



Beth Mulrey - Brown County Clerk  
Benita Fox - Brown County Deputy Clerk  
foxbf@browncounty-in.us

Interview Thursday February 23, 2012

Discussed the following issues

1. The Clerk's office is responsible for maintaining and securing courthouse records.
2. A large number of the court records are stored off-site in the basement of the County Jail. The space is 20' x 32'. There records are stored in a high density storage unit and are about 60% full. The records are accessed by the Clerk's office and court employees at least once per day and often more than once per day. Clerk's office spends 2-2 ½ hours per week just traveling between the courthouse and jail to access the records.
3. Court and Juvenile records are also stored in the basement of the courthouse. Clerks records are stored in a secured vault on the first floor, also in a high density storage system.
4. Need space for absentee voting, voting records and storing voting machines. Need space for 4 people, two from the absentee voting board and two from the clerks office. Need space for at least three voting booths and secure storage for voting ballots. Need good flow from outside of building through the space. 2000 ballots cast in 2008. Absentee ballots can be cast for 30 days, every other year. Voter registration also happens in this space.
5. Need conference room for twelve people.
6. Need more counter space for public. A portion of the space needs to be semi-private.
7. Clerks office too small. Need room for small conference table.
8. Need larger cubicles for employees.
9. Beth likes her office location in respect to the public and employees.
10. Need enforcement of parking restrictions so employee parking spots are available. More parking space is needed when Jury is called.

Jennifer Acton - Brown County Probation  
actonja@browncounty-in.us

Interview Friday February 24, 2012

Discussed the following issues

1. The Probation department works closely with the Court, Clerk, Jail and Prosecutor's office in that order. Also works with community corrections.
2. Needs to add another probation officer but does not have the space for an additional office.
3. Juvenile officer usually meets with families in her office. Need a small conference table in office.
4. There is a lack of security in the office and at the front counter. People can wander in through-out the office.
5. Need conference room for twelve people.
6. Works closely with the Clerks office. All payments are handled across the hall at the clerks office.
7. Jennifer's office is small. Needs to be a little larger.
8. Interacts daily with the Prosecutor's office.
9. Parking is not an issue.
10. Space for two interns at the public counter.
11. Need a sink in the break room. Break room also serves as a conference room currently.
12. Files must be kept for seven years. Current files inventory:
  - 2 Four drawer vertical files in each office
  - 3 Four drawer lateral files
  - 1 Five drawer lateral file
  - 3 Six drawer lateral files
  - 1 Seven drawer lateral file
  - 2 Additional four drawer vertical files in storage room
13. Jennifer thinks that moving the Community Corrections offices from the Professional Building to Deer Run Park VA Building is a mistake. There will be too much separation between the offices.

Judge Judith Stewart - Brown County Circuit Court  
Doug VanWinkle - Brown County Magistrate  
stewartja@browncounty-in.us

Interview Thursday, March 15, 2012

Discussed the following issues:

1. Need separation between inmates and the public. This would involve a new sallyport with a separate elevator for inmates. A holding cell is also needed.
2. A separate entry is also needed to protect the identities of juvenile offenders.
3. Judge Stewart suggested that Green County recently completed a new courts center.
4. Need a larger jury room that would seat 14 people around a table. Jury room requires its own restrooms. Jurors are required not to have contact with court officials during the deliberation process. Currently Jurors must share the court officials restroom.
5. Need a break room with sink. Needs to be on the same level as the court offices.
6. Need to secure the entrance into the court offices. The public currently has direct access to the court offices and can eavesdrop on confidential discussions.
7. Need separate conference room for the attorneys/clients.
8. Need separate office area for public defenders.
9. Need an office for the Guardian Ad Litem. Office for two people.
10. Need a larger hearing room.
11. Need HC access to court for jurors. Jury room access is up several steps.
12. Need to have video conferencing installed in the court room and hearing room.
13. Would be beneficial if the clerks office and court offices were on the same level to share court documents and files.
14. Doug suggested that the Indiana Judicial Center would be a good resource for planning.

Barbara Osborn – Community Corrections  
osbornbj@browncounty-in.us

Interview Monday April 9, 2012

Discussed the following issues:

1. Currently have 4 employees:  
Director  
Office Manager  
Field Officer (Case manager)  
Service Coordinator (Case manager)
2. Need additional space for classroom/board room/meeting room, secure reception area.
3. Offices need to be private due to confidential nature of information being shared.
4. Parking is an issue. If parking spaces are vacated by the case managers or the directors, their parking spaces are taken.
5. Also need space to store a van and trailer used by work release program.
6. Work release program has two levels: Level 1 deals with unemployed inmates. Level 2 deals with employed inmates.
7. Community Corrections involves the following programs:  
Work Release  
House arrest (electronic monitoring)  
Day reporting  
Community service  
Classes  
Drug Testing  
Risk needs assessment
8. Community Corrections averages about 10 visitors per day.
9. Separate bathroom needed for drug tests.
10. Refrigerator needed for storage of urine specimens.
11. Community Corrections has little interaction with the Clerk's office.

12. Once client completes sentence with Community Corrections, they then go to the probation department.
13. Community Corrections picks up inmates from the county jail for work release and classes.
14. Court files are placed in mail slot at the courthouse for clients assigned to Community Corrections.
15. Community Corrections also receives referrals from the Prosecutor's office.
16. Community Corrections does not currently share files with the Clerk's office, Prosecutor, or Probation office.
17. Long-term storage consists of an area about 2'x8' x 7' high stored in boxes. Fireproof files would be desirable.
18. Digital copies of all files are stored off-site.
19. Community Corrections employees are considered to be county employees, however, Community Corrections is funded by a yearly grant from the State. State has recently developed criteria by which each county Community Corrections departments are measured and scored as a basis for continued funding.
20. Community Corrections serves clients in the surrounding contiguous counties as well as Marion County. The director and caseworkers do a substantial amount of driving to serve these clients.

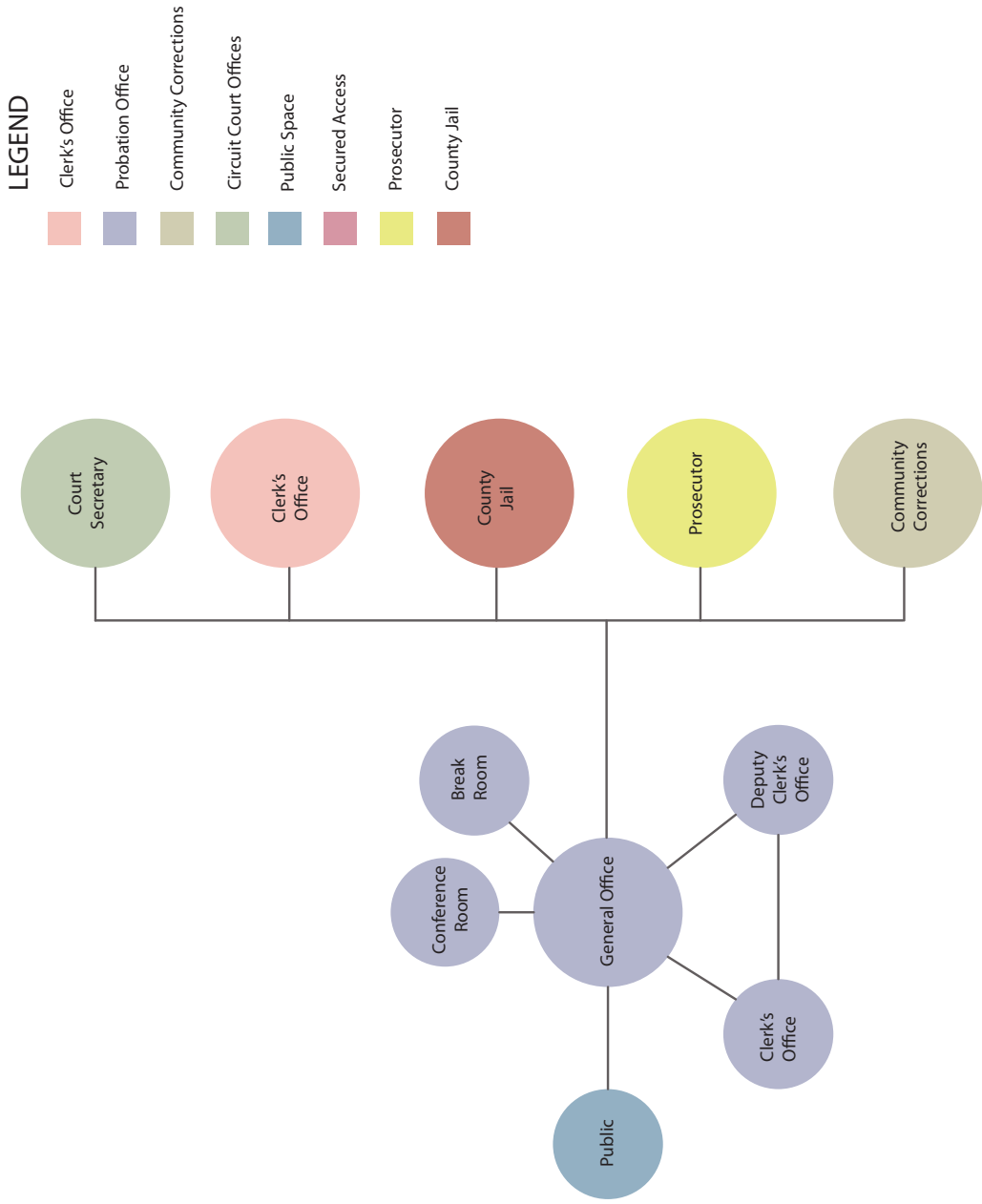
James Oliver, County Prosecutor  
oliverjr@browncounty-in.us  
oliverjr@bcingov.us

Interview Tuesday April 17, 2012  
Discussed the following issues:

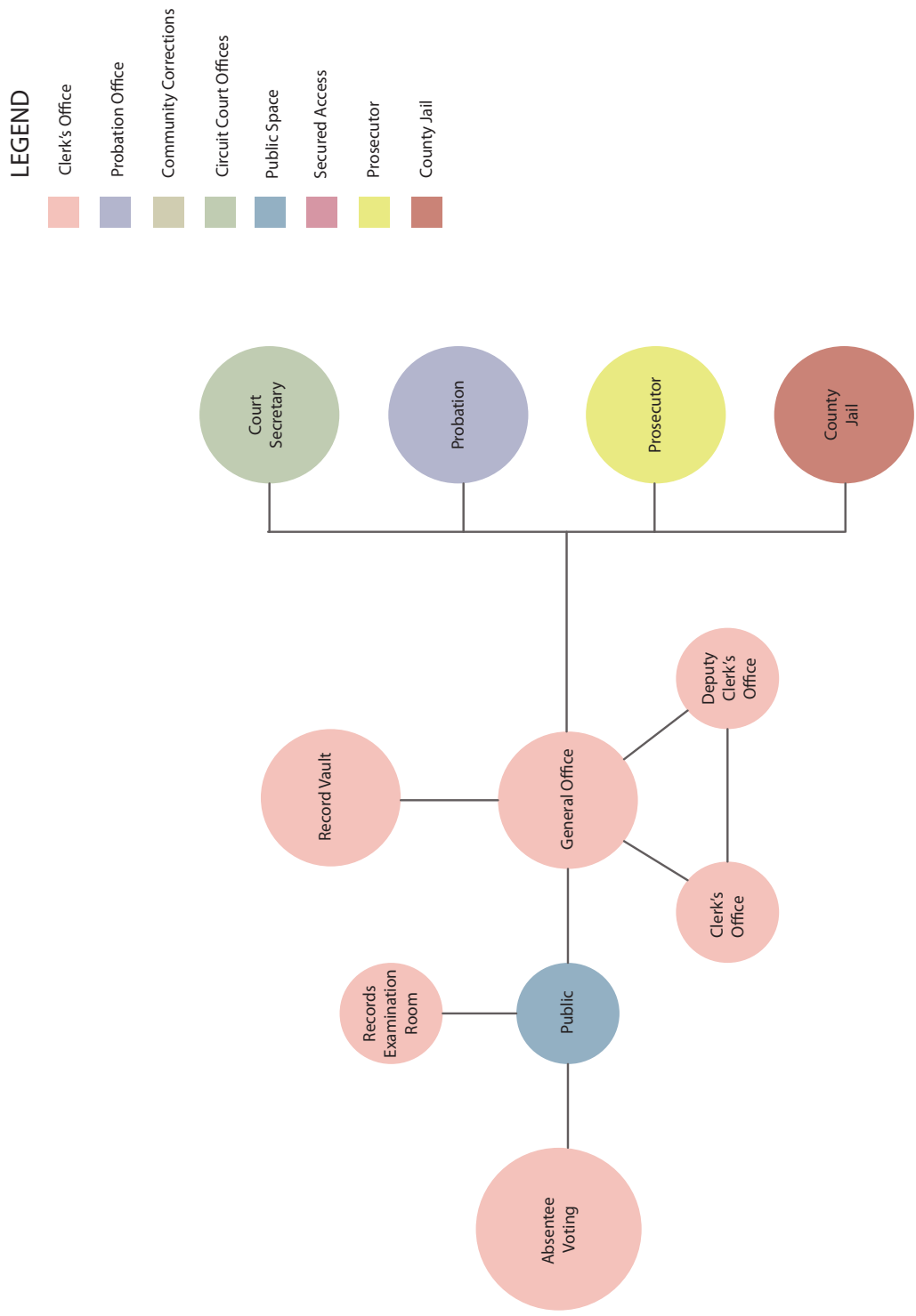
1. Prosecutors office is divided into two separate and independent divisions. The criminal division and the child support division.
2. The criminal division currently consists of 2 criminal prosecuting attorneys, a victims advocate, a part-time investigator, one full-time administrative assistant and one part-time administrative assistant and a receptionist that is shared with the child support division.
3. The child support division currently consists of one attorney, one caseworker and one part-time administrative assistant.
4. Future expansion would create additional staff positions consisting of two additional criminal prosecuting attorneys, a full-time investigator and an additional caseworker for the child support division.
5. The Prosecutors office maintains their own files. Current case files are kept in files cabinets in the receptionist area and attorney offices. Long term files up to seven years are also stored on site in files in the work room. Longer term files, up to 30 years for major cases are stored in the basement of the County Jail.
6. Prosecutor's office works very closely with the Court, Probation and the Clerk's office, in that order. Less interaction with Community Corrections.
7. For future expansion, additional space is needed for offices for an investigator, two criminal attorneys, and a caseworker for the Child Support Division.
8. Current space needs consist of a conference room, separate break room, a work room with space for a copier, and a secure witness holding area.
9. The Child Support Division is funded by State Grants.

Appendix B

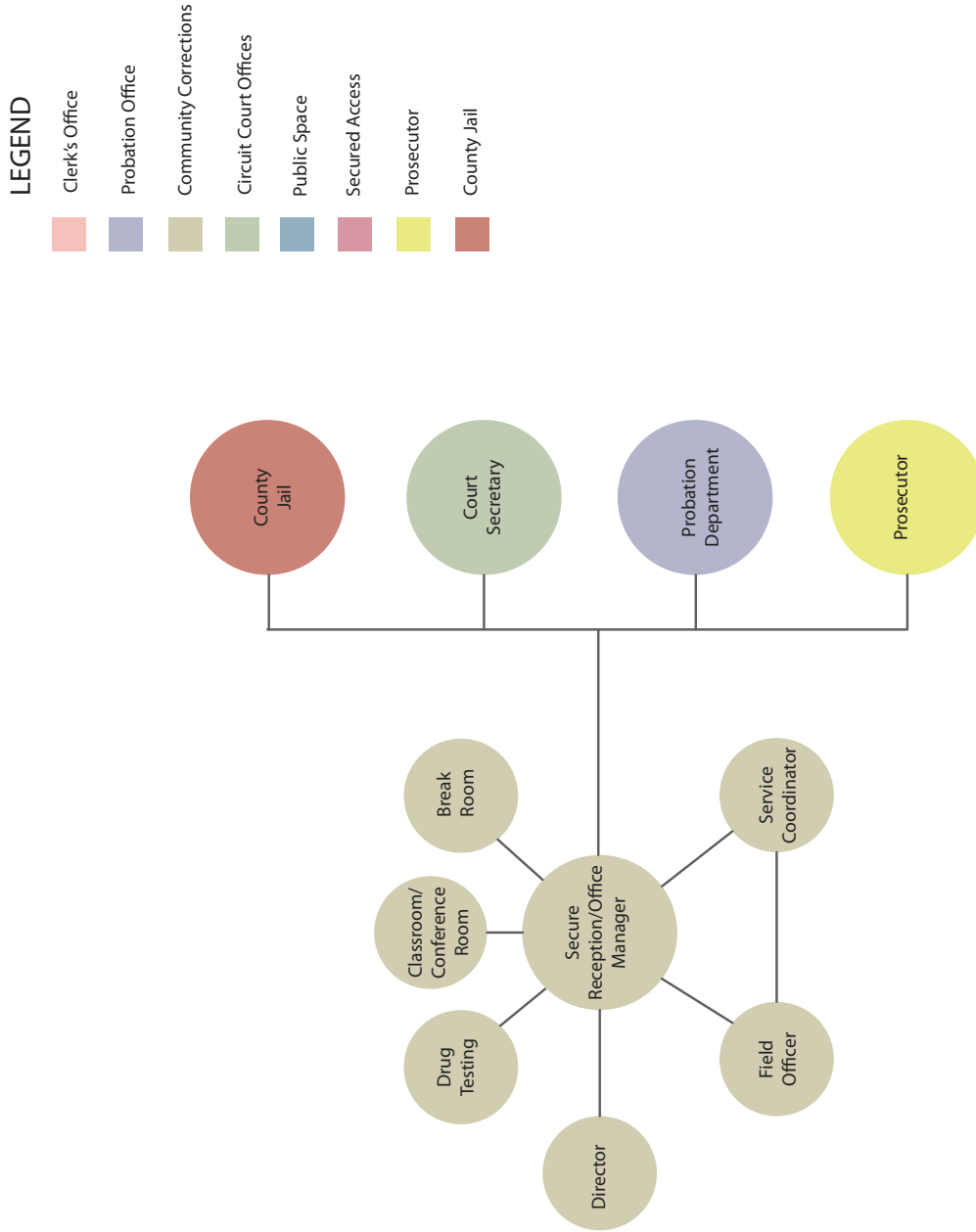




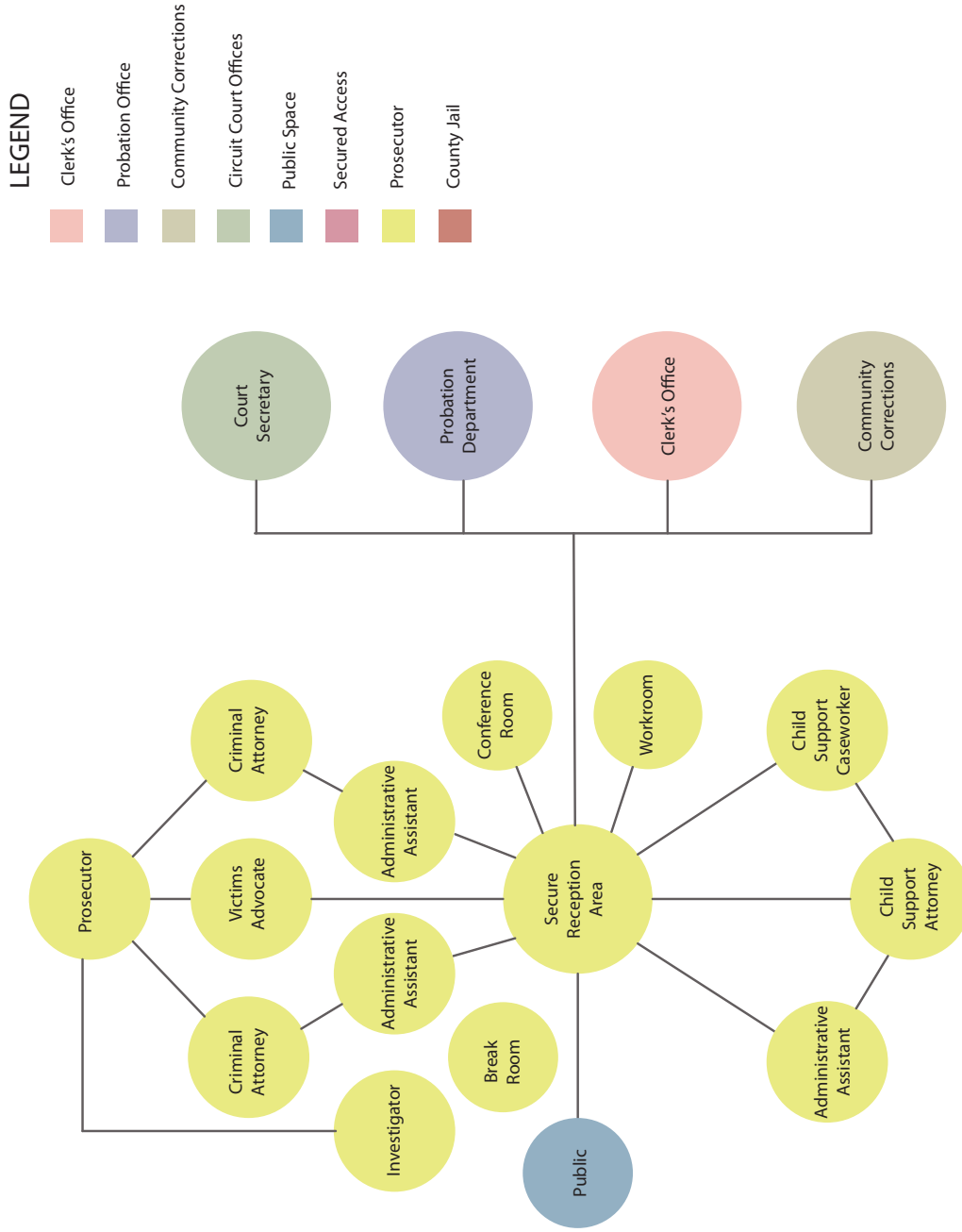
Brown County Probation Office



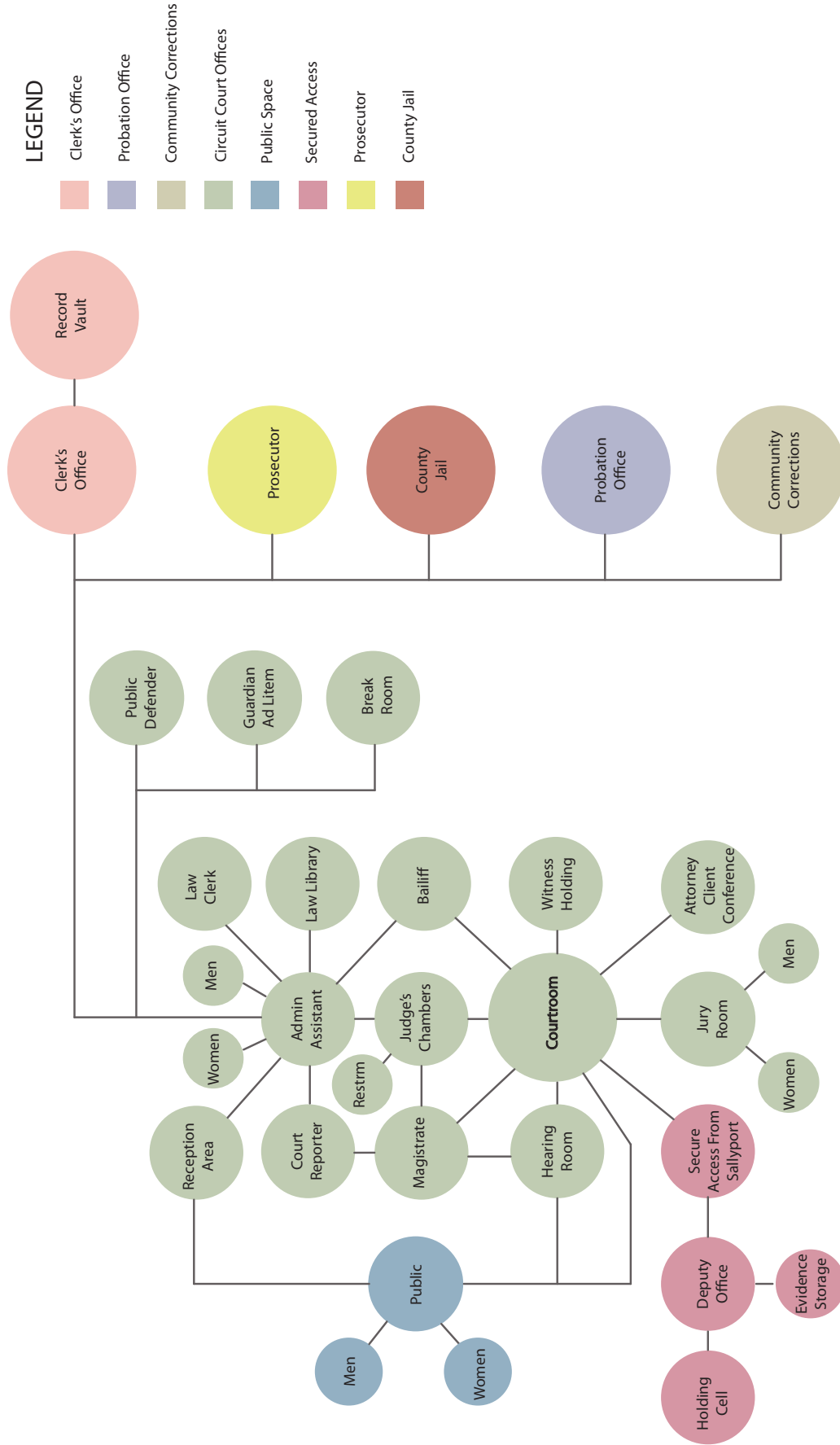
Brown County Clerks Office



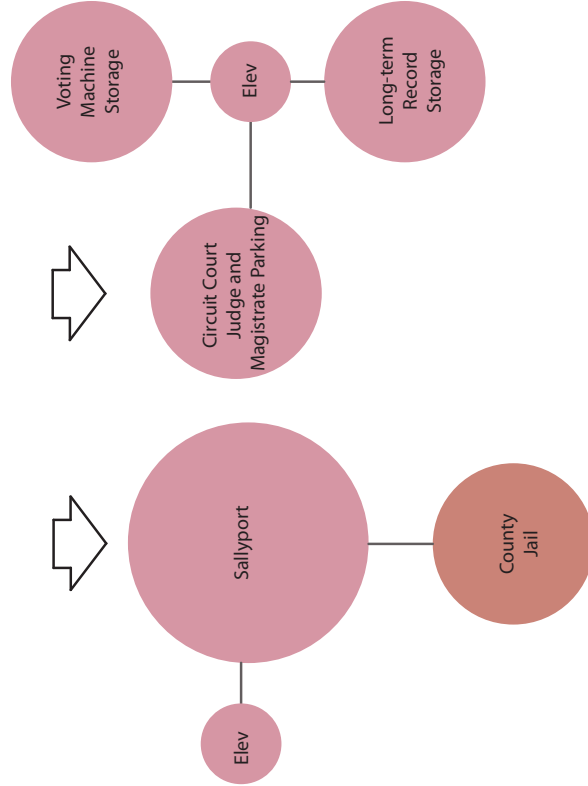
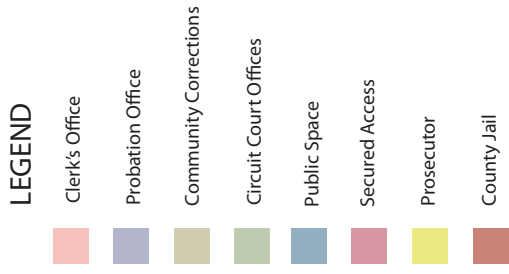
Brown County Community Corrections Office



Brown County Prosecutor's Office



Brown County Circuit Court



RELATIVE CLOSENESS VALUE

COLOR CODE	CLOSENESS
1	Need to be in close proximity
2	Important
3	Ordinary
4	Unimportant

