20 people @ 10 sf/pp; provide cover outdoors for overflow on high-traffic days
10.04	Security Screening Areas	PUBLIC	200			1	200	Each screening area contains bag scanner, scanner monitoring area, magnetometer and wand screening area
10.05	Exit Turnstiles	PUBLIC	25			2	50	Two lanes; exit only
10.06	Security Desk	PUBLIC	100			1	100	Visibility to the screening lanes; include space for desk with camera monitors; monitor is redundant view (of control room monitors in Sheriff's Office)
10.07	Security Office	WORK ROOM	100			1	100	Card access; include rack storage for "jump bags" (8-10), shields, gun locker, and other storage TBD; include kitchenette - 5-0" lf with base/wall cabinets and undercounter refrigerator
Other Services								
10.08	Regional Chief Magistrate	OFFICE	120	1	1	1	120	Regional Office for District 10
Building Support								
10.09	Wellness Room	NURSING RM	100			1	100	Lactation, wellness, etc.; sink only; within public space
10.10	Staff Restrooms	TOILET RM	150			2	300	
10.11	County Server Room	COMPUTER RM	200			1	200	Relocated main server room from County Office Building
10.12	SCV Server Room	COMPUTER RM	100			1	100	
10.13	Trash/Recycling Room	MECH/ELEC	200			1	200	Provide floor drain
Departmental Storage (Basement)								
10.14	Building Storage (Basement)	STORAGE	250			1	250	PLACEHOLDER
	Subtotal Public Area and Building Support Spaces			1	1		2,760	
COMPONENT GROSS SQUARE FEET FACTOR			1.30				828	
TOTAL COMPONENT GROSS SQUARE FOOTAGE (CGSF) REQUIRED							3,588	

6 Housing Strategy

6.1 Planning Overview

In this section, three options are presented to address current deficiencies and to meet the projected space needs of the court in Cumberland County. Many of the building's deficiencies significantly affect how the building functions as a courthouse. Developing a strategy that addresses these deficiencies is critical to the successful operation of the court, both now and in the future. The potential strategies were developed with the following goals in mind:

- Develop separate circulation paths for a) members of the public, b) judges and staff, and c) prisoner movement
- Eliminate fragmentation between the courtrooms and clerks' offices
- Provide an adequate quantity of courtrooms, hearing rooms, and associated ancillary spaces as indicated in the POR to properly serve the court and those conducting business within the courthouse
- Improve security by providing a more functional security screening area
- Provide an adequate quantity of office, storage, and file space for judges and court staff
- Provide an adequate quantity of office, storage, and file space for other county tenants located in the courthouse
- Develop proper functional adjacencies within the courthouse to maximize operational efficiencies

6.2 Planning Summary

The development of the housing strategy options was based upon an analysis of the POR presented in Sections 4 and 5 and evaluating the suitability of the properties which are adjacent to the existing courthouse. The planning analysis and options were presented to Cumberland County and court representatives in July 2024.

When comparing the POR to the space of the existing building, it is clear that the existing building cannot meet all of the space needs of the court and other tenants that intended to occupy the building. The court components currently occupy approximately 10,200 CGSF within the existing courthouse and the adjacent county building. However, the court and other county tenants would require close to 34,000 CGSF within 20 years - a deficit of approximately 23,800 SF. The primary drivers of the increased space needs are as follows:

EXISTING DEFICENCIES

- Courtrooms are undersized
- Lack of adequate conference space
- Lack of adequate security screening area
- Existing Clerk's Offices are undersized
- Lack of public space
- Lack of vehicle sallyport

PROJECTED GROWTH

- One additional chambers, courtroom, and ancillary spaces
- Staff growth in Circuit and GDC Clerk's Office
- Inclusion of separate JDR clerk's office
- Inclusion of Jury Assembly
- Inclusion of Court Services Office

As the existing courthouse is only 14,225 GSF, on its own it is not a viable option to accommodate the courts' current or projected space needs. As a result, an addition to the existing courthouse will need to be considered as well as options to construct a new courthouse and relocate the court and related agencies from the courthouse and adjacent county building entirely.

6.3 Housing Strategy Options

Multiple options were considered to meet the court's needs in Cumberland County. After thorough planning programming, and subsequent work sessions with the stakeholders the following four options are considered the most viable solutions.

OPTION 1: Construct an Annex to the Cumberland Courthouse, and utilize the courtrooms and holding areas in the existing courthouse

OPTION 2: Construct a new stand-alone courthouse on county owned property to the north of the existing courthouse. In this solution the existing courthouse would be re-purposed for another county use.

OPTION 3 and 4: Construct a new courthouse on a site adjacent to the existing Sheriff's Office with a connection to the existing vehicle sallyport and holding area in the Sheriff's Office (there are two variations of this solution). In this solution the existing courthouse would be re-purposed for another county use.

The site plan shown in Figure 21 below outlines the site area that is under consideration for each option. Table 26 on the following page presents a high-level overview of the options along with the advantages and disadvantages of each. Subsequent sections provide conceptual floor plans for each strategy as discussed during the planning sessions held in July 2024. The strategies presented herein are intended to be a "proof-of concept" and should not be considered a final layout. Each option illustrates one way to accommodate the space needs, and further discussion will be required during subsequent planning stages once a preferred option is selected.

Figure 21: Site Plan Overview of Option Locations

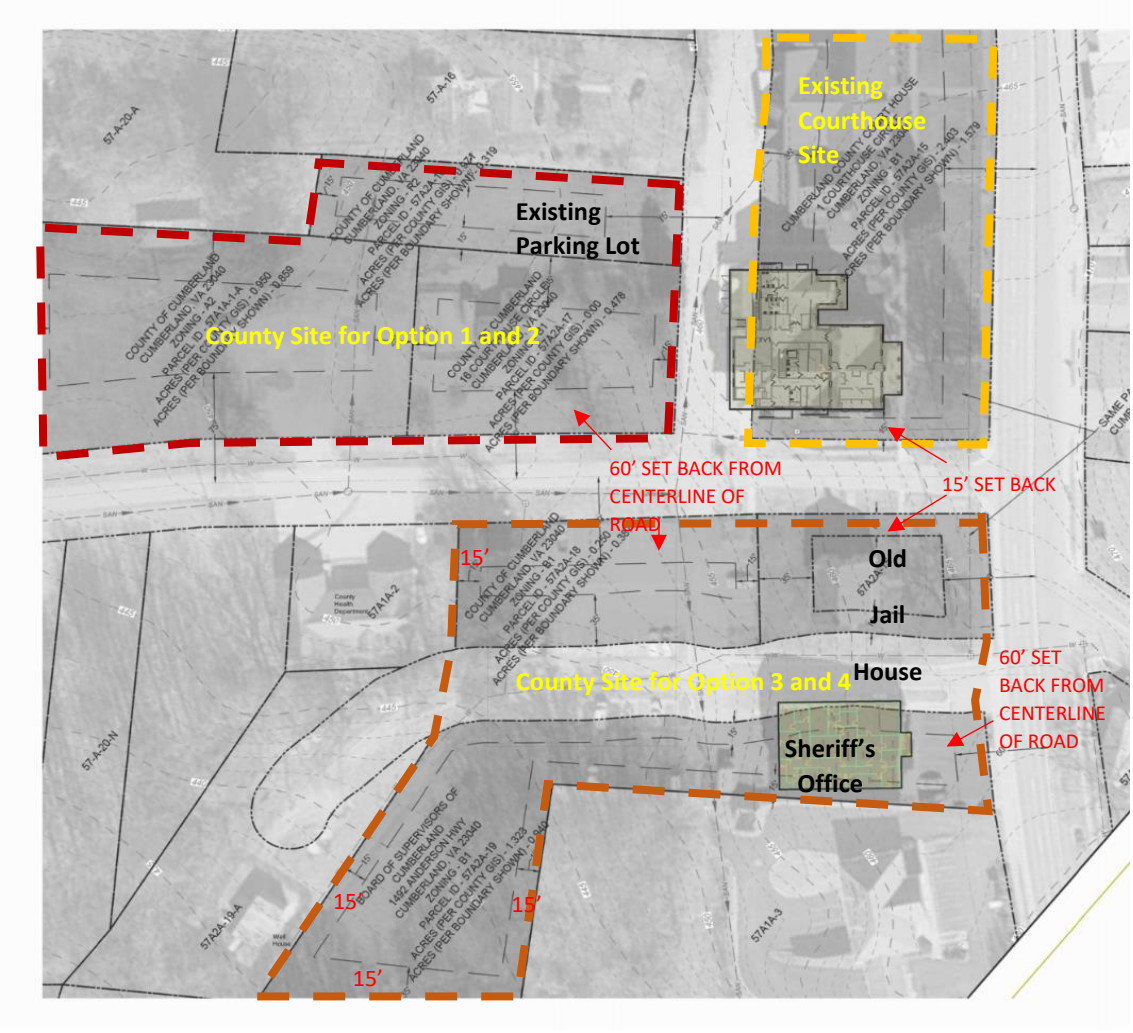
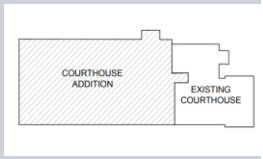
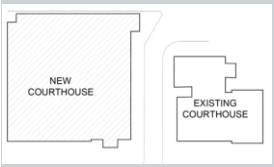
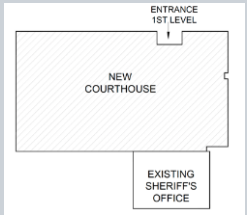
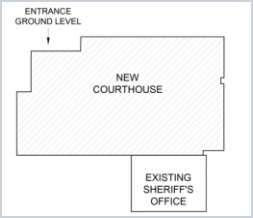


Table 26: Housing Strategy Option Comparison

	OPTION 1	OPTION 2	OPTION 3	OPTION 4
				
Approximate BGSF	32,000 GSF	53,000 GSF	39,000 GSF	42,500 GSF
CORE Score	95.1	98.1	97.8	98.1
Strategy Gain (vs 52.7 existing)	+42.4	+45.4	+45.1	+45.4
Advantages	• Utilizes existing courtrooms • Utilizes existing holding cells • Utilizes secure elevator circulation path • Improved security screening • Restricted parking for judges • Vehicle sallyport	• All programmatic requirements met • No disruption to existing court operations during construction • Identifiable courthouse image • Improved security screening • Restricted parking for judges • Vehicle sallyport	• Utilizes existing vehicle sallyport in the Sheriff's Office • Utilizes existing holding cells in the Sheriff's Office • All programmatic requirements met • No disruption to existing court operations during construction • Identifiable courthouse image along edge of Foster Street • Improved security screening • Restricted parking for judges (enclosed in option 3)	
Disadvantages	• Two courtrooms remain undersized and without optimum layout • Closes off existing drive • Connection to existing courthouse might be challenging • Courthouse entrance faces away from street	• Retains existing drive • Scale and massing may be challenging considering the existing context • Removal of existing building	• Significant site/utility work likely required • Approval to demolish Old Jail likely required (historic district contributing building) • Investigation of easement to wellhouse required • Disruption to existing Sheriff' Office operations	

OPTION 1: Courthouse Annex

Figure 22: Option 1 - Courthouse Annex: Ground Floor

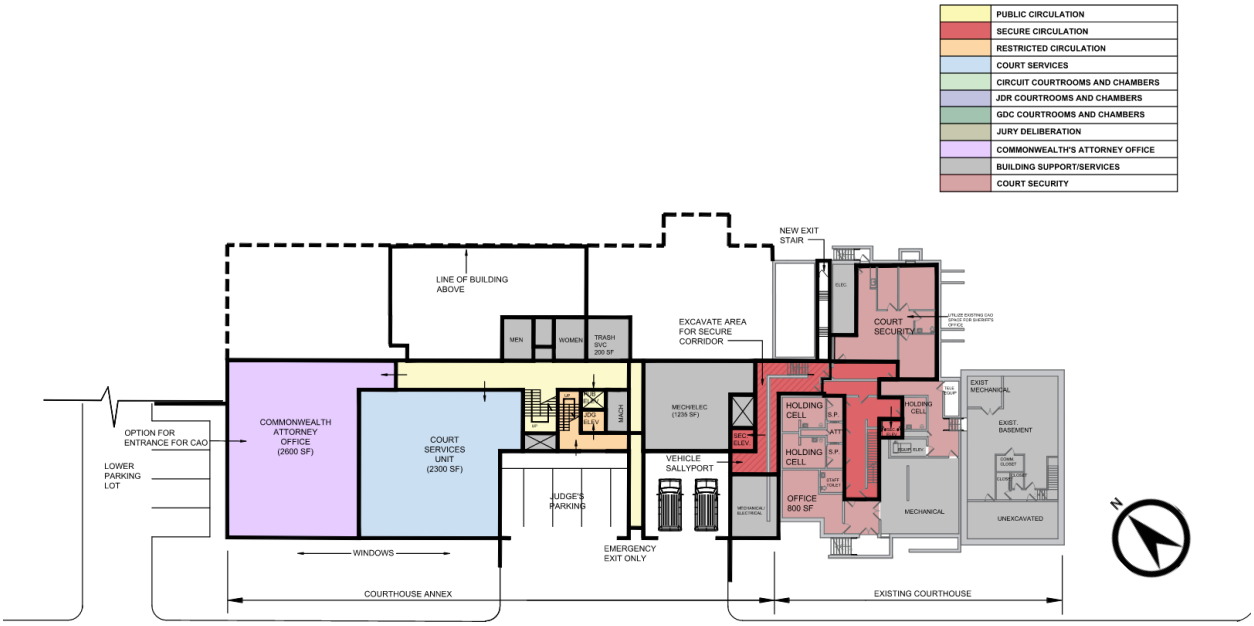
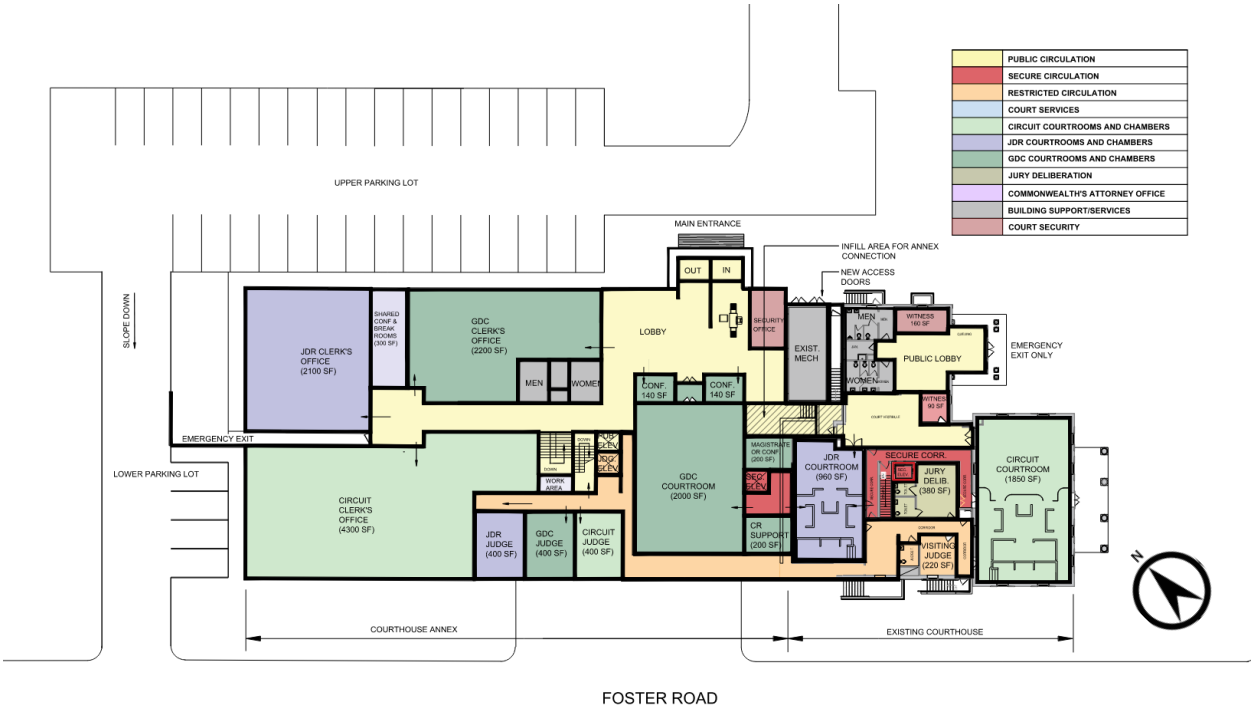


Figure 23: Option 1 - Courthouse Annex First Floor



OPTION 2: New Courthouse

Figure 24: Option 2 - New Courthouse Ground Floor

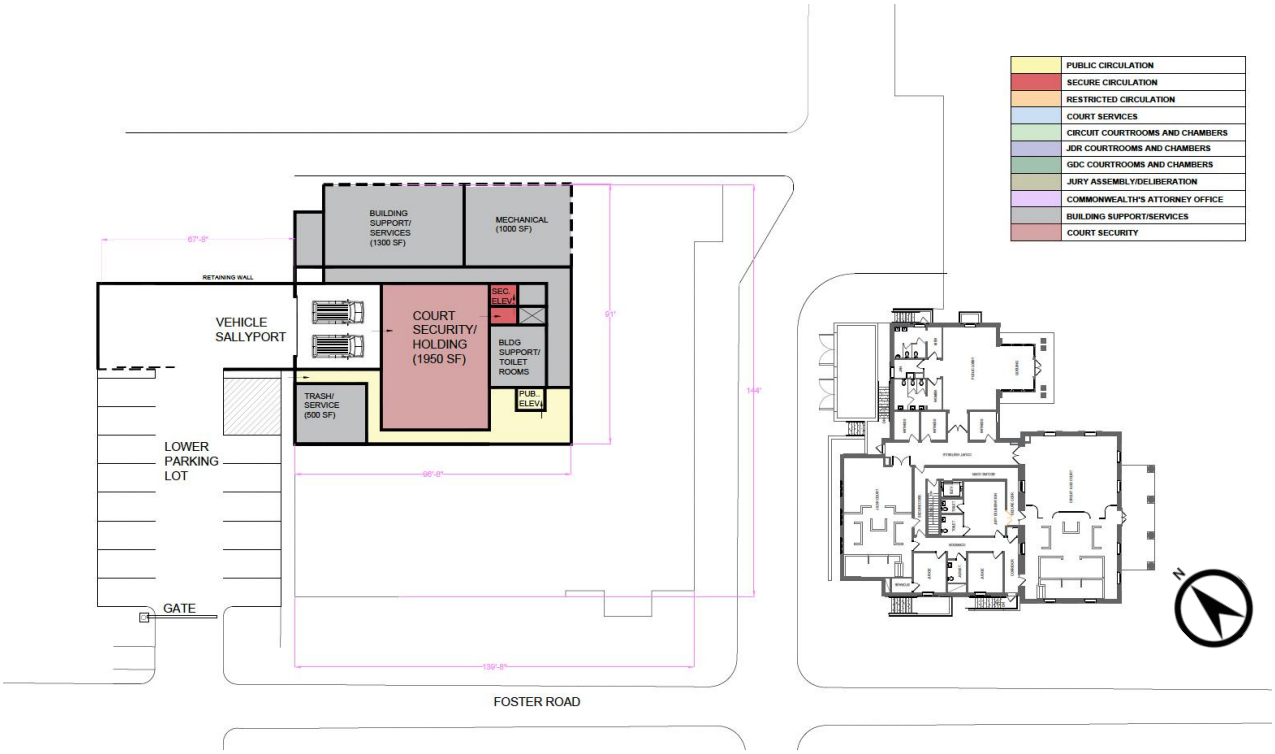


Figure 25: Option 2 - New Courthouse First Floor

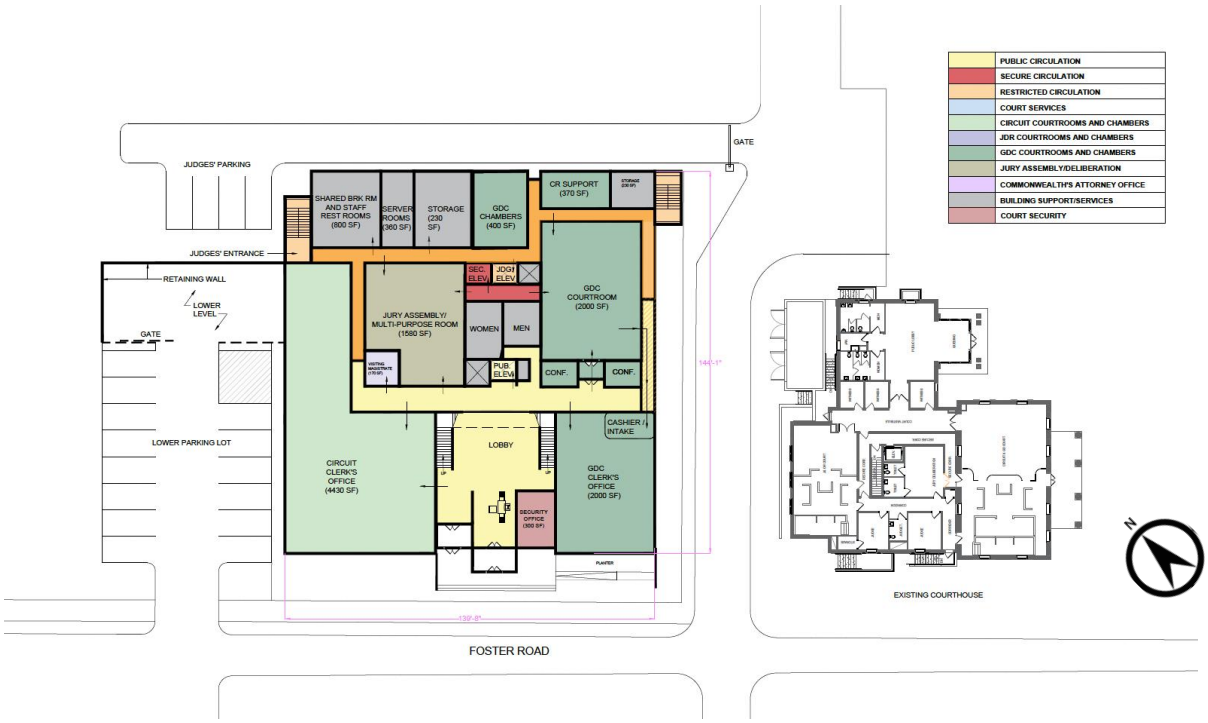
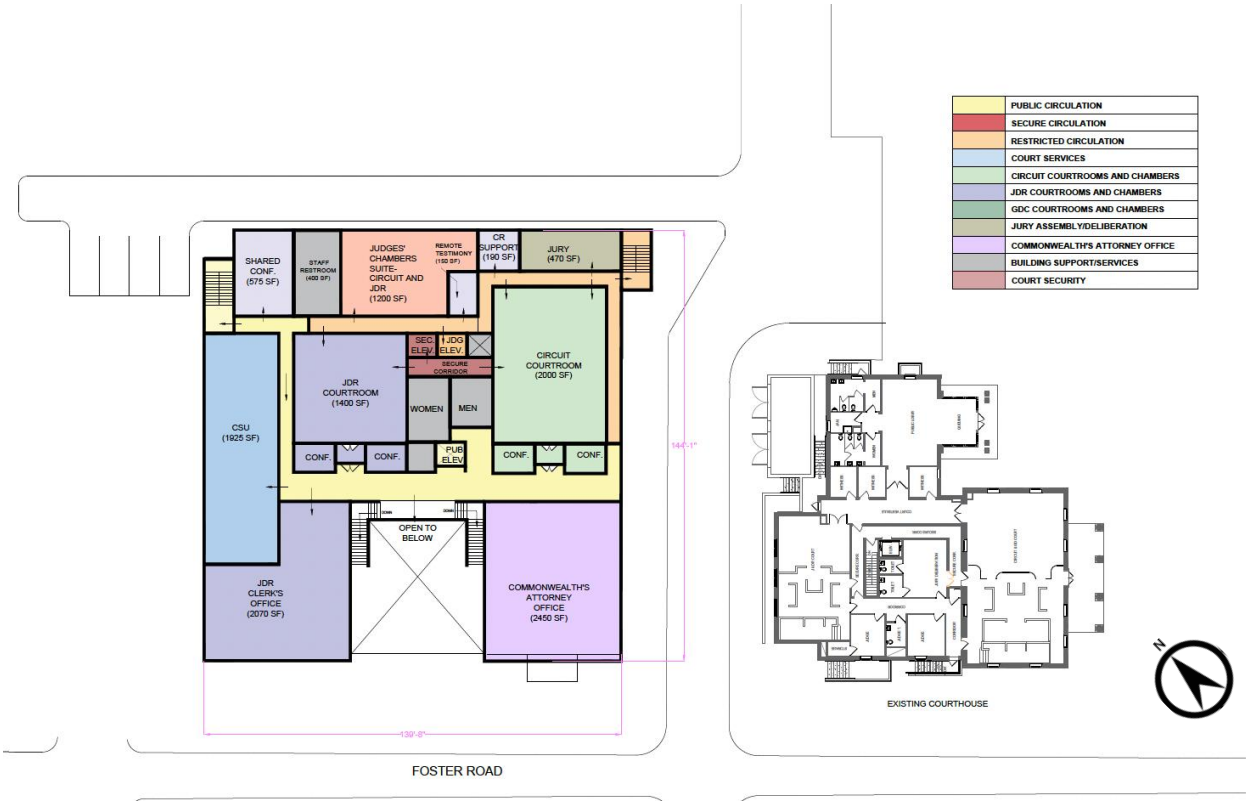


Figure 26: Option 2 - New Courthouse Second Floor



OPTION 3: New Courthouse – Connected to Sheriff's Office

Figure 27: Option 3 - New Courthouse (Connected to Sheriff's Office) Ground Floor

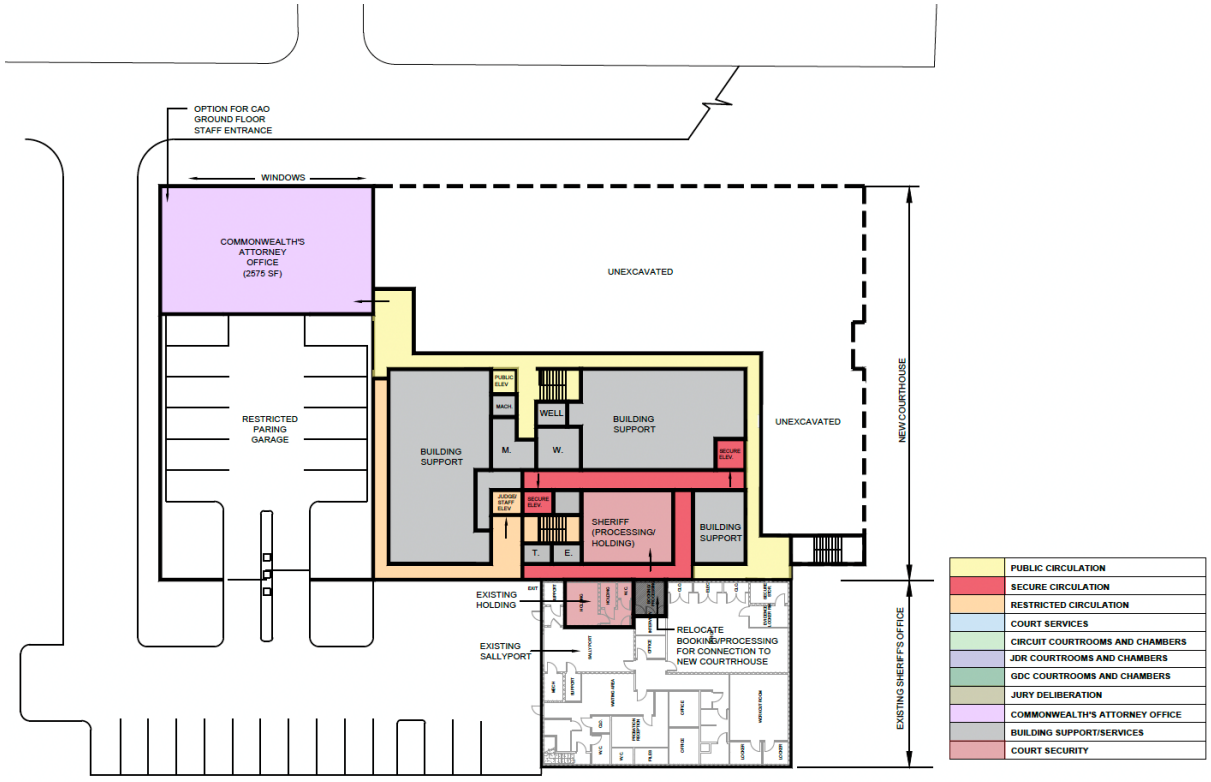


Figure 28: Option 3 - New Courthouse (Connected to Sheriff's Office) First Floor

OPTION 3: New Courthouse – Connected to Sheriff's Office

Figure 29: Option 3 - New Courthouse (Connected to Sheriff's Office) Ground Floor

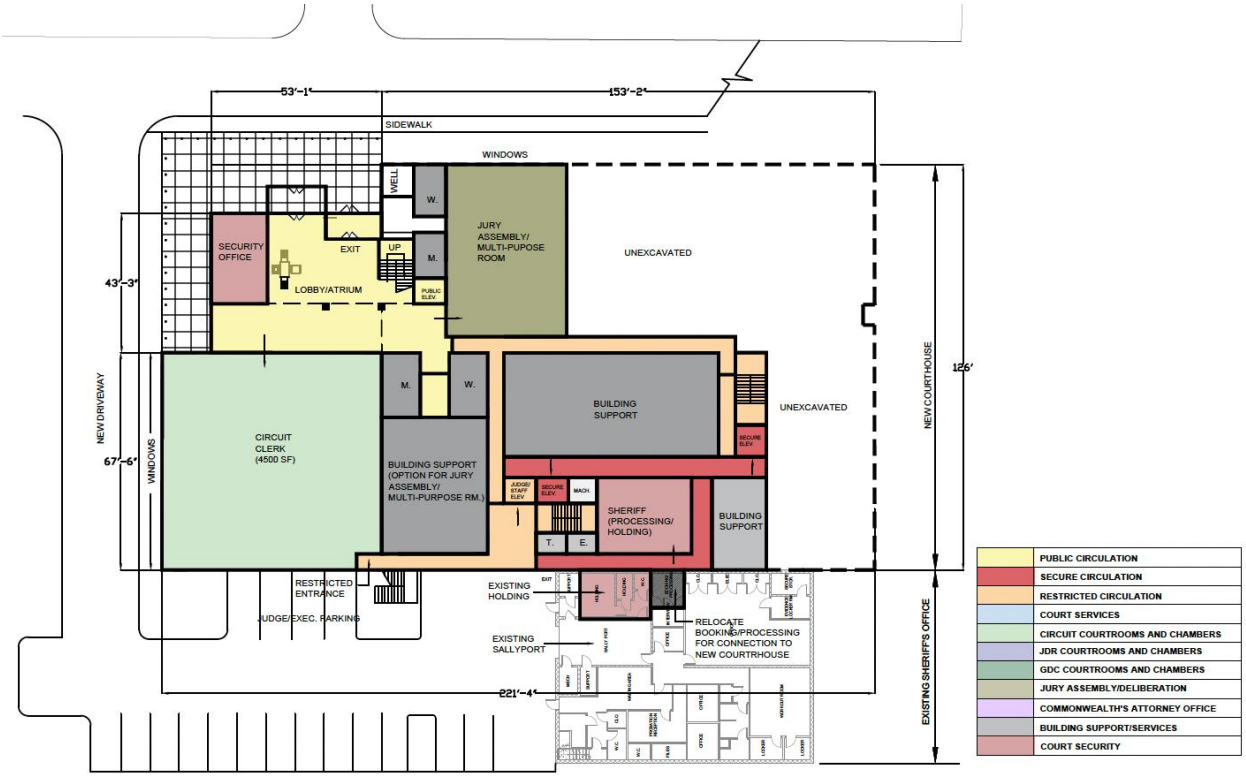
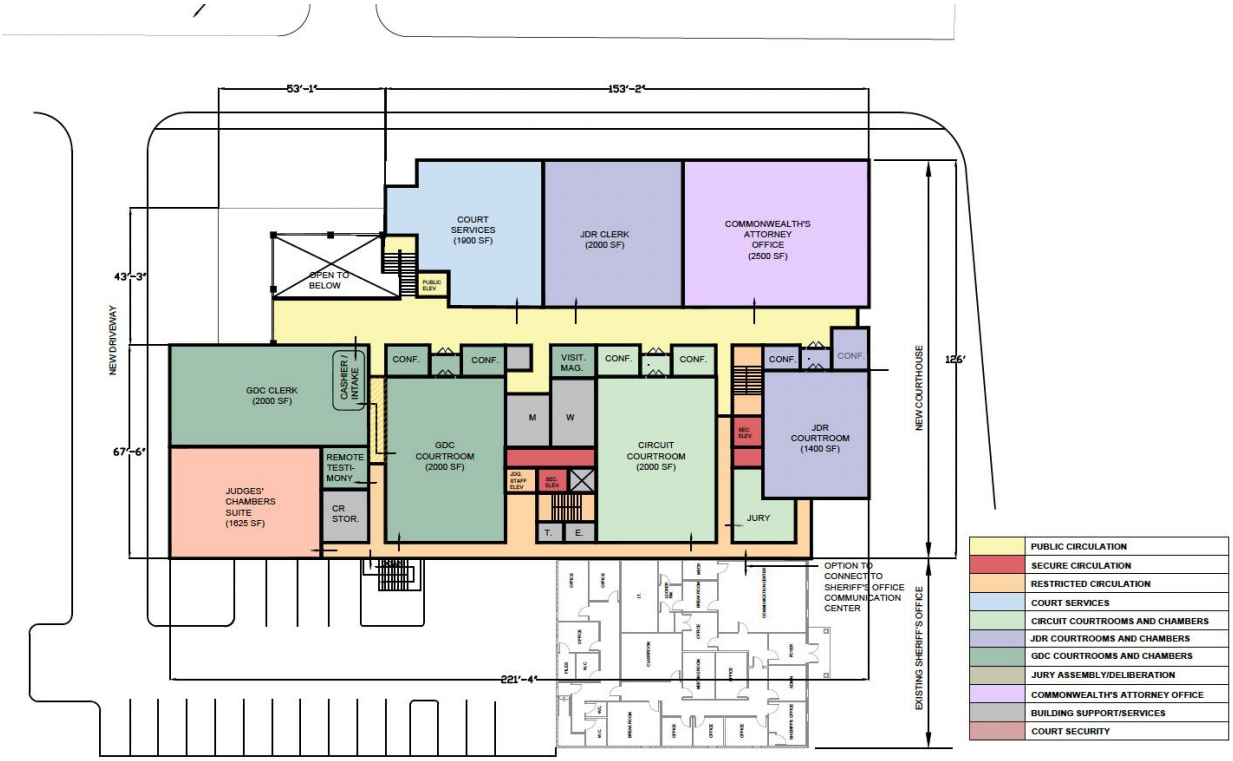


Figure 30: Option 3 - New Courthouse (Connected to Sheriff's Office) First Floor



III.

ESTIMATES OF PROBABLE CONSTRUCTION COST

Cumberland County Courts Facility Needs Study

16-Oct-24

Preliminary Estimate of Probable Construction Cost

Option #1

Construction Cost			2024 Cost
New Courts Addition at Existing Courthouse	32,000 SF		$24,000,000
Renovation of Existing Courthouse	14,225 SF		$3,556,250
		Subtotal	$27,556,250
Professional Services - Architect/Engineer Fees			$2,480,063
Other Costs (FF&E, Testing, Permits/Fees)			$4,133,438
		Subtotal	$6,613,500
		Total	$34,169,750
		10% Contingency	$3,416,975
		Grand Total Option #1	$37,586,725

Exclusions:

Traffic Turn Lane
Hazardous material abatement
Environmental Permitting (none anticipated)
Off Site Utility Upgrades
Building HVAC Commissioning
Moving/Relocation costs
Nutrient Credit Purchase
Utilities Connection Fees

Inclusions:

Audio/Video Systems and equipment
Technology/Security systems and equipment
Site Landscaping (minimal code required)
Site Lighting (minimal code required)
Parking

Cumberland County Courts Facility Needs Study

16-Oct-24

Preliminary Estimate of Probable Construction Cost
Option #2

Construction Cost			2024 Cost
New Courthouse Building	53,000 SF		$39,750,000
Renovation of Existing Courthouse (Not Included)	14,225 SF		$0
		Subtotal	$39,750,000
Professional Services - Architect/Engineer Fees			$3,577,500
Other Costs (FF&E, Testing, Permits/Fees)			$5,962,500
		Subtotal	$9,540,000
		Total	$49,290,000
		10% Contingency	$4,929,000
		Grand Total Option #1	$54,219,000

Exclusions:
Traffic Turn Lane
Hazardous material abatement
Environmental Permitting (none anticipated)
Off Site Utility Upgrades
Building HVAC Commissioning
Moving/Relocation costs
Nutrient Credit Purchase
Utilities Connection Fees

Inclusions:
Audio/Video Systems and equipment
Technology/Security systems and equipment
Site Landscaping (minimal code required)
Site Lighting (minimal code required)
Parking

Cumberland County Courts Facility Needs Study

16-Oct-24

Preliminary Estimate of Probable Construction Cost
Option #3

Construction Cost			2024 Cost
New Courts Addition at Existing Sheriff's Office	39,000	SF	$29,250,000
Renovation of Existing Sheriff's Office Building	9,600	SF	$1,920,000
Renovation of Existing Courthouse (Not Included)	14,225	SF	$0
		Subtotal	$31,170,000
Professional Services - Architect/Engineer Fees			$2,805,300
Other Costs (FF&E, Testing, Permits/Fees)			$4,675,500
		Subtotal	$7,480,800
		Total	$38,650,800
		10% Contingency	$3,865,080
		Grand Total Option #1	$42,515,880

Exclusions:
- Traffic Turn Lane
- Hazardous material abatement
- Environmental Permitting (none anticipated)
- Off Site Utility Upgrades
- Building HVAC Commissioning
- Moving/Relocation costs
- Nutrient Credit Purchase
- Utilities Connection Fees

Inclusions:
- Audio/Video Systems and equipment
- Technology/Security systems and equipment
- Site Landscaping (minimal code required)
- Site Lighting (minimal code required)
- Parking

Cumberland County Courts Facility Needs Study

16-Oct-24

Preliminary Estimate of Probable Construction Cost
Option #4

Construction Cost			2024 Cost
New Courts Addition at Existing Sheriff's Office	42,500	SF	$31,875,000
Renovation of Existing Sheriff's Office Building	9,600	SF	$1,920,000
Renovation of Existing Courthouse (Not Included)	14,225	SF	$0
		Subtotal	$33,795,000
Professional Services - Architect/Engineer Fees			$3,041,550
Other Costs (FF&E, Testing, Permits/Fees)			$5,069,250
		Subtotal	$8,110,800
		Total	$41,905,800
		10% Contingency	$4,190,580
		Grand Total Option #1	$46,096,380

Exclusions:
- Traffic Turn Lane
- Hazardous material abatement
- Environmental Permitting (none anticipated)
- Off Site Utility Upgrades
- Building HVAC Commissioning
- Moving/Relocation costs
- Nutrient Credit Purchase
- Utilities Connection Fees

Inclusions:
- Audio/Video Systems and equipment
- Technology/Security systems and equipment
- Site Landscaping (minimal code required)
- Site Lighting (minimal code required)
- Parking

APPENDIX A
SITE INFORMATION

TIMMONS GROUP

1001 Boulders Parkway
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmons.com

Cumberland County Courts Site Assessment Narrative

Location

PARCEL ID NUMBER(S): 57A1A-1-A, 57A2A-15, 57A2A-16, 57A2A-17, 57A2A-18, 57A2A-19, 57A2A-19-A

Located north of the Route 45 (Anderson Hwy) and Foster Rd intersection.

Site Description

The parcels total approximately 6.68 acres per county GIS records and approximately 5.02 acres as drawn. There are discrepancies such as parcel 57A2A-17 for instance is recorded as 0.00 acers per county GIS. The sites are comprised of county courts, sheriff's office, parking, and an empty lot furthers north. The zoning is a combination of B1, R2, and A2. The parcels are bound by residential lots to the north and west as well as businesses across the street of Route 45 to the south. Based on the zoning, parcel setbacks have been shown on the attached exhibit. No additional right-of-way, easements, or buffers were found to be within the parcel lines; however, title and easement research was not completed for this parcel.

Existing Utilities

Per Cumberland County GIS, water and sanitary utilities are shown on the exhibit. After reaching out to Cumberland County GIS and VDOT, no storm sewer, electrical lines or any other utility data was available. A future survey with SUE would best show if and where these utilities are located.

On-Site Soils

The soils on site are mainly in Hydraulic Soil Group "B" with a small part of parcel 57A2A-19 in HSG "D". These soils are generally classified as a sandy loam indicating the soils are conducive to infiltration.

Environmental

Based on the National Wetlands Inventory, there are no wetlands on site. The FEMA Flood Map indicates no floodplain on the parcel. Based on the U.S. Fish & Wildlife Service, there are a few endangered species that could be on site and these are shown in the appendix.

Data Collection

Topographic LIDAR data was obtained from the Virginia GIS Clearinghouse. Using this LIDAR data, the sites generally drain to the north. A highpoint is located just northeast of the Foster Rd, Anderson Hwy intersection. These elevations across the parcels range from 469'-435'.

Potential Road Closure Evaluation

Sheriffs Lane and Courthouse Circle may be impacted by a new courthouse construction. A description of possible requirements/hurdles to disturb each road is outlined below:

Sheriffs Ln

All properties serviced by Sheriffs Ln appear to be county owned. There should not be an issue with reconfiguring access to each property if we can make the geometry work with the plan.

Courthouse Circle

This road services multiple property owners. Title and easement research would need to be performed to see who owns the road. Timmons Group would be happy to assist in this effort if given notice to proceed on this item included in the original proposal under supplemental due diligence. Once we know who owns the road, we would have a better understanding of how to proceed and what is possible.

S:\365\61459-Cumberland_Courts_Assessment\DWG\Sheet\Exhibit\2023-10-12 - GIS Exhibit\61459-C1-GISM.dwg | Plotted on 10/17/2024 2:09 PM | by Sammy Smith

THIS DRAWING PREPARED AT THE
CORPORATE OFFICE
1001 Boulders Parkway, Suite 300 | Richmond, VA 23225
TEL. 804.200.6500 FAX 804.560.1016 www.timmons.com

YOUR VISION ACHIEVED THROUGH OURS.

TIMMONS GROUP

CUMBERLAND COURTS ASSESSMENT

DISTRICT 3 - CUMBERLAND COUNTY - VIRGINIA

EXISTING CONDITIONS - GIS EXHIBIT

REVISION DESCRIPTION	DATE

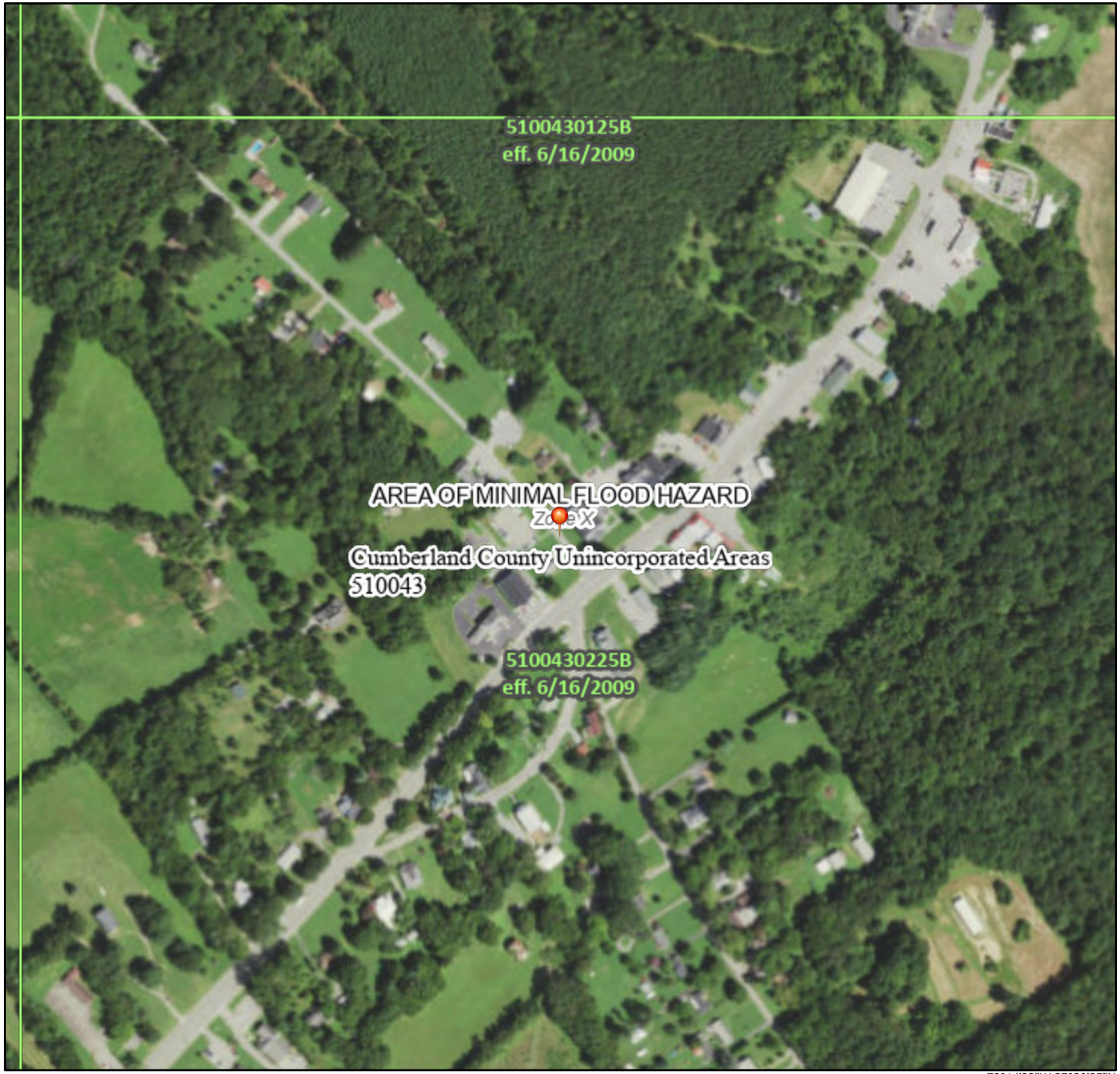
DATE: 10-17-2024
DRAWN BY: EP
DESIGNED BY: NPH
CHECKED BY: SVS
SCALE: ----

JOB NO. 61459

SHEET NO. C1

National Flood Hazard Layer FIRMette

78°15'1"W 37°30'3"N



78°14'23"W 37°29'35"N

0 250 500 1,000 1,500 2,000 Feet

1:6,000

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation
- Coastal Transect
- 513 Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

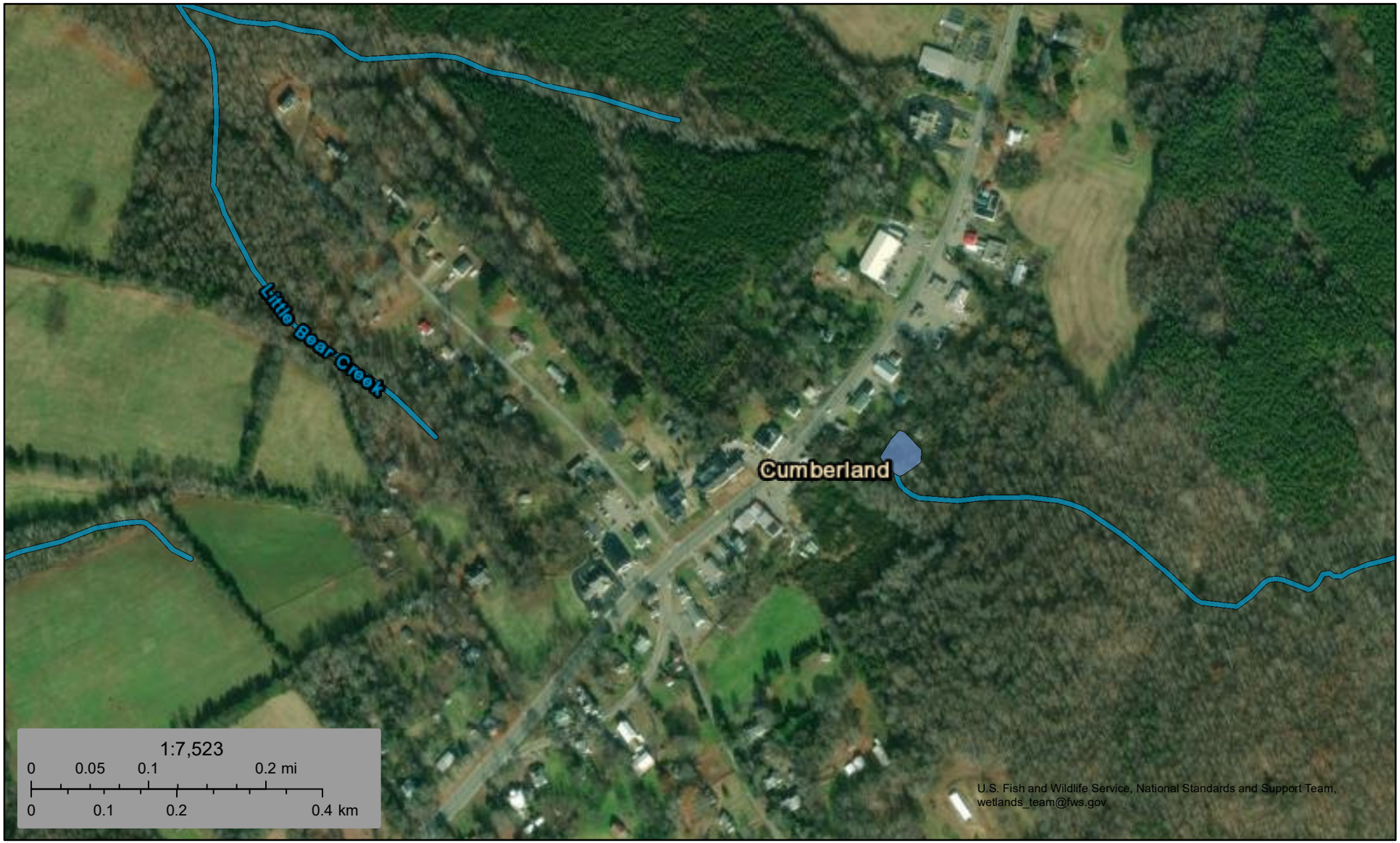
This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 11/30/2023 at 10:14 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

U.S. Fish and Wildlife Service
National Wetlands Inventory

Cumberland Courts Site Assessment



November 29, 2023

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

National Wetlands Inventory (NWI)
This page was produced by the NWI mapper

United States Department of Agriculture

NRCS

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Cumberland County, Virginia

November 29, 2023

Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require

alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Contents

How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report
Soil Map

Map Scale: 1:4,670 if printed on A landscape (11" x 8.5") sheet.

N

Meters
0 50 100 200 300

Feet
0 200 400 800 1200

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County, Virginia
Survey Area Data: Version 19, Aug 25, 2023

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: May 19, 2022—Jul 1, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
1B	Appling fine sandy loam, 2 to 7 percent slopes	33.0	36.9%
2C	Appling-Helena complex, 7 to 15 percent slopes	29.2	32.6%
6B	Cecil sandy loam, 2 to 7 percent slopes	20.3	22.7%
21B	Helena sandy loam, 2 to 7 percent slopes	3.6	4.0%
45B	Worsham loam, 0 to 4 percent slopes	3.4	3.8%
Totals for Area of Interest		**89.4**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Cumberland County, Virginia

1B—Appling fine sandy loam, 2 to 7 percent slopes

Map Unit Setting

National map unit symbol: 2t811
Elevation: 160 to 490 feet
Mean annual precipitation: 41 to 45 inches
Mean annual air temperature: 55 to 59 degrees F
Frost-free period: 190 to 210 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Appling and similar soils: 85 percent
Minor components: 3 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Appling

Setting

Landform: Interfluves
Landform position (two-dimensional): Summit, shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Residuum weathered from granite and gneiss

Typical profile

A - 0 to 8 inches: fine sandy loam
Bt1 - 8 to 15 inches: sandy clay loam
Bt2 - 15 to 20 inches: clay loam
Bt3 - 20 to 44 inches: clay
BCt - 44 to 52 inches: clay loam
C - 52 to 60 inches: loam

Properties and qualities

Slope: 2 to 7 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: High (about 9.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2e
Hydrologic Soil Group: B
Ecological site: F136XY820GA - Acidic upland forest, moist
Hydric soil rating: No

Minor Components

Worsham

Percent of map unit: 3 percent
Landform: Interfluves
Landform position (two-dimensional): Summit, shoulder
Landform position (three-dimensional): Head slope
Down-slope shape: Concave
Across-slope shape: Concave
Hydric soil rating: Yes

2C—Appling-Helena complex, 7 to 15 percent slopes

Map Unit Setting

National map unit symbol: 1q8t5
Elevation: 200 to 510 feet
Mean annual precipitation: 35 to 47 inches
Mean annual air temperature: 43 to 68 degrees F
Frost-free period: 156 to 189 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Appling and similar soils: 55 percent
Helena and similar soils: 25 percent
Minor components: 3 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Appling

Setting

Landform: Hillslopes
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Granite and gneiss residuum

Typical profile

H1 - 0 to 10 inches: sandy loam
H2 - 10 to 57 inches: clay
H3 - 57 to 65 inches: clay loam

Properties and qualities

Slope: 7 to 15 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Medium
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: More than 80 inches

Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: High (about 9.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3e
Hydrologic Soil Group: B
Ecological site: F136XY820GA - Acidic upland forest, moist
Hydric soil rating: No

Description of Helena

Setting

Landform: Hillslopes
Landform position (two-dimensional): Shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Granite and gneiss residuum

Typical profile

H1 - 0 to 9 inches: sandy loam
H2 - 9 to 11 inches: sandy clay loam
H3 - 11 to 43 inches: clay
H4 - 43 to 64 inches: sandy loam

Properties and qualities

Slope: 7 to 15 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Moderately well drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately low to moderately high (0.06 to 0.20 in/hr)
Depth to water table: About 12 to 24 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Moderate (about 8.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3e
Hydrologic Soil Group: C/D
Ecological site: F136XY810SC - Acidic upland forest, seasonally wet
Hydric soil rating: No

Minor Components

Worsham

Percent of map unit: 3 percent
Landform: Drainageways
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Head slope
Down-slope shape: Linear
Across-slope shape: Concave
Hydric soil rating: Yes

6B—Cecil sandy loam, 2 to 7 percent slopes

Map Unit Setting

National map unit symbol: 2vy6q
Elevation: 160 to 1,310 feet
Mean annual precipitation: 37 to 51 inches
Mean annual air temperature: 59 to 63 degrees F
Frost-free period: 180 to 225 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Cecil and similar soils: 95 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Cecil

Setting

Landform: Interfluves
Landform position (two-dimensional): Summit, shoulder
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Residuum weathered from granite and gneiss

Typical profile

A - 0 to 9 inches: sandy loam
Bt - 9 to 39 inches: clay
BC - 39 to 63 inches: clay loam
C - 63 to 80 inches: loam

Properties and qualities

Slope: 2 to 7 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Moderate (about 8.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2e
Hydrologic Soil Group: B
Ecological site: F136XY820GA - Acidic upland forest, moist
Hydric soil rating: No

21B—Helena sandy loam, 2 to 7 percent slopes

Map Unit Setting

National map unit symbol: 1q8v2
Elevation: 180 to 510 feet
Mean annual precipitation: 35 to 47 inches
Mean annual air temperature: 43 to 68 degrees F
Frost-free period: 156 to 189 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Helena and similar soils: 80 percent
Minor components: 5 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Helena

Setting

Landform: Hillslopes
Landform position (two-dimensional): Summit
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Convex
Parent material: Granite and gneiss residuum

Typical profile

H1 - 0 to 9 inches: sandy loam
H2 - 9 to 11 inches: sandy clay loam
H3 - 11 to 43 inches: clay
H4 - 43 to 64 inches: sandy loam

Properties and qualities

Slope: 2 to 7 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Moderately well drained
Runoff class: Very high
Capacity of the most limiting layer to transmit water (Ksat): Moderately low to moderately high (0.06 to 0.20 in/hr)
Depth to water table: About 12 to 24 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Moderate (about 8.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 2e
Hydrologic Soil Group: C/D
Ecological site: F136XY810SC - Acidic upland forest, seasonally wet
Hydric soil rating: No

Minor Components

Worsham

Percent of map unit: 5 percent
Landform: Drainageways
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Head slope
Down-slope shape: Linear
Across-slope shape: Concave
Hydric soil rating: Yes

45B—Worsham loam, 0 to 4 percent slopes

Map Unit Setting

National map unit symbol: 1q8wb
Elevation: 200 to 490 feet
Mean annual precipitation: 35 to 47 inches
Mean annual air temperature: 43 to 68 degrees F
Frost-free period: 156 to 189 days
Farmland classification: Not prime farmland

Map Unit Composition

Worsham and similar soils: 75 percent
Minor components: 5 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Worsham

Setting

Landform: Drainageways
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Head slope
Down-slope shape: Linear
Across-slope shape: Concave
Parent material: Alluvium

Typical profile

H1 - 0 to 7 inches: fine sandy loam
H2 - 7 to 14 inches: sandy clay loam
H3 - 14 to 47 inches: sandy clay
H4 - 47 to 57 inches: sandy clay loam
H5 - 57 to 61 inches: sandy loam

Properties and qualities

Slope: 0 to 4 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)

Depth to water table: About 0 to 12 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Moderate (about 8.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: D
Ecological site: F136XY800VA - Acidic upland depressions and heads of drains, wet
Hydric soil rating: Yes

Minor Components

Wehadkee

Percent of map unit: 5 percent
Landform: Flood plains
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: Yes

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IPaC **U.S. Fish & Wildlife Service**

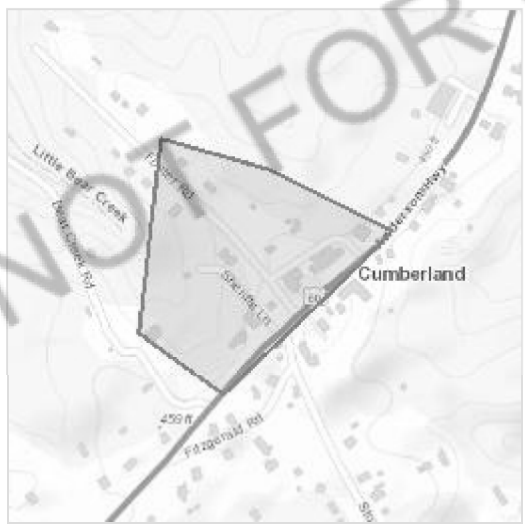
IPaC resource list

This report is an automatically generated list of species and other resources such as critical habitat (collectively referred to as *trust resources*) under the U.S. Fish and Wildlife Service's (USFWS) jurisdiction that are known or expected to be on or near the project area referenced below. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Below is a summary of the project information you provided and contact information for the USFWS office(s) with jurisdiction in the defined project area. Please read the introduction to each section that follows (Endangered Species, Migratory Birds, USFWS Facilities, and NWI Wetlands) for additional information applicable to the trust resources addressed in that section.

Location

Cumberland County, Virginia



Local office

Virginia Ecological Services Field Office

(804) 693-6694
(804) 693-9032

6669 Short Lane
Gloucester, VA 23061-4410

Endangered species

This resource list is for informational purposes only and does not constitute an analysis of project level impacts.

The primary information used to generate this list is the known or expected range of each species. Additional areas of influence (AOI) for species are also considered. An AOI includes areas outside of the species range if the species could be indirectly affected by activities in that area (e.g., placing a dam upstream of a fish population even if that fish does not occur at the dam site, may indirectly impact the species by reducing or eliminating water flow downstream). Because species can move, and site conditions can change, the species on this list are not guaranteed to be found on or near the project area. To fully determine any potential effects to species, additional site-specific and project-specific information is often required.

Section 7 of the Endangered Species Act **requires** Federal agencies to "request of the Secretary information whether any species which is listed or proposed to be listed may be present in the area of such proposed action" for any project that is conducted, permitted, funded, or licensed by any Federal agency. A letter from the local office and a species list which fulfills this requirement can **only** be obtained by requesting an official species list from either the Regulatory Review section in IPaC (see directions below) or from the local field office directly.

For project evaluations that require USFWS concurrence/review, please return to the IPaC website and request an official species list by doing the following:

1. Draw the project location and click CONTINUE.
2. Click DEFINE PROJECT.
3. Log in (if directed to do so).
4. Provide a name and description for your project.
5. Click REQUEST SPECIES LIST.

Listed species[1] and their critical habitats are managed by the Ecological Services Program of the U.S. Fish and Wildlife Service (USFWS) and the fisheries division of the National Oceanic and Atmospheric Administration (NOAA Fisheries[2]).

Species and critical habitats under the sole responsibility of NOAA Fisheries are **not** shown on this list. Please contact NOAA Fisheries for species under their jurisdiction.

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1. Species listed under the Endangered Species Act are threatened or endangered; IPaC also shows species that are candidates, or proposed, for listing. See the listing status page for more information. IPaC only shows species that are regulated by USFWS (see FAQ).

2. NOAA Fisheries, also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

The following species are potentially affected by activities in this location:

Mammals

NAME	STATUS
Northern Long-eared Bat Myotis septentrionalis Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/9045	Endangered
Tricolored Bat Perimyotis subflavus Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/10515	Proposed Endangered

Insects

NAME	STATUS
Monarch Butterfly Danaus plexippus Wherever found No critical habitat has been designated for this species. https://ecos.fws.gov/ecp/species/9743	Candidate

Critical habitats

Potential effects to critical habitat(s) in this location must be analyzed along with the endangered species themselves.

There are no critical habitats at this location.

You are still required to determine if your project(s) may have effects on all above listed species.

Bald & Golden Eagles

Bald and golden eagles are protected under the Bald and Golden Eagle Protection Act[1] and the Migratory Bird Treaty Act[2].

Any person or organization who plans or conducts activities that may result in impacts to bald or golden eagles, or their habitats[3], should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

Additional information can be found using the following links:

- Eagle Managment https://www.fws.gov/program/eagle-management
- Measures for avoiding and minimizing impacts to birds https://www.fws.gov/library/collections/avoiding-and-minimizing-incidental-take-migratory-birds
- Nationwide conservation measures for birds https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf
- Supplemental Information for Migratory Birds and Eagles in IPaC https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action

There are bald and/or golden eagles in your project area.

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle *Haliaeetus leucocephalus* This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.	Breeds Sep 1 to Jul 31

Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is 0.25/0.25 = 1; at week 20 it is 0.05/0.25 = 0.2.
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

Breeding Season ( )
Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

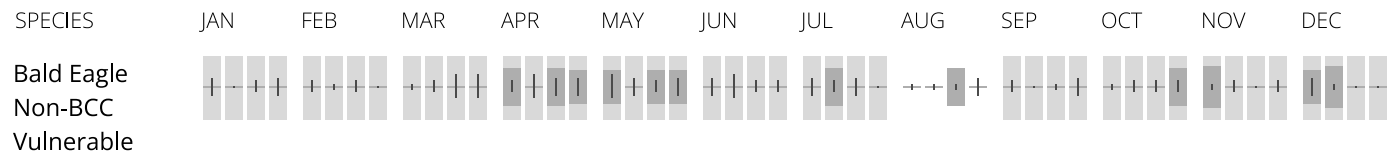
Survey Effort (|)
Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

To see a bar's survey effort range, simply hover your mouse cursor over the bar.

No Data (–)
A week is marked as having no data if there were no survey events for that week.

Survey Timeframe
Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.

probability of presence breeding season | survey effort – no data



What does IPaC use to generate the potential presence of bald and golden eagles in my specified location?

The potential for eagle presence is derived from data provided by the Avian Knowledge Network (AKN). The AKN data is based on a growing collection of survey, banding, and citizen science datasets and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle (Eagle Act requirements may apply). To see a list of all birds potentially present in your project area, please visit the Rapid Avian Information Locator (RAIL) Tool.

What does IPaC use to generate the probability of presence graphs of bald and golden eagles in my specified location?

The Migratory Bird Resource List is comprised of USFWS Birds of Conservation Concern (BCC) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the Avian Knowledge Network (AKN). The AKN data is based on a growing collection of survey, banding, and citizen science datasets and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle (Eagle Act requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the Rapid Avian Information Locator (RAIL) Tool.

What if I have eagles on my list?

If your project has the potential to disturb or kill eagles, you may need to obtain a permit to avoid violating the Eagle Act should such impacts occur. Please contact your local Fish and Wildlife Service Field Office if you have questions.

Migratory birds

Certain birds are protected under the Migratory Bird Treaty Act[1] and the Bald and Golden Eagle Protection Act[2].

Any person or organization who plans or conducts activities that may result in impacts to migratory birds, eagles, and their habitats[3] should follow appropriate regulations and consider implementing appropriate conservation measures, as described below.

1. The Migratory Birds Treaty Act of 1918.
2. The Bald and Golden Eagle Protection Act of 1940.

Additional information can be found using the following links:

- Eagle Management https://www.fws.gov/program/eagle-management
- Measures for avoiding and minimizing impacts to birds https://www.fws.gov/library/collections/avoiding-and-minimizing-incidental-take-migratory-birds
- Nationwide conservation measures for birds https://www.fws.gov/sites/default/files/documents/nationwide-standard-conservation-measures.pdf
- Supplemental Information for Migratory Birds and Eagles in IPaC https://www.fws.gov/media/supplemental-information-migratory-birds-and-bald-and-golden-eagles-may-occur-project-action

The birds listed below are birds of particular concern either because they occur on the USFWS Birds of Conservation Concern (BCC) list or warrant special attention in your project location. To learn more about the levels of concern for birds on your list and how this list is generated, see the FAQ below. This is not a list of every bird you may find in this location, nor a guarantee that every bird on this list will be found in your project area. To see exact locations of where birders and the general public have sighted birds in and around your project area, visit the E-bird data mapping tool (Tip: enter your location, desired date range and a species on your list). For projects that occur off the Atlantic Coast, additional maps and models detailing the relative occurrence and abundance of bird species on your list are available. Links to additional information about Atlantic Coast birds, and other important information about your migratory bird list, including how to properly interpret and use your migratory bird report, can be found below.

For guidance on when to schedule activities or implement avoidance and minimization measures to reduce impacts to migratory birds on your list, click on the PROBABILITY OF PRESENCE SUMMARY at the top of your list to see when these birds are most likely to be present and breeding in your project area.

NAME	BREEDING SEASON
Bald Eagle Haliaeetus leucocephalus This is not a Bird of Conservation Concern (BCC) in this area, but warrants attention because of the Eagle Act or for potential susceptibilities in offshore areas from certain types of development or activities.	Breeds Sep 1 to Jul 31
Cerulean Warbler Dendroica cerulea This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska. https://ecos.fws.gov/ecp/species/2974	Breeds Apr 28 to Jul 20

Chimney Swift Chaetura pelagica — Breeds Mar 15 to Aug 25
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Eastern Whip-poor-will Antrostomus vociferus — Breeds May 1 to Aug 20
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Kentucky Warbler Oporornis formosus — Breeds Apr 20 to Aug 20
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Prairie Warbler Dendroica discolor — Breeds May 1 to Jul 31
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Prothonotary Warbler Protonotaria citrea — Breeds Apr 1 to Jul 31
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Red-headed Woodpecker Melanerpes erythrocephalus — Breeds May 10 to Sep 10
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Rusty Blackbird Euphagus carolinus — Breeds elsewhere
This is a Bird of Conservation Concern (BCC) only in particular Bird Conservation Regions (BCRs) in the continental USA

Wood Thrush Hylocichla mustelina — Breeds May 10 to Aug 31
This is a Bird of Conservation Concern (BCC) throughout its range in the continental USA and Alaska.

Probability of Presence Summary

The graphs below provide our best understanding of when birds of concern are most likely to be present in your project area. This information can be used to tailor and schedule your project activities to avoid or minimize impacts to birds. Please make sure you read and understand the FAQ "Proper Interpretation and Use of Your Migratory Bird Report" before using or attempting to interpret this report.

Probability of Presence (■)

Each green bar represents the bird's relative probability of presence in the 10km grid cell(s) your project overlaps during a particular week of the year. (A year is represented as 12 4-week months.) A taller bar indicates a higher probability of species presence. The survey effort (see below) can be used to establish a level of confidence in the presence score. One can have higher confidence in the presence score if the corresponding survey effort is also high.

How is the probability of presence score calculated? The calculation is done in three steps:

1. The probability of presence for each week is calculated as the number of survey events in the week where the species was detected divided by the total number of survey events for that week. For example, if in week 12 there were 20 survey events and the Spotted Towhee was found in 5 of them, the probability of presence of the Spotted Towhee in week 12 is 0.25.
2. To properly present the pattern of presence across the year, the relative probability of presence is calculated. This is the probability of presence divided by the maximum probability of presence across all weeks. For example, imagine the probability of presence in week 20 for the Spotted Towhee is 0.05, and that the probability of presence at week 12 (0.25) is the maximum of any week of the year. The relative probability of presence on week 12 is 0.25/0.25 = 1; at week 20 it is 0.05/0.25 = 0.2.
3. The relative probability of presence calculated in the previous step undergoes a statistical conversion so that all possible values fall between 0 and 10, inclusive. This is the probability of presence score.

To see a bar's probability of presence score, simply hover your mouse cursor over the bar.

Breeding Season ( )
Yellow bars denote a very liberal estimate of the time-frame inside which the bird breeds across its entire range. If there are no yellow bars shown for a bird, it does not breed in your project area.

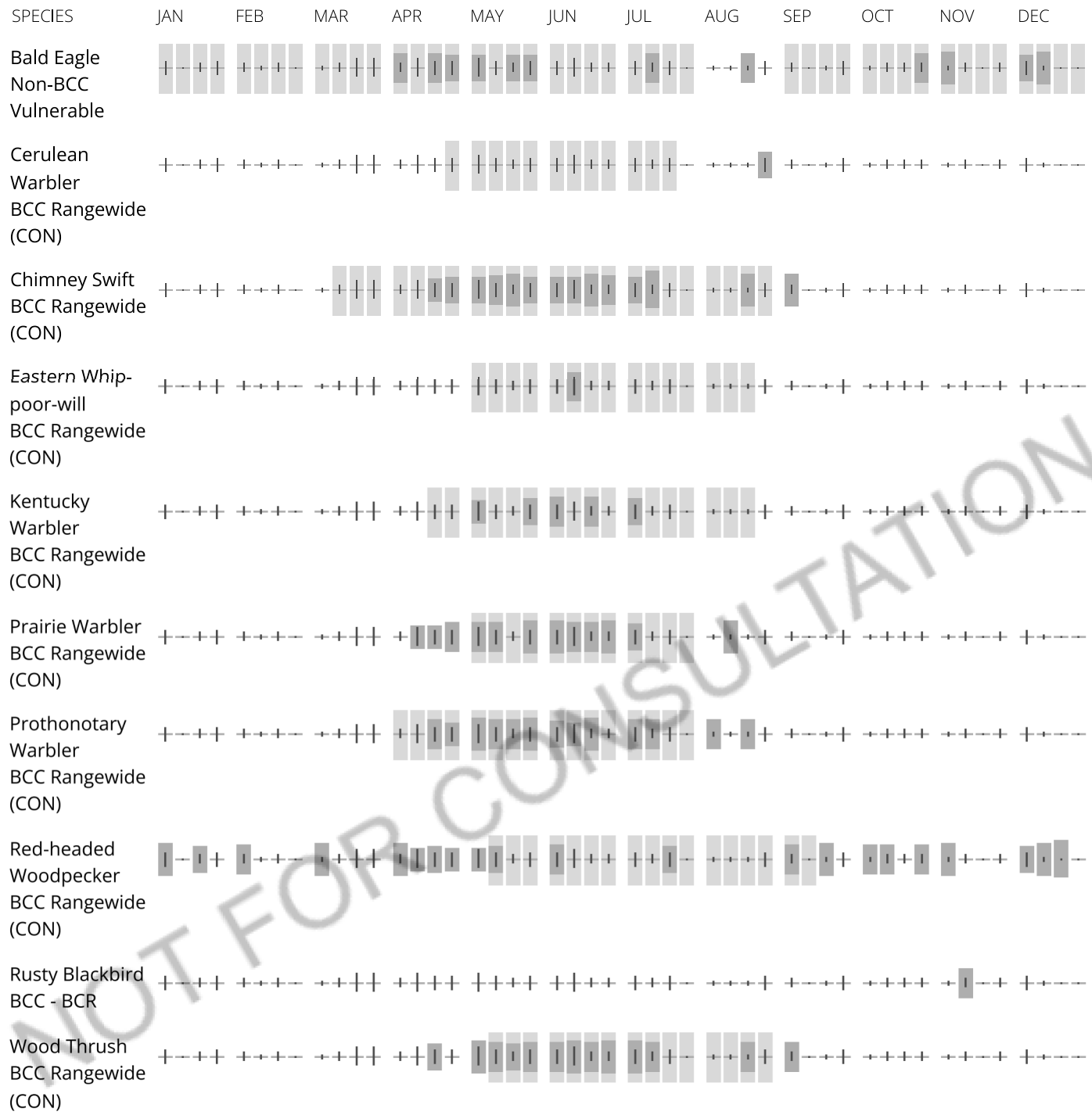
Survey Effort (|)
Vertical black lines superimposed on probability of presence bars indicate the number of surveys performed for that species in the 10km grid cell(s) your project area overlaps. The number of surveys is expressed as a range, for example, 33 to 64 surveys.

To see a bar's survey effort range, simply hover your mouse cursor over the bar.

No Data (–)
A week is marked as having no data if there were no survey events for that week.

Survey Timeframe
Surveys from only the last 10 years are used in order to ensure delivery of currently relevant information. The exception to this is areas off the Atlantic coast, where bird returns are based on all years of available data, since data in these areas is currently much more sparse.

probability of presence breeding season | survey effort – no data



Tell me more about conservation measures I can implement to avoid or minimize impacts to migratory birds.

Nationwide Conservation Measures describes measures that can help avoid and minimize impacts to all birds at any location year round. Implementation of these measures is particularly important when birds are most likely to occur in the project area. When birds may be breeding in the area, identifying the locations of any active nests and avoiding their destruction is a very helpful impact minimization measure. To see when birds are most likely to occur and be breeding in your project area, view the Probability of Presence Summary. Additional measures or permits may be advisable depending on the type of activity you are conducting and the type of infrastructure or bird species present on your project site.

What does IPaC use to generate the list of migratory birds that potentially occur in my specified location?

The Migratory Bird Resource List is comprised of USFWS Birds of Conservation Concern (BCC) and other species that may warrant special attention in your project location.

The migratory bird list generated for your project is derived from data provided by the Avian Knowledge Network (AKN). The AKN data is based on a growing collection of survey, banding, and citizen science datasets and is queried and filtered to return a list of those birds reported as occurring in the 10km grid cell(s) which your project intersects, and that have been identified as warranting special attention because they are a BCC species in that area, an eagle (Eagle Act requirements may apply), or a species that has a particular vulnerability to offshore activities or development.

Again, the Migratory Bird Resource list includes only a subset of birds that may occur in your project area. It is not representative of all birds that may occur in your project area. To get a list of all birds potentially present in your project area, please visit the Rapid Avian Information Locator (RAIL) Tool.

What does IPaC use to generate the probability of presence graphs for the migratory birds potentially occurring in my specified location?

The probability of presence graphs associated with your migratory bird list are based on data provided by the Avian Knowledge Network (AKN). This data is derived from a growing collection of survey, banding, and citizen science datasets.

Probability of presence data is continuously being updated as new and better information becomes available. To learn more about how the probability of presence graphs are produced and how to interpret them, go the Probability of Presence Summary and then click on the "Tell me about these graphs" link.

How do I know if a bird is breeding, wintering or migrating in my area?

To see what part of a particular bird's range your project area falls within (i.e. breeding, wintering, migrating or year-round), you may query your location using the RAIL Tool and look at the range maps provided for birds in your area at the bottom of the profiles provided for each bird in your results. If a bird on your migratory bird species list has a breeding season associated with it, if that bird does occur in your project area, there may be nests present at some point within the timeframe specified. If "Breeds elsewhere" is indicated, then the bird likely does not breed in your project area.

What are the levels of concern for migratory birds?

Migratory birds delivered through IPaC fall into the following distinct categories of concern:

1. "BCC Rangewide" birds are Birds of Conservation Concern (BCC) that are of concern throughout their range anywhere within the USA (including Hawaii, the Pacific Islands, Puerto Rico, and the Virgin Islands);
2. "BCC - BCR" birds are BCCs that are of concern only in particular Bird Conservation Regions (BCRs) in the continental USA; and
3. "Non-BCC - Vulnerable" birds are not BCC species in your project area, but appear on your list either because of the Eagle Act requirements (for eagles) or (for non-eagles) potential susceptibilities in offshore areas from certain types of development or activities (e.g. offshore energy development or longline fishing).

Although it is important to try to avoid and minimize impacts to all birds, efforts should be made, in particular, to avoid and minimize impacts to the birds on this list, especially eagles and BCC species of rangewide concern. For more information on conservation measures you can implement to help avoid and minimize migratory bird impacts and requirements for eagles, please see the FAQs for these topics.

Details about birds that are potentially affected by offshore projects

For additional details about the relative occurrence and abundance of both individual bird species and groups of bird species within your project area off the Atlantic Coast, please visit the Northeast Ocean Data Portal. The Portal also offers data and information about other taxa besides birds that may be helpful to you in your project review. Alternately, you may download the bird model results files underlying the portal maps through the NOAA NCCOS Integrative Statistical Modeling and Predictive Mapping of Marine Bird Distributions and Abundance on the Atlantic Outer Continental Shelf project webpage.

Bird tracking data can also provide additional details about occurrence and habitat use throughout the year, including migration. Models relying on survey data may not include this information. For additional information on marine bird tracking data, see the Diving Bird Study and the nanotag studies or contact Caleb Spiegel or Pam Loring.

What if I have eagles on my list?

If your project has the potential to disturb or kill eagles, you may need to obtain a permit to avoid violating the Eagle Act should such impacts occur.

Proper Interpretation and Use of Your Migratory Bird Report

The migratory bird list generated is not a list of all birds in your project area, only a subset of birds of priority concern. To learn more about how your list is generated, and see options for identifying what other birds may be in your project area, please see the FAQ "What does IPaC use to generate the migratory birds potentially occurring in my specified location". Please be aware this report provides the "probability of presence" of birds within the 10 km grid cell(s) that overlap your project; not your exact project footprint. On the graphs provided, please also look carefully at the survey effort (indicated by the black vertical bar) and for the existence of the "no data" indicator (a red horizontal bar). A high survey effort is the key component. If the survey effort is high, then the probability of presence score can be viewed as more dependable. In contrast, a low survey effort bar or no data bar means a lack of data and, therefore, a lack of certainty about presence of the species. This list is not perfect; it is simply a starting point for identifying what birds of concern have the potential to be in your project area, when they might be there, and if they might be breeding (which means nests might be present). The list helps you know what to look for to confirm presence, and helps guide you in knowing when to implement conservation measures to avoid or minimize potential impacts from your project activities, should presence be confirmed. To learn more about conservation measures, visit the FAQ "Tell me about conservation measures I can implement to avoid or minimize impacts to migratory birds" at the bottom of your migratory bird trust resources page.

Facilities

National Wildlife Refuge lands

Any activity proposed on lands managed by the National Wildlife Refuge system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

There are no refuge lands at this location.

Fish hatcheries

There are no fish hatcheries at this location.

Wetlands in the National Wetlands Inventory (NWI)

Impacts to NWI wetlands and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local U.S. Army Corps of Engineers District.

This location did not intersect any wetlands mapped by NWI.

NOTE: This initial screening does **not** replace an on-site delineation to determine whether wetlands occur. Additional information on the NWI data is provided below.

Data limitations

The Service's objective of mapping wetlands and deepwater habitats is to produce reconnaissance level information on the location, type and size of these resources. The maps are prepared from the analysis of high altitude imagery. Wetlands are identified based on vegetation, visible hydrology and geography. A margin of error is inherent in the use of imagery; thus, detailed on-the-ground inspection of any particular site may result in revision of the wetland boundaries or classification established through image analysis.

The accuracy of image interpretation depends on the quality of the imagery, the experience of the image analysts, the amount and quality of the collateral data and the amount of ground truth verification work conducted. Metadata should be consulted to determine the date of the source imagery used and any mapping problems.

Wetlands or other mapped features may have changed since the date of the imagery or field work. There may be occasional differences in polygon boundaries or classifications between the information depicted on the map and the actual conditions on site.

Data exclusions

Certain wetland habitats are excluded from the National mapping program because of the limitations of aerial imagery as the primary data source used to detect wetlands. These habitats include seagrasses or submerged aquatic vegetation that are found in the intertidal and subtidal zones of estuaries and nearshore coastal waters. Some deepwater reef communities (coral or tuberficid worm reefs) have also been excluded from the inventory. These habitats, because of their depth, go undetected by aerial imagery.

Data precautions

Federal, state, and local regulatory agencies with jurisdiction over wetlands may define and describe wetlands in a different manner than that used in this inventory. There is no attempt, in either the design or products of this inventory, to define the limits of proprietary jurisdiction of any Federal, state, or local government or to establish the geographical scope of the regulatory programs of government agencies. Persons intending to engage in activities involving modifications within or adjacent to wetland areas should seek the advice of appropriate Federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.

APPENDIX B SECURITY ASSESSMENT

October 16, 2024

Confidential Document – Restricted Distribution

To: Mr. Joseph Miller – Principal in Charge, HBA Architecture & Interior Design, Inc. – Cumberland County Court Project

From: Chief (Ret) Michael A. Jones, President

Major Security Consulting & Design, LLC

Topic: Threat, Risk, Vulnerability and Physical/Operational Security Assessment of the Cumberland County Courthouse located at 1 Courthouse Circle, Cumberland, Virginia 23040

General Statement: Regarding the overall physical & operational security of the Court and its support agencies and personnel – Major Security Consulting & Design LLC – Michael A. Jones – visited the facility a number of days and times – day, evening and night as well as workdays and weekends.

Recommendation: The current court facility is very outdated, insecure and unsafe. It is unable to provide the services offered by the modern courts of today and the envisioned courts of the future. The demands of technology, equipment and staff must be met to stay current as the Virginia Supreme Court continues to increase expectations for local courts.

Findings and Observations:

1) **Crime Risk:** The county has one of the lowest crime rates in the Commonwealth of Virginia. This can be attributed to a smaller population, a close-knit population and outstanding cooperation between law enforcement as well as a small but dedicated cadre of court personnel and the Sheriff's Office.

2) **Growth:** The county, while enjoying the benefits listed above, is inexorably facing the pressures of growth as the population of Chesterfield and Powhatan County is fast reaching capacity and the westward movement to open spaces, bucolic environments and appealing open spaces will inevitably lead to significant residential and services growth. Growth, while beneficial, will also bring with it the challenges of crime, congestion and increased population. Increased population will lead to the need for more schools and services for the residents and travelers. This growth will also lead to increases in vehicular traffic, delivery services and the increased need for expanded public safety services. Growth also brings an increase in criminal and traffic offenses – both from the increased transitory traffic as well as the increase in homes, businesses and other facilities.

3) **Crime Analysis:** With increased growth, crime almost certainly follows. Studies indicate that the very factors that make the county a low crime area are the same ones that encourage people to relocate to it. The fact that the county lies

between the growing areas of the eastern areas of Goochland, Powhatan, Amelia and Chesterfield and the western areas of Prince Edward, Buckingham and Fluvanna clearly make a case for the expansion of services in Cumberland County. Increased population growth will also mean additional roadway expansion, increased demand for medical care and EMS services, a growth in school age children as well as an increase in the elderly population. Crime and criminals go where there are easy targets and accordingly, the time for expansion of public safety services staff, capabilities and facilities is now. This applies to the court facilities and their agencies such as probation, social services, attorneys, mental health services, child support enforcement and especially the sheriff's department. The sheriff's department, while staffed at the state approved level, is lacking in road and court security deputies. My observations noted that there were several times when there were no deputies in the courthouse and the Sheriff would spend time at the courthouse. Although the incidences of crime and disorder at the current courthouse are negligible, the time to consider additional county funded court security deputies is upon us. My staffing review would recommend that there be three (3) court security deputies assigned to the courthouse while court is in session with a minimum of two (2) court security deputies assigned after court is over but the building is still open for public services. I would also recommend that the county consider funding retired but still certified deputy sheriffs, state troopers and other retired law enforcement officers to serve as part time court security officers. This will reduce the cost burden for these officers on the county.

4) Court Clerk staff for Circuit, General District and Juvenile courts would benefit from each court having their own Clerk's office due to the complexities of each court.

5) **Court Security:** the current court security is inadequate both in terms of staffing, security technology, surveillance technology, ballistic protection, and the overall physical footprint. The Courthouse is home to Circuit Court, General District Court, Juvenile Court, Commonwealth's Attorney, Circuit Court Clerk's Office, General District and Juvenile Combined Clerk's Office and the regional Magistrate Office. Having all these offices in close proximity creates easy access but is subject to the certain risks of criminal behavior. Physical security as well as security planning is inadequate. The Commonwealth of Virginia requires that each agency have its own Continuity of Government and Continuity of Operations plan. An updated COOP/COG plan should be considered for inclusion with the new design features of the facility

6) . Vulnerabilities in physical security exist at the current main entrance, clerk's offices, evidence storage area and other points of entry/exit. The overall court facility received a score of 55.7 for existing physical security, which is considered poor and in need of improvement. The entrances/exists to the courthouse have

no physical security technology now assigned courthouse security deputies. There is no secure vehicle sally port to safely deliver prisoners for court as well as to protect the transport deputy sheriffs. The exterior of the court, also considered to be the front 1st line of security is completely lacking in physical security technology and provisions such as vehicle barriers, CCTV, warning signage, fencing, door intercoms, duress alarms, ballistic entry doors, ballistic windows and the existing exterior walls have a significantly diminished ballistic capability. The judge(s) do not have a secure, private entryway to the court nor does the judge have a secure parking area. This is a serious security breach as the potential for an attack on the judge or a sniper attack from a distance is very possible. The courtrooms do not have any holding cells with affiliated electronic security and observation with cctv. The public is not screened for weapons or explosives as they enter the facilities except by the visual observation of one or two deputies who are also tasked with other court security duties. This is a significant risk to all. The procedure for escorting prisoners from the insecure parking area is deficient. The escorting of prisoners in an insecure, open environment where the public can quickly gain access to the prisoners could easily result in a hostage situation or significant escape situation. Court Security officers should have a secured rifle/shotgun case that holds two shotguns and two patrol rifles. This case should be a security steel gun box with secured code combination locks and should be in a closet ready for use if needed.

7) **People Movement – The Importance of Secured/Separated Circulation:** A building-wide circulation pattern should provide three (3) separate and distinct paths of movement for the public, court professionals – judiciary members, court security officers, witnesses, victims, attorneys (defense and prosecution) and in-custody defendants persons. There must be no intersection between the paths and no dangerous blockages to the movement within each circulation. This controlled circulation should be clearly signposted and be direct, efficient and effective; it is essential for privacy, security and safety reasons as well as for the operational efficiency of the court.

Specific Security Recommendations for Consideration

Physical Security Screening Procedure

Policy: All persons who enter the facility as witnesses, defendants, defense attorneys and off duty police officers must go through the weapons screening process – Attorneys and off duty police officers must submit to screening however they may carry their concealed firearm **except** if they are a defendant in a case – civil or criminal. Judges, on duty court staff, magistrates, on duty police officers of any jurisdiction and federal agents on duty are not required to pass through the weapons detection system.

Visitor Guidance: Each visitor who enters the Courthouse goes through a security screening procedure. To expedite the process, visitors should do the following:

Inform the court security officer of any metal medical devices that may be implanted in your body.

DO NOT bring knives, firearms, ammunition, cameras, matches/lighters, pepper spray, fireworks, cell telephones, recording devices, pens designed as a weapon, liquids or any other items that the court security officer determines to be a potential hazard to the safety of the court and its staff.

Empty pockets and place contents in the container provided.

Place purses, briefcases, backpacks, packages and parcels on the belt of the scanning devices.

Walk slowly through the metal detector and follow any instructions provided to you by the court security officer(s).

Note – baby carriages, bags, boxes, handheld coats and like items will be inspected.

If the X-ray or metal detector sets off an alert or alarm, a court security officer will perform another scan, using a hand wand. The court security officer may also conduct a physical search of the person and personal articles to determine the cause of the alert or alarm. Before proceeding from the security screening area, visitors should retrieve all of their personal possessions and receive permission from the court security officer before proceeding.

Portable Electronic Devices

Visitors may use portable electronic devices for audio phone calls inside the Courthouse common areas. However, these devices may NOT be used in courtrooms for any purpose unless expressly authorized by the presiding judge. Photography, video and audio recording, and/or other audio or video transmission from inside the Courthouse are strictly prohibited without written permission of the court.

Acceptable portable electronic devices include:

Portable personal computers.

Tablet computers.

Mobile phones (including phones with cameras and audio and video recording and transmission capabilities).

Electronic calendars.

E-book readers.

All other cameras, video cameras, video recording equipment and recording devices that are not considered a portable electronic device are prohibited beyond the Courthouse entry area. Prohibited photographic and video recording equipment may be permitted with prior written authorization by an active 19th judicial circuit or district judge.

Jurors and court personnel are subject to additional restrictions and guidelines. View the local court order applicable to portable electronic devices for more information or contact the Clerk's Office for further information.

Public Security Notice

Prohibited in the Courthouse

The following Notice shall be placed at each entry door - Prohibited in the Courthouse

Guns, knives, ammunition, pepper spray, mace, razor blades, illegal drugs.

Any dangerous or hazardous material or property that could be used to injure or harm another person.

If in doubt about an item, leave it at home or in your vehicle. Visitors who bring a potentially dangerous or hazardous item into the Courthouse will be directed to remove it from the building and take it off the property of the courthouse. You cannot leave it with court security.

Ballistic Protection

The following areas shall be provided additional ballistic protection to ensure safety of the judge, court staff, court security officers, witnesses, defendants and the public: Judge's Bench, Clerk's Bench Area, Witness Booth, Doors to the courtroom.

The exterior walls of the facility shall be brick over concrete with the void spaces in the concrete being filled with packed sand for ballistic enhancement.

The Clerks Offices – Circuit, General District and Juvenile shall be designed to have transparent ballistic material at the public service counter (including the knee wall area). The ballistic material shall go from two feet off the floor to a height of nine feet. The level of protection should be rated at a minimum at Level 4. Level 4 will stop up to and will include a .30 caliber rifle.

Court Holding Cells – All holding cells should be constructed of reinforced concrete block material with sand fill for interior block voids.

The county should consider the use of ballistic crowd management screening tables that have built in ballistic protection that can be quickly converted to defensive and protective devices for court security.

Exterior Windows – exterior windows should be constructed of ballistic glass which will offer light and views all while providing ballistic protection. At a minimum, the Judge's Chambers and other official offices should have ballistic rated glass.

Public Safety Radio Transmission/Reception Quality - all areas of the facility shall have full coverage by public safety radios. In an emergency, communication via cellphone is important but radio communication is the primary mode of effective

communication. Ensure that a radio transmission study is performed to ensure that there is always 100% communication connection.

Emergency Generation – the entire facility should be provided with a full 100% electrical power availability via a high-capacity diesel power generator. The court facility should be operational to meet full court requirements as well as full operational supports for court security features. Natural gas is no longer recommended for use by DHS for emergency support.

Cell Telephone Service – 100 % Service Available At All Times – the entire court facility should be provided with 100 % emergency power for cell telephone repeater coverage.

Additional Notes:
Physical & Operational Security Design Recommendations:

Courts are considered critical assets and must remain open and functional to the greatest extent possible.

Guidance 1: Develop a facility wide Operations Plan and Guidance document for the courthouse that will function as an emergency operation manual. This Manual will be updated as operations and procedures change over time.

Guidance 2: The Sheriff shall develop a facility Standard Operational Procedures Manual that outlines actions/responsibilities in the event of a facility emergency of multiple types such as fire, threat to do harm, bomb threat, biological threat, active shooter, suspicious package(s) and other potential threats to the facility. CPTED recommendations for landscaping, facility placement, site lighting, gunshot detection system, ballistic protection, warning and directional signage, roadway design to ensure that vehicle approach is designed to reduce the potential for ramming of the facilities, natural surveillance and other features are seamlessly integrated into the project.

Guidance 3: Exterior Access Control: the courthouse shall have a security fencing installed around the side and rear of the building and secure parking spaces for the judges and select staff. Appropriate wayfinding and warning signage shall be attached at intervals of 25 feet on the fence. Fence Fabric shall be buried at least 8” into the ground to prevent “pull outs” by intruders. Wire connectors that attach the fence fabric to the fence poles shall be secured by a minimum of one connector every two feet.

Guidance 4: Accreditation: The Sheriff should consider reviewing the process for future security enhancements in policy and practice.

Guidance 5: Security Lighting Technology: adequate exterior lighting shall provide sufficient illumination utilizing LED lighting devices that are dimmable for walkways, parking areas, storage areas, areas of entrance/exit, rooftops and public entrances.

Guidance 6: Ballistic Protection: ballistic protection level 4 NIJ shall be provided in two manners – a) ballistic glass on all 1st floor windows and b) ballistic doors on exterior entrance doors. Entrance doors shall have CCTV coverage of the entry walkways so that persons seeking to enter the facility shall be identified and recorded as per facility policy on access control management. Doors to the working offices of court and associated offices are recommended to be ballistic doors. Ballistic doors will have a one-way outbound ballistic rated view window.

Guidance 7: Facility Communication Intercoms: All exterior doors shall have a two-way intercom system that is managed by the Sheriff's designee.

Guidance 8: Parking Area Illumination and Security Features: a) LED Lighting shall provide parking lot illumination of such capacity to identity a person standing beside their vehicle. b) Communications: In the public parking area, an external, pole mounted security intercom shall be placed in a well illuminated position by the walkway to the main entrance location. c)Location: Parking spaces shall be numbered to facilitate vehicle location in the event that a vehicle must be towed or otherwise located/removed.

Guidance 9: Security Signage: a) The facility shall be equipped with wayfinding signage that directs the public and official visitors to the main entrance. b) The facility signage shall also include perimeter signage that identifies certain areas designated by county staff as being RESTRICTED to authorized personnel only and are considered "No Trespassing" zones. c) Signage shall be reflective for enhanced viewing at night and in inclement weather. d) Each sign shall be numbered for accountability and inventory. e) Each sign shall be located on the facility map.

Guidance 10: Detailed Site/Facility Plan: a) a detailed site map of the facility shall be provided to the Sheriff's Office as well as the 911 center for planning and protective security planning/operations. b) An electronic copy of this map shall be available to public safety personnel in the event of a facility emergency. c) It is recommended that the facility floorplan be placed into the "updatable format" in the event floor plans change over the life of the facility. This will allow for the facility to have a fully accurate floor plan at all times.

Guidance 11: Critical Infrastructure Protections: a) Crash Protection – consider the placement of a raised concrete barrier approximately three feet in height at the areas close to the main road where a vehicle could ram the facility – intentionally as well as accidentally. b) Ensure that all utility services are placed underground and access points are under active CCTV surveillance.

Guidance 12: Facility Overwatch: a) Ensure that high resolution CCTV is placed in tactically appropriate locations on the interior and exterior of the facility interior, building entrances, stairwell, exterior and parking areas as well as long distance approaches. b) High Risk/High Value Overwatch - in locations such as the evidence storage/handling area, temporary detention areas, front lobby and any other areas deemed to be sensitive/vulnerable.

Guidance 13: Landscaping: a) Ensure that appropriate landscape elements such a pyracantha, barberry or other type of thorny vegetations be planted in areas to deny

close access to windows and sensitive areas. b) DO NOT use wood mulch, large rocks or other potential items of damage as landscape elements near windows/doors. c) Ensure that the proper landscape elements do not block lines of sight or grow to the height where they obstruct vision. d) Do not plant landscape elements whose roots could compromise underground utilities.

Guidance 14: Auxiliary Generator: a) Ensure that the generator has sufficient capacity to operate the courthouse. b) Ensure that the diesel fuel tank is a high-capacity tank that will provide significant operating time and capacity for the facility. c) A backup generator must be sited so as to minimize cabling to service the facility. e) Ensure that the county has an emergency fuel delivery contract with at least two diesel fuels vendors who can ensure emergency delivery on a long-term basis. F) Ensure that the generator is tested on a regular basis to ensure instant activation when needed.

Guidance 15: Emergency Operation Plan: a) Ensure that the courthouse has its own individual emergency operation plan; b) Ensure that the facility has HALO water filtration to ensure a supply of clean water, c) Ensure that adequate First Aid supplies, AED and Trauma Kits are available on each floor and adequately maintained.

Guidance 16: Design Conformance: Ensure that design and function do not conflict. A key example is landscaping that grows up and covers CCTV devices, rendering them ineffective.

Guidance 17: Police & Public Safety Radio Effectiveness: Ensure that robust RF radio signal for police and public safety radios covers the entire facility with two repeaters as required. Ensure that the radio systems are attached to the generation system for 100 % reliable coverage.

Guidance 18: General Security Notes:

1. Create secured but separate entry for employee's vs public.
2. Public Entry to have a deputy scanning folks and a metal detector to walk through before gaining access to my office. (Public Entry be one entry for the entire courthouse complex)
3. Cameras should provide a video and audio feed as well as the Sheriff's and Clerk's Office.
4. Create a flexible type of secure parking for employees with video and audio monitoring as well as locking points of entry and exit.
5. Emergency duress alarms in all employee stations/locations in the Clerk's Office in case of an emergency.
6. Create Emergency Exits for the staff in the case of an active violent situation.
7. Install level 4 ballistic window/glass that is secure and staff can have outbound view but no inbound view from the public.
8. Currently there is ballistic level 4 glass at the service window and this should be the standard for high security and customer facing service windows.

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