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A.M. _____ P.M. _____

SEP 16 2016

CHRISTOPHER D. RICH, Clerk
By JAMIE MARTIN
DEPUTY

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ISB Nos. 3160 & 6362

COPY

IN THE DISTRICT COURT OF THE FOURTH JUDICIAL DISTRICT
OF THE STATE OF IDAHO, IN AND FOR THE COUNTY OF ADA

IN RE: LACK OF FACILITIES, EQUIPMENT,)
STAFF PERSONNEL, SUPPLIES, AND OTHER)
EXPENSES OF THE MAGISTRATE DIVISION)
PROVIDED BY THE CITIES OF MERIDIAN)
AND GARDEN CITY IN SUPPORT OF)
MAGISTRATE DIVISION)
_____)

Case No. CV OT 1406552

**ADA COUNTY'S OBJECTION
TO CITIES OF MERIDIAN AND
GARDEN CITY'S PROPOSALS
TO COMPLY WITH 1994
ORDER**

COME NOW, Ada County and the Board of Ada County Commissioners, by and through the Ada County Prosecuting Attorney's Office, Civil Division and pursuant to the Court's Memorandum Decision and Order of August 2, 2016, and hereby object to the Cities of Meridian and Garden City's proposals to comply with the 1994 Order.

INTRODUCTION

The 1994 Order is clear in its requirements:

NOW, THEREFORE, IT IS HEREBY ORDERED THAT, the City of Garden City, Idaho, pursuant to authority provided in Idaho Code 1-2218, provide by October 1, 1994 suitable and adequate quarters for the magistrate's division of the Fourth Judicial District, including the facilities and equipment necessary to make the space provided functional for its intended use, and shall provide for the staff personnel, supplies and other expenses of the magistrate's division. The suitability and adequacy of said quarters, facilities, equipment, staff personnel; supplies and other expenses are subject to final approval by this Court.

FURTHER, THAT the City of Meridian, Idaho pursuant to authority provided in Idaho Code 1-2218, IS HEREBY ORDERED to provide by October 1, 1994 suitable and adequate quarters for the magistrate's division of the Fourth Judicial District, including the facilities and equipment necessary to make the space provided functional for its intended use, and shall provide for the staff personnel, supplies and other expenses of the magistrate's division. The suitability and adequacy of said quarters, facilities, equipment, staff personnel; supplies and other expenses are subject to final approval by this Court.

Emphasis added

Based on the 1994 Order, the Forth District Court's rules, and the more recent Orders of the Forth District Court Judges issued in accord with those rules, the Cities of Garden City and Meridian ("Cities") were required to provide suitable and adequate quarters, including the facilities and equipment necessary to make the space functional for magistrate court. The Cities were also ordered to supply the staff personnel, supplies and other expenses of the magistrate's division. The Cities have yet to comply with the Court's Order.

The Court's August 2, 2016 Order required the Cities to "deliver to the Court a good faith proposal for the Cities' provision of adequate magistrate facilities." The dictionary defines proposal as a plan. The American Heritage Dictionary 7th ed. 1971. A plan is defined as "[a]ny detailed scheme, program or method worked out beforehand for the accomplishment of an

object.” *Id.* Good faith means “faithfulness to one’s duty or obligation.” Black’s Law Dictionary, 7th Ed. 701.

Ada County objects to the Cities’ proposals because the proposals do not provide a detailed analysis of how they intend to accomplish their duty and obligation of providing magistrate court, including the timeframe for the provision of this duty and obligation. Further, based on the volume of criminal magistrate work that Ada County currently handles on the Cities’ behalf, the proposals do not provide for adequate magistrate facilities. A good faith proposal as ordered by this Court would have included a date certain for the Cities to begin providing magistrate court services and the provision of sufficient facilities and equipment to accommodate the needs of a magistrate court.

GARDEN CITY’S PROPOSAL

Garden City’s Proposal consists of the following:

- One day every other week, the Garden City Police Headquarters will be used for municipal court services.
- The headquarters has a holding cell to accommodate two prisoners
- The headquarters has secure parking and a secure entrance¹
- Furnishings for court and chambers will be provided in the headquarters
- Office space will be provided for prosecuting attorneys and public defenders one day every other week
- Plan to contract with Ada County to staff the courtroom entrance and courtroom
- Plan to contract with the Ada County Clerk to staff clerk functions.
- Will work with the Ada County Clerk to equip the court facility with the proper technology

¹ It is unclear whether Headquarters already has a secure entrance or whether Garden City intends to make the entrance secure, similar to the Ada County Courthouse.

- Will make arrangement to physically transport files.

Ada County objects to Garden City's proposal because it does not provide any details regarding how Garden City plans to make magistrate court work at Garden City police headquarters. Even though Garden City attached the requirements provided by the Fourth District Trial Court Administrator (revised 10/30/2015) as an Exhibit,² Garden City does not address the requirements in its proposal. For example, Garden City states "furnishings for court and chambers will be provided in the headquarters." Garden City does not indicate when the judicial bench, the HVAC control, the lighting control, the clerk station, the witness stand, the conference phone, the counsel tables, internet connectivity, etc. will be placed in the room so that the conference room can function as a courtroom.

Continuing, based on Ada County's experience, it is unrealistic for Garden City to believe that a courtroom only needs to be available one day every other week. For example, an arrest of a defendant for Driving Under the Influence requires a hearing within 48 hours. Similarly, there are required hearings for in custody misdemeanants that do not bond out. Realistically, a courtroom needs to be available every day in Garden City.

In addition, based on the TCA's requirements of furniture, equipment and wiring for a functional courtroom, it would be very difficult to utilize the room for other purposes.

Garden City also states that it will contract with Ada County for security purposes. Garden City has not raised this proposal with Ada County, and the County may not be able to provide it. The Order requires Garden City to provide the staff and personnel, and it is

² The requirements are attached to this objection for ease of reference. Garden City does not attached the TCA requirements to specify how the City will comply with the Court Order but instead to argue that they do not know what the Court wants and cannot provide a holding cell for 25 prisoners. See Proposal at 3.

incumbent on Garden City to outline how it alone will provide services without assumptions that other governments will continue to provide services on its behalf.

The same issue exists with the Clerk of the Court. The Clerk reports to the Court. If providing magistrate services at Garden City Headquarters requires clerks, Garden City is required to pay the salary and benefits of those Ada County Deputy Clerks who are assigned to work for the Court at Garden City, including the proportionate time it takes for the Clerk to supervise the clerks stationed at Garden City.

The Ada County Clerk estimates that manning magistrate court at Garden City will take a minimum of 3 court clerks. One clerk takes money, issues warrants, does collections, suspensions, defaults, etc. This is work that must be done every day. The clerk must have back up for sickness, vacations, breaks, etc. The court clerks will also require supervision to ensure that they are complying with the Court's procedures. When the judge is holding court, the judge requires an in court clerk. Ada County would advise Garden City to check court clerk's salaries and factor those salaries, and the salaries of supervisors, into its budget plans for providing magistrate court.

A proposal that meets the requirements of the 1994 Order would outline how Garden City intends to comply with the TCA requirements and would provide a timeline for when the Courtroom will be ready for use. In addition to the TCA requirements, Garden City needs to consider the business side of court services. Money will need to be picked up every day from Police Headquarters and transferred to the Clerk. As a consequence Garden City will need to pay for Armored Car Service or otherwise provide secure transportation for court funds.

The TCA requirements discuss video arraignment capability but sometimes videos are not used so Garden City also needs a plan for transport.

By submitting such a bare bones outline of what it proposes, Garden City is essentially trying to shift the burden onto Ada County and the Court to tell them how to comply. Garden City has been ordered to provide the facilities, equipment and staff, and pay for it. It is their responsibility to provide a comprehensive, detailed plan and timeframe to assume its responsibility. If Garden City needs assistance, Garden City should hire the appropriate court consultant to assist them in working out the details of their responsibility. And of course, such a consultant should work with the Trial Court Administrator and the Clerk of the Court to ensure that the facilities and staffing are suitable and adequate.

Ada County has been subsidizing Magistrate Court facilities for many years, and it appears, based on the bare bones proposal, Garden City intends to continue to rely on Ada County.

To put an end to the delay, Ada County will be asking that the Court order Garden City to begin providing Magistrate Court Facilities within six months of this Objection. Ada County will also be asking that the Court immediately take Garden City's fines and fees and hold them in trust to ensure Garden City's compliance with the Court's Order.

MERIDIAN'S PROPOSAL

Meridian's Proposal consists of the following:

- Provide counter space. Prepared to discuss related office and access needs.
- Provide an adequate facility when the TCA and Clerk can support it.
- Hire a professional to develop a design for court space.

Ada County objects to Meridian's proposal because it provides even less detail than Garden City's Proposal regarding how Meridian plans to provide magistrate court. Meridian argues that it "has not yet received any defined scope of services to be provided and many

questions remain.” Proposal at 3. Meridian argues this even though they have been told that they are required to handle all magistrate criminal work except jury trials. Meridian also knows the volume of their cases (20% of the criminal magistrate case load) and has been informed over and over regarding the facilities and staff that are required to handle the caseload. The Trial Court Administrator’s revised list of 10/30/2015 would have been an appropriate place for Meridian to start.

Meridian has been ordered to provide the “facilities and equipment necessary to make the space provided functional for its intended use, and shall provide for the staff personnel, supplies and other expenses of the magistrate’s division.” The responsibility is on Meridian to offer a plan for magistrate court that outlines the facilities and equipment that will be provided, the staffing they will provide, the supplies they will provide and the other expenses they will provide. After Meridian offers this detailed plan, the Court can then determine “[t]he suitability and adequacy of said quarters, facilities, equipment, staff personnel; supplies and other expenses.”

Based on Ada County’s experience, it is unrealistic for Meridian to believe that a single courtroom is sufficient to handle the Meridian caseload. Based on the current caseload, it will take between two to three judges to handle the workload at Meridian. Every judge has his or her own courtroom so that means that two to three courtrooms are necessary. It is also unrealistic for Meridian to believe that a courtroom only needs to be available two days per week. For example, in the case of Driving Under the Influence, the hearing must be held within 48 hours. Also, there are hearings for in custody misdemeanors that do not bond out. Realistically, a courtroom needs to be available every day in Meridian. Meridian’s plan is also deficient because it does not address security and all the other services that are part of a functional courtroom.

Meridian's plan also lacks specificity regarding Court clerks. Three clerks are required at a minimum for each judge so Meridian must provide at a minimum between 6 and 9 clerks. Supervision by the Clerk of the Court will also be required. Ada County would advise Meridian to check court clerk's salaries and factor those salaries, and the salaries of supervisors, into its budget plans for providing magistrate court.

A proposal that meets the requirements of the 1994 Order would outline how Meridian intends to comply with the TCA requirements and would provide a timeline for when the Courtrooms will be ready for use in Meridian. In addition to the TCA requirements, Meridian needs to consider the business side of court services. Money will need to be picked up every day and transferred to the Clerk so Meridian will need to pay for Armored Car Service. The TCA requirements discuss video arraignment capability but sometimes videos are not used so Meridian also needs a plan for transport.

Meridian's bare bones outline attempts to shift the burden onto Ada County and the Court to do the work that Meridian should have done long ago in order to comply with the Court's Order. Meridian has been ordered to provide the facilities, equipment and staff, and pay for it. Meridian at least has acknowledged that they need to "hire a professional to develop a design for court space." That professional would also need to coordinate with the Trial Court Administrator and the Court Clerk to ensure that the space and staffing is suitable and adequate.

Meridian should have provided a comprehensive, detailed plan and timeframe long ago to assume its magistrate court responsibility. Instead Ada County has been subsidizing Magistrate Court facilities for many years, and it appears, based on the minimal proposal from Meridian, Meridian has no real plans to provide the facilities and intends to continue to rely on Ada County for the foreseeable future.

To put an end to the unending delay, Ada County will be asking that the Court order Meridian to begin providing Magistrate Court Facilities within six months of this Objection. Ada County will also be asking that the Court immediately take Meridian's fines and fees and hold them in trust to ensure Meridian's compliance with the Court's Order.

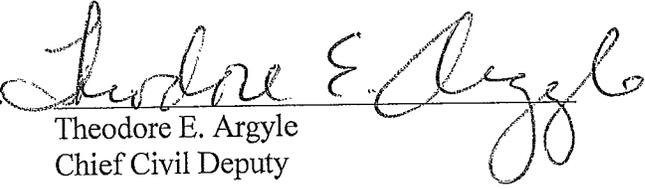
CONCLUSION

The Court has been presented with two very basic outlines from the Cities. It is very difficult for Ada County to provide meaningful comments on such lack of detail and lack of thought regarding what is needed to operate and man a magistrate court. Ada County objects to the lack of specificity and respectfully asks the Court to require the Cities to provide a detailed plan that includes a date certain of six months hence for the Cities to begin operating their own magistrate courts. Further, in order to obtain the Cities' compliance, Ada County will be asking the Court to withhold fines and fees from payment to the Cities and hold such fines and fees in trust until compliance is obtained.

Dated this 16th day of September, 2016

JAN M. BENNETTS
Ada County Prosecuting Attorney

By:


Theodore E. Argyle
Chief Civil Deputy

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on this 16th day of September 2016, I served a true and correct copy of the foregoing ADA COUNTY'S OBJECTION TO CITIES OF MERIDIAN AND GARDEN CITY'S PROPOSALS TO COMPLY WITH 1994 ORDER to the following person by the following method:

Michael W. Moore
Brady J. Hall
Moore & Elia
702 W. Idaho Street, Ste. 800
PO Box 6756
Boise, Idaho 83707

U. S. Mail
 Certified Mail
 Facsimile(208) 336-7031

Frank Walker
Charles I. Wadams
250 S. 5th Street, Ste. 850
Boise, Idaho 83702

U. S. Mail
 Certified Mail
 Facsimile(208) 429-1100

Sobetha Meyers

JOHN TRAYLOR
TRIAL COURT ADMINISTRATOR
MAIN OFFICE AT
ADA COUNTY COURTHOUSE
514 W. JEFFERSON ST.
BOISE, ID 83702-5959



DISTRICT COURT
FOURTH JUDICIAL DISTRICT
STATE OF IDAHO

ADA, BOISE, ELMORE
AND VALLEY COUNTIES

TELEPHONE
(208) 364-2100
FAX
(208) 364-2064

August 24, 1994

Jack Britton
Garden City Attorney
201 E. 50th
Garden City, ID 83714

Dear Jack:

In response to your August 15th letter, I have met with David Navarro, Clerk of the District Court, Ada County, and asked him to project what costs would be involved from the Clerk's perspective in complying with the Court's order referred to in your letter. I enclose a copy of his response for your review. Mr. Navarro and I reviewed the other questions in your memo and I would like to offer you our joint response thereto.

Question #1: Minimum requirements of the District Judges as to:

- a. quarters
- b. facilities
- c. equipment
- d. staff personnel

Answer: The assigned magistrate will need, at a minimum, the following items:

*Two full and regularly current sets of Idaho Code, Garden City Code and Ada County Code. One set for courtroom and one for chambers. One bookcase for each set of code books.

*Professional size/style desk, chair, computer desk, personal computer (minimum requirements include 486 chip with at least 4mb Ram, color monitor, 3.5 floppy drive, 100mb hard drive, internal modem with dedicated phone line) with most current version of DOS and WordPerfect, together with a sufficient supply of typing paper and other supplies to maintain the operation of such computer equipment, necessary supplies for the operation of the court, separate

Jack Britton
August 24, 1994
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phone and phone line not shared by any other city staff, Hewlett-Packard DeskJet printer and an adequate supply of printer cartridges, a minimum of two side-chairs, electric adding machine, other miscellaneous supplies as determined on a continuing basis.

*A private judge's chambers directly adjacent to the courtroom to which only the judge and court personnel will have a key and access. The judge's chambers must be soundproofed.

*I have examined the council hearing room in Garden City and deem that to be an inadequate facility for use as a courtroom. This room lacks adequate facilities for a six-person jury box and a witness stand. A courtroom approximately the same dimensions as this council hearing room will be needed. Courtroom arrangement must follow the traditional set up with elevated bench and sufficient seating facilities for public, counsel and clerk.

*A four-draw legal-sized locking file cabinet for the judge's office (Although Mr. Navarro's letter did not include file cabinets or file storage space, the city should anticipate such needs).

*A jury deliberation room which is soundproofed will need to be furnished. Jurors must have access to bathrooms not common to the general public.

*The Clerk of the Court is the keeper of the record. Garden City must provide adequate recording equipment so that all court proceedings can be recorded at a speed which is compatible with the transcribing machines used by the court's Transcription Department; together with an adequate supply of blank cassette tapes of the type and quality prescribed by the Court's Transcription Supervisor.

Jack Britton
August 24, 1994
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* Answering Machine

* Dictation & Transcription units

Question #2: What percent, if any, of the Ad Valorem tax collected by the County for the operation of the District Court will be used to support a Garden City Court?

Answer: None.

Question #3: What percent, if any, of the fines and forfeitures earmarked for the District Court Fund will be available to the Garden City Court?

Answer: None. Idaho Code 19-4705 provides for the distribution of funds paid the court or the Clerk of the Court in the form of fines and forfeitures. In certain cases, Garden City will receive 90% of those funds, as it currently does. No funds which are required by this statute to be deposited into the district court fund will be available for the operation of a court in Garden City.

Question #4: Identify any other county funds available for the maintenance and operations of a Garden City Magistrate Court.

Answer: None.

Question #5: Court requirements for handling and monitoring collections of fines and forfeitures.

Answer: The Clerk of the District Court is directly responsible for receiving and accounting for monies taken in through the criminal justice system. I believe Mr. Navarro's letter addresses this. Please contact him directly if you have further questions on this issue.

Jack Britton
August 24, 1994
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Question #6: Magistrate schedule for the Garden City Court.

Answer: A schedule has not yet been created. I will advise you when such has been done.

Question #7: Proposed coverage for in custody arraignments.

Answer: A schedule has not yet been created. I will advise you when such has been done. Garden City will have to make arrangements with the Ada County Sheriff, however, for future transport of prisoners. If in custody arraignments are to be held in Garden City, facilities must provide adequate secure holding cells or facilities for prisoners.

Question #8: Court Security Requirements.

Answer: At a minimum, two armed and POST certified security officers will have to be present during all court proceedings. Two such staff will be needed in the event the judge orders a person taken into immediate custody. It is possible that the city will have to purchase a magnetometer (metal detection device) and provide a person to staff that device through which all persons entering the courtroom must pass to detect any weapons or other items which could be used as weapons against the judge, clerks or staff. Security staff will need to be equipped with authorized hand gun and handcuffs (these items they must purchase themselves) and city-purchased items such as blue blazers, plastic deputy badge for jacket, hand-held communications radio, earpiece for radio, metal badge, weapons permit issued by the court, body armor vest (bullet proof vest) and pepper spray.

When jury trials are conducted, a trained bailiff must be present to perform those duties and to attend to and guard the jury. Some clerical staff will be necessary to check-in and check-out summoned jurors and to take roll call.

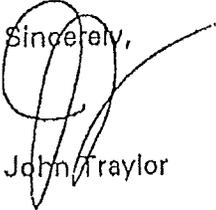
Question #9: How the Garden City cases currently in the Court system are to be handled.

Answer: This has not yet been determined.

Jack Britton
August 24, 1994
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Please be advised this is not meant to be an exhaustive list of items needed to comply with the court's order. That assessment will have to be made on a continuing basis and may change from time to time. This letter is offered merely as a response to your letter. Nor do I view Mr. Navarro's letter as being conclusive and closed-ended. Also, all courtroom/jury facilities must comply with the Americans With Disabilities Act.

Sincerely,



John Traylor

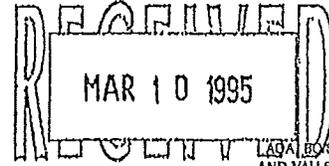
encl.

cc: Wayne Crookston, Meridian City Attorney
David Navarro

JOHN TRAYLOR
TRIAL COURT ADMINISTRATOR
MAIN OFFICE AT
ADA COUNTY COURTHOUSE
514 W. JEFFERSON ST.
BOISE, ID 83702-5959



DISTRICT COURT
FOURTH JUDICIAL DISTRICT
STATE OF IDAHO



BOISE, ELMORE
CITY OF BOISE AND VALLEY COUNTIES
LEGAL DEPARTMENT

TELEPHONE
(208) 364-2100
FAX
(208) 364-2064

March 8, 1995

Jack Britton
Garden City Attorney
201 E. 50th
Garden City, ID 83714

Wayne Crookston
Meridian City Attorney
P.O. Box 427
Meridian, Idaho 83642

Gentlemen:

On February 27, 1995, the District Judges of the Fourth Judicial District met and confirmed that their previous Order issued August 12, 1994 requiring your client cities to provide suitable quarters, etc., for the magistrate division is still in effect and expected to be complied with, and directed that I contact each of you regarding this matter. On August 24, 1994, I directed a letter to Jack Britton [copy enclosed] setting forth some minimum standards which we would accept with regard to that Order. By this letter, I also inform Mr. Crookston and the City of Meridian that the same standards set forth in that letter and this letter will apply to Meridian.

In addition to those standards, I add the following as a minimum requirement. It is mandatory that both the attending deputy clerk and the presiding magistrate have access, through their personal computer at your respective sites, to Ada County's AS400 computer main frame which is the system used to store, retrieve, and process court data, and which also creates, maintains and updates our Register of Actions. I suggest you contact Virgil Alldritt, Director of Computer Information Services for Ada County at 364-2255 to determine how this is to be accomplished and how much it will cost your clients for hook up and use. Boise City is charged a fee by Ada County for being on this system and it is likely that your clients also will be assessed a monthly charge.

Although I have no evidence of a signed Order, it is my understanding the former Administrative Judge Gerald Schroeder authorized an extension of this Court's original Order until October 1, 1995. We will honor that. It is your responsibility to ensure that all requirements set forth by this office thus far or in the future have been complied with by that date. It is my assumption that Boise City will discontinue processing your citations and complaints on that date.

Jack Britton/Wayne Crookston
March 8, 1995
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I will direct a letter to the Ada County Sheriff's Office and the Ada County Public Defender advising them of this Order as they will be impacted.

As to the suitability of the proposed courtroom, some comparison has been made to the McCall City courtroom facility which actually is the City Council Chambers. Please note that you should not use that facility as a measuring stick in preparing the courtroom required by the Order in question. First, that facility is outdated and inadequate. Our standards have changed since that facility was first provided. Second, the volume of cases going through the McCall facility pale in comparison to what we anticipate in your cities. Thus, the facility in McCall is not an adequate standard to use. As I set forth in my August 24, 1994 letter to Mr. Britton, and as I reiterate now, I have viewed the city council chambers in both of your cities and they are both inadequate for our needs. Our minimum standards for a courtroom are at least 700 square feet with a permanent, raised bench, and a permanent six-person jury box designed with a full-length vanity shield. The witness box must be at least five feet deep measuring from the back wall to the outer edge of the vanity shield, and, seven feet across, including a walkway for the witness.

I will be setting up a series of meetings with the Clerk of the District Court, the Sheriff's transport team and others to establish how your paperwork will be processed. I do not anticipate placing a magistrate in your courts more than one or two days each week at the most. If it becomes necessary at any time, we also reserve the right to conduct court proceedings on your cases at other, more convenient locations. Our determinations will be based on the assumption that you will have met our minimum standards by October 1, 1995. I am available to each of you to answer questions or resolve issues. Please call me if you feel it is necessary. Once you have the facilities prepared to meet these standards, please let me know as soon as possible so I can inspect them to ensure compliance. Please remember, the standards I have set forth in my August 24, 1994 letter and this letter are minimum standards. Further, they are dynamic and may change from time to time.

Finally, if some other arrangements are made between your clients and Boise City and Ada County, please inform me immediately. Absent any notice from either of you, I am proceeding under the assumption that your courts will be open on October 1st.

Sincerely,

John Traylor

cc: Judge Newhouse
Bill Nary

Court Facility Needs

Staffing

Court clerk
Courtroom security staff
Facility entrance screening staff
Interpreter
Office counter staff for public payments/business trans

Space

Courtroom
Judges offices
Court clerk offices
Court files
Parking

Furniture and Supplies

Offices; Desks, chairs, phones, file cabinets, bookcases
Courtroom furniture
Office supplies/Forms

IT Related

Computers, printers, scanners, copier, fax
Public computer for case lookup
Computer network
ISTARS access
Staff software applications (Word)
Audio recording software (CourtFLOW) and maintenance contract
Financials/electronic transmittals
Magnetometer (entrance)
Public ATM

Library

Idaho code, Court rules (print/electronic)

Prepared by: TCA, 10/09

Basic Facility Options

Full Function Facility

- Provide city clerk's office: accept filings, manage case files
- Provide court clerk and security
- Infraction and misdemeanor court
- In-custody arraignments
- Jury trials held at Ada County Courthouse

Partial Function Facility – i.e. Infractions Only

- Provide city clerk's office: Infraction filings only, manage case files
- Provide courtroom clerk and security

Courtroom Facility Only – i.e. Non-custody misdemeanor and infractions

- Cases filed at Ada County courthouse
- Judge, clerk and courtroom security staff travel to city court facility with case files.
- All in-custody matters and jury trials handled at Ada County courthouse

**Court Facilities
Meridian and Garden City
Misdemeanor and Infractions Only**

Minimum Needs
as Identified by the District Court (6/25/12)
(and Revised 10/30/15)

Projected Number of Courtrooms

Garden City – 1

Meridian – 1

(Non-Jury cases only; jury cases heard downtown)

Bullet-proof judicial bench; bench chair w/mat
HVAC control at the bench
Lighting control at the bench
Clerk station and chair w/mat
Witness stand and chair w/mat
Multi-line conference phone with speaker phone
Two large counsel tables with four chairs w/mat
Large side table with two chairs w/mat
Internet connectivity in courtroom
Marshal station (small table and chair w/mat)
Audience seating (for approx.. 50)
Divider between courtroom well area and audience
Courtroom signage, including ADA compliance requirements

Staffing Needs

In-court clerk position comparable in sal./ben. of Ada County court clerk?
Courtroom security position comparable in sal./ben. of Ada County marshal?
Experienced courthouse entrance screening staff (2) comparable to security staff
of Allied Barton
Certified court interpreter costs
Court clerk counter staff

Facility

Judges' chambers and adjacent restroom; minimum NCSC standard SF
Chambers guest seating (4)
Secure judge parking
Clerk and bailiff parking
Secure facility access from parking area to court (judge)
Secure access to/from facility for law enforcement prisoner transportation
Entrance magnetometer for public screening
(2) Hand wand metal detectors for security staff
Entrance X-ray machine for item screening

NOV 05 2015

Entrance security station and (2) chairs for screening staff
Secure prisoner holding area (25)
Security control room housing camera monitoring of courtroom and public areas
Male and female secure restrooms (holding area)
(2) Conference rooms for (4) for attorneys/clients each adjacent to courtroom
Public hallway (bench) seating outside of courtroom
Office file-storage area for court cases, as necessary
Front clerk counter with designated area for public transactions
Staff break-room
Facility - outside signage identifying courthouse
Male/Female public restrooms
Interior courthouse signage and electronic calendar boards; ADA compliant
Public parking
Convenient access to public transportation stops

Maintenance

Daily/Nightly cleaning of facility
Full-time maintenance staff availability
Daily mail service to chambers
Regularly scheduled facility and grounds maintenance
Regularly scheduled fire safety inspection plan and loggings
Regularly scheduled pest control service plan and logging
Snow removal plan and service schedule

Furniture and Supplies

Judge and clerk staff offices: desks, chairs and mats, robe closet, multi-line speaker phone, file cabinets, bookcases, fax machines, computers
Court interpreter: desk, chair and mat, file cabinets bookcase, computer, printer
Ample office supplies – pens, paper, etc.

IT Related

Judge and staff computers (offices and courtroom), printers, scanners, copiers/fax
ODYSSEY Judicial Workbench station on bench in courtroom
ODYSSEY computer network
ODYSSEY E-filing capability on City cases
ODYSSEY connectivity and state financial reporting capability
Software applications for judge and staff: Odyssey Case Manager software, Word, Excel, Outlook email, web browser
FTR audio recording software system in courtroom
Courtroom PA system
Video arraignment capability – Jail to courtroom
Remote video testimony capability in courtroom
Overhead projector with large screen or Large HDTV
Elmo/DVD player podium
Sound enhancement hardware for hearing impaired in courtroom

Headset availability in courtroom for hearing impaired
Assigned IT staff to courts
Automated External Defibrillator (AED) device in public hall near courtroom
AED trained personnel
Public access computers in designated area

Library

City Codes
Ada County Code
Idaho Code
Idaho Reports
Idaho Digest
Court Rules