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ADMINISTRATION OF CRIMINAL JUSTICE PROJECT

**PRELIMINARY SUGGESTIONS FOR PHYSICAL SPACE
REALLOCATION OF PROSECUTION OFFICES AT THE HIGH
COURT BUILDING**

January 25, 2007

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**Preliminary Suggestions
for Physical Space Reallocation of Prosecution Offices
at the High Court Building**

Date: January 25, 2007

Introduction

Many of the departments of the prosecution offices in the High Court building are not co-located in the same physical area. In fact, some departments with similar business functions within a particular prosecution department are dispersed on different floors of the High Court building or at large distances from one another on the same floor. AOCJ recommends that to the extent possible, prosecution offices be co-located within a defined area and their offices located in the same physical areas according to business function.

Physical space reallocation and reengineering will be beneficial to the IT solution adopted by the PIC/PGO by making business process activities more predictable, efficient, and by more effectively using human resources. We recommend that physical space reallocation be completed prior to beginning network rewiring and cabling of the High Court Building.

Below we provide suggestions regarding physical space reallocation at several prosecution offices in the High Court Building to streamline the functioning of each office as well as the future network cabling and communications that will take place in each office.

Technical Prosecution Office- This office consists of three (3) employee rooms and three (3) prosecutor members rooms. These are all located on the ground floor of the High court building but are not situated next to each other. To the extent possible, if these rooms can be co-located and adjacent to each other it will simplify the establishment of that office's LAN environment, reduce the total cost of UTP (LAN cable) cabling for network connectivity to that office and hence ultimately reduce the cost of the more expensive fiber cabling that will be used to connect that office's LAN to the proposed server room situated on the higher floors. Also the employee rooms are over-crowded with staff and furniture and it is recommended that an additional employee room be included to relieve some of the congestion.

Assets and Seizures Prosecution Office- This office consists of two (2) rooms for employees and two (2) for the prosecutor members, all situated on the ground floor of the High court building and not adjacent to each other. Assuming these rooms can be relocated so that they are next to each other and occupying a common space on the ground floor, then the cost benefits of a more simplified LAN and network cabling architecture could be realized. The offices/departments of this prosecution office are physically very far apart. If they remain in their respective locations at large distances from each other, they will require a significant amount of cabling to properly connect the various offices. There is also a space requirement issue in the employee rooms that should be addressed. It is recommended that if possible a third employee room be added to this prosecution office.

Judicial Inspection Prosecution Office – This office consists of approximately 13 rooms on the first floor of the High Court building. Approximately 9 of these rooms are adjacent to each other and four are located in non-adjacent spaces on the same floor. In addition there are three other rooms in distinct locations--one on the ground floor and two in the basement. In other words, there are 16 rooms in total and about 9 of them are currently located adjacent to each other

This office is one of the largest in terms of the number of sections, workload, and the organizational structure. For this reason, re-organizing the offices to be adjacent to each other, either on the same floor or in a vertical stovepipe configuration/column will help to improve overall efficiency and functioning within the entire office and will also simplify and reduce costs associated with LAN and network communication implementation.

The High Family Prosecution Office – This office consists of three (3) rooms situated directly above one another in a vertical column, with rooms in the basement, ground floor and 1st floor respectively. This configuration is adequate and no physical space reallocation need take place. Although the rooms of the High Family Prosecution Office are arranged vertically one on top of the other, the cabling between these offices can still be done relatively easily and the physical distances between the offices is not large. We foresee no significant LAN/network implementation challenges related to the location of the rooms of this office.

International Cooperation Prosecution Office– This office consist of three (3) prosecutor member rooms. Two (2) are adjacent and the third room is located a long distance away from the first two rooms. There are also two (2) rooms for employees on the ground floor and three (3) additional rooms in the basement. In addition this prosecution office has a remote location at the El Galaa complex.

Given the disperse locations of the offices, physical relocation to to make all of these offices be closer together would be very useful. Indeed, if possible, the ideal solution would include relocating the functions currently performed at the El Galaa complex and moving them to the High Court Building. Similarly, the current offices within the High Court building should all be adjacent to each other by business function, possibly occupying the same floor if space permits. Or, in the alternative, a vertical column of similar offices would also be adequate. Significant cost savings would be realized by such a move due to savings in the LAN/WAN implementation.

The General Prosecutions Department- This office is expected to pose the biggest physical space reallocation challenge in the High Court building because its offices are dispersed throughout building. There are 7 rooms in the basement, 8 rooms on the first floor, 3 rooms on the second floor, 5 rooms at the El Galaa complex and approximately 2 rooms in the El Zananery complex. Understanding that it may be completely impractical and unrealistic to locate all of these office within the same general area of the High Court building, we recommend that, to the extent possible, the various office be grouped together by business function and business units. These smaller units could possibly occupy adjacent rooms in a common physical area of the High Court building. Because of the business functions executed by the remote offices in El Galaa and El Zananery, we do not recommend that these offices be moved to the High Court building.