



Separate and Secure Waiting Area Task Force Final Implementation Plan

July 2, 2012

Yoko Kato, *Survivor*

I am a survivor of a double homicide. Nineteen years ago on Jan 11, 1993, my 23 year old daughter, Sherry Morton, and her 18 month old baby, Cedric, were brutally murdered by Cedric's father in Northampton. During the trial in Northampton Superior Court, there were hundreds of defendant supporters. Because all of my family was living in Japan, only a few of us attended court.

My eldest daughter Jeannie and I were teased and tormented everyday when we were walking through the hall to the courtroom. They spit on us, imitated our walk from behind us, stared us down, and intimidated us. That was a painful experience, in addition to having to listen in court to the details of our loved ones' final moments. We wanted to be there in court for Sherry and Cedric who no longer had a voice. I only wish there was greater security for us outside the courtroom; it would have been a little less painful to us.

I was honored to participate with court assessments in several courts to identify Separate and Secure Waiting Areas, a right we have needed for so many years but never got until now. I understand how important it is for crime victims and survivors to have a SSWA in courthouses, so they don't have to experience what we did.



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July 2, 2012

We are pleased to submit our Task Force's Final Implementation Plan, which outlines the steps taken to comply with the updated Separate and Secure Waiting Area (SSWA) provision of the Massachusetts Victim Bill of Rights (G. L. c. 258B, Section 3(i)). This report details the results of the court-by-court assessments conducted by the SSWA Task Force and provides the compliance status of each court and any next steps needed for courts to achieve compliance.

Since January 2011, the Task Force conducted on-site tours and comprehensive assessments of space and operations within the 91 court locations statewide that conduct criminal business. Only four designated SSWAs existed prior to this initiative and the Task Force's work resulted in the establishment of 39 new SSWAs. Therefore, we are very pleased to report that 43 SSWAs now are operational and an accommodation has been instituted in one additional court. In the 47 other locations some follow up will be needed prior to final SSWA designation.

The SSWA Task Force greatly appreciated the support and cooperation provided by numerous court and other local personnel, including victim witness advocates in the District Attorneys' Offices, throughout the Commonwealth. The gratifying efforts of the court assessment teams enabled this excellent progress in implementing SSWAs in courthouses that lacked this critical resource, bringing us significantly closer to fulfilling this statutory right for crime victims and witnesses.

We commend the extraordinary dedication of the Task Force members and the local assessment teams to meet the statutory mandate that SSWAs exist in courthouses to keep crime victims and witnesses free from intimidation, threats or other interference from defendants or their supporters. The Task Force's diligence in this statewide effort made it possible to complete this challenging project in an effective, timely manner.

We extend our sincere thanks to the many participants in this successful project for their extraordinary collaboration. We expect continued progress in achieving our goal of full compliance and will provide the Legislature with an updated annual progress report in July 2013. We look forward to the Legislature's continued support in our ongoing efforts.


Robert A. Mulligan
Chief Justice of the Trial Court
Commonwealth of Massachusetts


Janet E. Fine
Executive Director
Massachusetts Office for Victim Assistance

Separate and Secure Waiting Area Task Force Final Implementation Plan

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Section 1: Introduction

As required by section 134 of chapter 131 of the Acts of 2010, the Separate and Secure Waiting Area (SSWA) Task Force Co-Chairs are filing this Final Implementation Plan to the Legislature outlining steps taken to implement the updated SSWA provision of the Massachusetts Victim Bill of Rights (G. L. c. 258B, Section 3(i)). This report presents the results of the 91 court-by-court assessments conducted by the Task Force and includes details on the compliance status of each court and the next steps needed for certain courts to achieve compliance.

Mandate and Background

The mandate for courts to provide SSWAs was established in 1984 with the enactment of the Massachusetts Victim Bill of Rights. The SSWA provision of G.L. c. 258B, s. 3(i) required courts to provide a separate and secure room in order to protect victims and witnesses from threats, intimidation and assaults from the defendant and/or their friends and family members. However, this requirement was “subject to appropriation and to available resources,” and compliance with this longstanding right has been a challenge for many courts.

The lack of SSWA space has resulted in serious safety concerns for victims and witnesses visiting our courthouses to perform their civic duty. As these safety concerns impede the fair administration of justice, section 134 of chapter 131 of the Acts of 2010 (the 2010 legislation) was enacted to create a Task Force with the capacity to assess the status of SSWAs and to determine the availability of space and feasibility of establishing said waiting rooms in courthouses to achieve compliance with the statute.

The 2010 legislation amended G. L. c. 258B, s. 3(i) to remove the language “subject to appropriation and to available resources,” which was a longstanding barrier to implementing this right. The 2010 legislation also established a Task Force to assess each court conducting criminal business to determine realistic solutions given available resources to ensure improvement in victim and witness safety in courthouses.

Lori Killoran, VW Advocate, Gardner/Winchendon
Amy Law, VW Advocate, East Brookfield

Helping MOVA find a secure waiting area for all victims was our pleasure. Finally victims are treated with the dignity and respect they deserve as well as keeping them safe in a confidential area. In Gardner and East Brookfield Courts working with court personnel and Victim Witness staff, it was nice to come together for a one specific goal. The ultimate goal was accomplished without hesitation from all parties. No longer will victims be victimized by the court process. We are confident that this new waiting area should bring a level of security and privacy to victims of crime. Thank you for including us in this very important mandate.

Task Force Composition and Charge

The Task Force is co-chaired by Janet E. Fine, Executive Director of the Massachusetts Office for Victim Assistance (MOVA), and Chief Justice for Administration and Management Robert A. Mulligan (CJAM). Task Force members designated by the 2010 legislation include representatives from the courts (Clerk, Chief Probation Officer, and Administrative Office of the Trial Court (AOTC) Facilities and Fiscal Departments), a representative from the Division of Capital Asset Management (DCAM), those who serve victims (MOVA, Attorney General's Office, DA Victim Witness Assistance Program and the Victim Rights Law Center), and a victim/survivor.

SEPARATE AND SECURE WAITING AREA TASK FORCE

Co-Chairs:

Janet E. Fine, Executive Director, MOVA
Robert A. Mulligan, Chief Justice for Administration and Management, AOTC

Members:

Martha Coakley, Attorney General of Massachusetts;
Designee: Liam Lowney, Chief of Victim Witness Services, Office of the Attorney General
Marybeth Brady, Clerk-Magistrate, Malden District Court
Milton Britton, Jr., Acting Chief Probation Officer, Norfolk Superior Court
Colby Bruno, Esq., Managing Attorney, Victim Rights Law Center
Jenn Campbell, Project Manager, Division of Capital Asset Management
Michael Lane, Environmental Coordinator, Court Capital & Facilities Management, AOTC
Patrice Provitola, Victim Witness Director, Middlesex District Attorney's Office
Mark Strahan, Fiscal Affairs Training Coordinator, AOTC
Evelyn Tobin, Victim & Witness Assistance Board Victim/Public Member

Ex Officio Consultants:

Mary Gorham, Procurement Manager/Leased Properties, AOTC
Richard L'heureux, Manager, Court Capital & Facilities Management, AOTC
John Monahan, Acting Assistant Director of Security-Training, AOTC

Staffed by:

Ann Archer, Administrative Attorney, AOTC
Christopher Klaskin, Legislative Affairs Coordinator, MOVA
Jamie Sabino, STOP Grant Coordinator, AOTC

The appointment of specific professionals to the Task Force was determined by their status as key stakeholders uniquely qualified to assess current needs and resources available in courthouses and to assess fiscal and operational costs for any recommendations generated.

The Task Force was charged with conducting statewide assessments of all courts conducting criminal business to:

- Determine the number of existing SSWAs
- Develop recommendations and implementation plans for courts without a SSWA
- Track and maintain implementation progress reports
- Draft a final implementation plan to submit to the Legislature no later than July 1, 2012

These reports will guide the AOTC in prioritizing the steps needed to achieve ultimate compliance with the statutory mandate.

Honorable Diana L. Maldonado
First Justice, Chelsea District Court

I was pleased with the cooperation and insight exhibited by representatives of the District Attorney's office and the various Court departments in quickly identifying a more secure waiting area for witnesses who may be in need of protection. On their visit, the SSWA team provided helpful suggestions and identified resources which, I am confident, will result in greater access, safety and comfort for those individuals.

Mark D. Strahan
Fiscal Affairs Training Coordinator & Security Officer
Administrative Office of the Trial Court

Before my involvement with the SSWA Task Force, I had no understanding of, nor appreciation for the dire need to provide safe and secure waiting areas for victims and witnesses of criminal acts, despite my more than thirty year's employment in the Trial Court. Now, after working for more than a year with truly dedicated victim advocates on the Task Force, as well as meeting and learning firsthand of the heart-wrenching experiences of parents and families of victims, I as a parent myself, can empathize and, in a small way, advocate for them as well.

SSWA Definition

The 2010 legislation stipulates that a definition of a SSWA be included in the Implementation Plan. The Task Force, therefore, developed a basic definition for a SSWA including the basic standards a room must meet to comply with the mandate. The following definition identifies the safety features and operational factors needed to facilitate this space, while remaining flexible enough to account for the varied physical challenges and resource capacities of courts statewide:

The Separate and Secure Waiting Area shall be a locked room within the courthouse that is utilized exclusively for victims, witnesses and family members¹ as identified by prosecutors.² This space shall be sized reasonably to accommodate victims, witnesses and family members so they can all be free from intimidation, threats or other interference from defendants and defendants' friends and families.

David Capeless

District Attorney, Berkshire County

As a long-time prosecutor, I know first-hand how challenging and intimidating it is for victims or witnesses to participate in the court process. Providing separate and secure waiting areas in our courthouses is a necessary step to address their very real fears for their safety and to encourage their participation so that we can hold offenders accountable. This statutory right has long gone unaddressed, and justice will be served only when our courthouses become safe havens for those we are duty-bound to protect. I was pleased to personally participate in the Task Force's assessment process here in Berkshire County, and I am grateful to the Task Force for their efforts in improving victim and witness safety across the Commonwealth.

¹ M.G.L. ch. 258B, Section 1 defines as "Victim" as any natural person who suffers direct or threatened physical, emotional, or financial harm as the result of the commission or attempted commission of a crime or delinquency offense, as demonstrated by the issuance of a complaint or indictment, the family members of such person if the person is a minor, incompetent or deceased, and, for relevant provisions of this chapter, a person who is the subject of a case reported to a prosecutor pursuant to section eighteen of chapter nineteen A, sections five and nine of chapter nineteen C, and section fifty-one B of chapter one hundred and nineteen, and the family members of such person if the person is a minor, incompetent or deceased.

M.G.L. ch. 258B, Section 1 defines as "Witness" as any person who has been or is expected to be summoned to testify for the prosecution whether or not any action or proceeding has yet been commenced.

M.G.L. ch. 258B, Section 1 defines "Family member" as a spouse, child, stepchild, sibling, parent, stepparent, dependent, as defined in section one of chapter two hundred and fifty-eight C, or legal guardian of a victim, unless such family member has been charged in relation to the crime against the victim.

² M.G.L. ch. 258B, Section 1 defines "Prosecutor" as the attorney general, assistant attorneys general, district attorney, assistant district attorneys, police prosecutors, other attorneys specially appointed to aid in the prosecution of a case, law students approved for practice pursuant to and acting as authorized by the rules of the supreme judicial court, or any other person acting on behalf of the commonwealth, including victim-witness advocates.

Overview of Assessment Process

The Task Force developed a uniform statewide format for the assessment process to ensure effectiveness and consistency in conducting site visits and reporting recommendations. This process occurred in three stages:

1. Initial Survey

Clerks and regional DA Victim Witness Directors received initial surveys in April 2011, which they returned to the Task Force for review. The information sought included, but was not limited to:

- (a) Whether or not the court has a designated SSWA
- (b) The SSWA location, amenities and operational oversight of space
- (c) Possible space available in the courthouse to be converted to use as a SSWA
- (d) Information on physical and operational options for courts without a designated space to accommodate victim and witness safety
- (e) Interim accommodations when space is deemed unavailable

The Clerks were encouraged to collaborate with other stakeholders in the courthouse (First Justices, Chief Probation Officers, Chief Court Officers and others) in order to complete the survey. The survey responses reflected tremendous effort by the participants to involve key personnel in the building in the completion of the survey and to consider options for SSWAs in their respective courthouses. While Clerks and District Attorney Victim Witness staff completed separate surveys, some collaborated to complete them and, in some cases, also identified possible space for a SSWA as a result.

Honorable David S. Ross

First Justice, Orange District Court

On short notice, our court staff provided helpful information to the SSWA team and solicited feedback which will result in improved safety for those in need of protection within the courthouse.

2. On-site Assessment

The assessment process involved on-site team reviews of the courthouses in which criminal business is conducted. To solicit the type of information necessary to develop the reports required by statute, the Task Force established the following tasks to accomplish when on-site assessments were conducted:

- (a) Establish whether a court has a space that meets the definition of a SSWA
- (b) Determine the feasibility of reallocating existing space for use as a SSWA in courts that do not have a SSWA
- (c) Gain an understanding of the operational impacts, if any, of such allocations
- (d) Collect recommendations for interim accommodations, where allocation of such space is not deemed immediately feasible
- (e) Compile assessment information to present to the full Task Force

Prior to conducting site visits, Task Force Members and Regional Team Members received copies of the surveys completed by the courts and DA Victim Witness Directors within their assigned region. To ensure consistency in the site visits and to assist the facilitators in conducting the site visits, the Task Force developed a Facilitator Manual, which is included in the appendix.

REGIONAL TASK FORCE FACILITATORS

Region I: Berkshire, Franklin, Hampden Counties and Palmer

Berkshire and Franklin: Janet Fine & Mark Strahan

Hampden and Palmer: Richard L'heureux & Evelyn Tobin

Region II: Worcester and Hampshire Counties and, Marlborough, Framingham and Natick

Milton Britton, Jr. & Patrice Provitola

Region III: Essex and Middlesex Counties

Essex/Middlesex North: Marybeth Brady & Evelyn Tobin

Middlesex South: Liam Lowney & Mark Strahan

Region IV: Suffolk and Norfolk Counties

Colby Bruno & Michael Lane

Region V: Plymouth, Bristol, Dukes and Barnstable Counties

Plymouth: Mary Gorham & Liam Lowney

Bristol: Mary Gorham, Christopher Klaskin & Richard L'heureux

Dukes, Nantucket, and Barnstable: Janet Fine & Jamie Sabino

The on-site reviews were conducted collaboratively by Task Force members and the local court-specific assessment teams including court personnel and DA Victim Witness Advocate staff. The purpose of the assessment was to tour the entire building together to best understand daily operations (e.g., travel paths, number of sessions, how courthouse personnel and DA staff coordinate efforts to accommodate safety needs, etc.) to highlight how victim/witness safety is currently addressed and possible options for the SSWA.

The agenda/structure for the visit was divided into the following three parts:

- (a) Pre-Tour Meeting (20 minutes)
 - i. Introductions
 - ii. Review of assessment process and goals by Co-Facilitators
 - iii. Review of submitted survey results
- (b) Courthouse Tour/Assessment (45 minutes - 1 hour)
- (c) Post-Tour Debrief Meeting (15 - 20 minutes)
 - i. Review of assessment findings
 - ii. Discussion of possible solutions/accommodations
 - iii. Question and answer period

The on-site assessments were extremely productive and collaborative in identifying potential options for SSWAs and other related operational issues affecting safety and security.

3. Report Assessment Findings to the Task Force

After each site visit, Co-Facilitators reported results and recommendations from the assessment team back to the entire SSWA Task Force which developed and finalized realistic recommendations by consensus for each court which had been assessed.

Rebecca Harris

Victim Witness Advocate,
Central Division of the BMC

Since first putting together the SSWA at the Central Division of the Boston Municipal Court, VictimWitness Advocate Ava Callender and I have found that our overall work experience has been enhanced. We feel we now have something substantial to offer clients to address their safety concerns, and with the availability of the SSWA, our clients have expressed that they feel their needs are being considered and taken seriously and they are comfortable with the process. We would not have been able to develop this space on our own and are extremely appreciative of MOVA's efforts to enhance this provision in the Massachusetts Victim Bill of Rights. We are also very grateful to the task force members for their hard work to ensure the implementation of this provision. Thank you for including us in this process.

Section 2: Summary of Assessment Process and Next Steps

The Task Force conducted on-site tours of all of the 91 required court locations statewide. Four designated SSWAs existed prior to the assessments. As a result of the assessments, 39 SSWAs were newly designated and established, in one court an operational accommodation has been instituted and 47 court locations were determined to need further follow up and/or next steps before a final SSWA designation can be made. Further details can be found in Sections 4 and 5 of this report.

Recommendation Development

Prior to scheduling an on-site assessment, Task Force Facilitators reviewed the initial surveys and floor plans for a particular location to have a basic understanding of how victim and witness safety was being addressed. Each on-site assessment included the participation of key local stakeholders who represented the needs of victims and the courts. Their critical front line and operational knowledge was essential to thoroughly assess the court's physical space and safety measures.

The Task Force Facilitators conducted a pre-tour meeting, which included introductions, a review of the assessment process and goals and a review of the submitted survey results. A full tour of the entire court facility followed. After the tour, the assessment group met without the local personnel to debrief and discuss possible solutions identified and/or significant challenges to be addressed. Then the Task Force members met to discuss their findings and developed their recommendation(s) for the courthouse. The Task Force Facilitators then presented their findings to the full Task Force.

Recommendation Notification

Once the Task Force agrees upon a recommendation, the Chief Justice for Administration and Management sends a memorandum to court department officials to officially designate a room as the SSWA, or to provide instructions and/or protocols needed to achieve compliance. District Attorneys and their Victim Witness Directors receive copies of said official designations as well. An example of this correspondence can be found in the appendix.

Some locations will require "next steps" including, but not be limited to, varying degrees of renovations, cost estimates, building reprogramming, and/or staff relocation. In some locations, the resources needed for full implementation may be significant and may not be presently available and are included in this plan with a longer term compliance goal. As such, some recommendations require the implementation of operational accommodations for courts or temporary designation of space or other steps until full implementation is possible.

Section 3: Implementation Plan Development

Implementation Plan Requirements

According to the enabling statute, the Task Force is required to consider several key factors when developing an implementation plan for courts to achieve compliance with the mandate. These key factors include:

- ◆ A fact-based analysis of the fiscal/operational impacts, if any, of space allocation for this purpose
- ◆ A recommendation on who would staff the SSWAs and the fiscal impact of such staffing recommendations, if any
- ◆ A timeline for designating/creating spaces where the allocation of space is deemed feasible
- ◆ The sequence by which SSWAs shall be designated where the allocation of space is deemed feasible
- ◆ Recommendations for interim accommodations where the allocation of space is not deemed feasible

Through the collaborative assessment process utilized at on-site visits, the Task Force collected critical front-line building and operational information to determine the feasibility of allocating space for SSWAs and the potential operational/fiscal impact(s) of that allocation.³ This front-line information was the basis for the development of each recommendation, ensuring that next steps would be tailored to meet a particular court's unique needs and challenges in order to achieve and maintain compliance with the mandate.

All staffing/personnel costs related to SSWAs across the state will be absorbed by the District Attorneys' Offices, given their primary role in working with victims and witnesses who will use these rooms. All other costs associated with implementing next steps will be addressed by the Trial Court.

Rather than develop a timeline and sequence for the designation of SSWAs, the Task Force prioritized the designation of SSWAs in courts where space was available or could be made available with minimal resources, follow up, building reprogramming, or renovation /construction. Four designated SSWAs existed prior to the assessments. Thirty-nine court locations were determined to have space available and SSWAs were designated in those courts. One court location was determined to need an operational accommodation in order to secure a safe and separate waiting area.

The 47 courts that required next steps were categorized by varying degrees of necessary resources, follow up, building reprogramming, or renovation/construction to gauge the sequence and timing of their roll out, as detailed in this report. There were significant challenges in

³ Assessment participants and the process utilized are outlined in the Appendix of this report.

developing precise timelines for some courts given the time it would take to conduct some of the required next steps and the uncertainty about when resources will be available for any necessary renovation or construction. For example, some courts require comprehensive follow up with a variety of stakeholders (e.g., county officials, landlords, service vendors, architects, etc.) which may involve ongoing discussions and review. Other courts require substantial renovation/construction that cannot be implemented until fiscal resources are available to the Trial Court. In these complex cases, operational accommodations have been developed to ensure victim witness safety until a formal designation can be made. Updated status information for these locations will be provided in annual progress reports to the Legislature, courts and District Attorneys.

The statute requires that the final plans and completed construction of all courts scheduled for relocation, renovation, or new construction in state-owned or leased buildings after the issuance of this report include a SSWA. This protocol has been in place for several years, as evidenced by new courthouses opened in 2011 -- the J. Michael Ruane Judicial Center in Salem and the Taunton Trial Court -- which have SSWAs. The recent development of leased facilities, such as the Third Middlesex District Court in Medford that opened in 2009 and the Middlesex Superior Court in Woburn that opened in 2008, also included SSWAs.

Compliance Status Classifications

Five classifications have been developed by the Task Force to identify whether a particular court has a designated SSWA or what remaining next steps are needed to fully achieve compliance with the mandate. The classifications are:

- ◆ **Designated SSWA:** A court is in compliance with the SSWA mandate and the designated space meets the definition established by the Task Force.
- ◆ **Option(s) Identified, Follow Up with Relevant Stakeholders Necessary:** Ongoing efforts that involve all personnel necessary to finalize a designation (e.g., Landlords, Property Managers, County Officials, etc.) are necessary due to the varied next steps and stakeholder input needed to formally designate and implement a SSWA.
- ◆ **Renovation/Construction Evaluation and Cost Estimate Needed:** Architectural evaluations and cost estimates stemming from recommendations that require renovation or construction are being obtained.
- ◆ **Operational Accommodation(s):** Operational accommodations have been made to ensure victim and witness safety when a formal designation cannot be made or until a formal designation can be made⁴ because the court cannot designate a SSWA due to significant and/or complex challenges (e.g., if a location lacks physical space, is scheduled for relocation/consolidation in the near future, or needs substantial renovation/construction to implement a SSWA, etc.).

⁴ Accommodations made at a particular location are noted in Sections 4 and 5 of this report.

- ◆ **Follow Up Assessment Required:** A follow up visit by the Task Force is necessary to determine a SSWA option(s).⁵

Annual Progress Reports and Ongoing Monitoring

The Co-Chairs of the Task Force are required to file an annual implementation progress report to the Legislature every 365 days after the issuance of the Final Implementation Plan. The intent of this reporting requirement is to update the Legislature on the implementation progress of courts that require next steps to ensure accountability and follow through with the recommendations outlined in this report. Any new developments or changes made to implementation timelines, cost estimates, or the compliance status of a particular court will be detailed in these reports. The report will be filed on July 1 of each year until all courts conducting criminal business are fully compliant with the SSWA mandate.

In addition, the Co-Chairs of the Task Force will continually monitor the implementation progress until all mandated courts are compliant with the law. Co-Chairs will also serve as the primary contacts for reporting any compliance issues, for requests to change a room designation, or to assist with troubleshooting any other issues experienced by these designated Separate and Secure Waiting Areas in order to remain compliant.

⁵ Reasons prompting a follow up visit by Task Force Facilitators and/or staff for a particular location are noted in Sections 4 and 5 of this report.

Section 4: SSWA Compliance Status by Court

Designated

Barnstable

Falmouth District Court	First Floor, DA Conference Room
Falmouth Juvenile Court	First Floor, DA Conference Room

Berkshire

North Adams District Court	First Floor, Court
North Adams Juvenile Court	First Floor, the room to the left of the Clerk - Magistrates' office
Pittsfield District Court	First Floor, Asst. Chief Court Officer's office
Pittsfield Juvenile Court	First Floor, near Court Clinic
Pittsfield Superior Court	Third Floor, second Jury Deliberation Room; Alternative – the Rare Book Room

Bristol

Attleboro District Court	First Floor, Room 120
Attleboro Juvenile Court	First Floor, Room 120
Fall River District Court	First Floor, Victim/Witness Room 1066
Fall River Superior Court	First Floor, Victim/Witness Room 1066
New Bedford Superior Court	First Floor, Room 111
Taunton District Court	Third Floor, Secure Waiting Area Suite 3119
Taunton Juvenile Court	Third Floor, Secure Waiting Area Suite 3119
Taunton Superior Court	Second Floor, Room 62

Essex

Gloucester District Court	Second Floor, Room 222
Lawrence Superior Court	Third Floor, Staff Lounge
Lynn Juvenile Court	Pre-trial Conference Room next to Courtroom 2
Peabody District Court	First Floor, Room 121
Salem District Court	First Floor, Room 1100
Salem Juvenile Court	First Floor, Room 1100
Salem Superior Court	First Floor, Room 1100

Franklin

Greenfield Juvenile Court	Ground Floor, two adjoining rooms labeled DCF and Victim/Witness/DA
Orange District Court	Third Floor, Conference Room
Orange Juvenile Court	Third Floor, Conference Room

Hampden

Springfield District Court	Second Floor, Room 224 and adjacent unlabeled room
Springfield Superior Court	Second Floor, Room 224 and adjacent unlabeled room
Westfield District Court	Second Floor, Conference Room 2B

Middlesex

Ayer District Court	Second Floor, old Court Clinic/Drug Court Room
Cambridge District Court (Medford)	Ground Floor, Rooms 1120, 1121, and 1122
Concord District Court	First Floor, subdivide Law Library
Newton District Court	First Floor, Room 1024
Somerville District Court	Basement, Conference Room across from District Attorney's office
Woburn Juvenile Court	Third Floor, Rooms 330 and 331
Woburn Superior Court	Third Floor, Rooms 330 and 331

Norfolk

Dedham Juvenile Court	First Floor, Conference Room to the right of the entrance to the Courtroom
Dedham Superior Court	Basement, Conference Room

Plymouth

Brockton District Court	Second Floor, Room 203
Brockton Juvenile Court	Second Floor, Room 203
Plymouth District Court	Third Floor, Attorney's Lounge
Plymouth Juvenile Court	Third Floor, Attorney's Lounge
Plymouth Superior Court	Third Floor, Attorney's Lounge
Wareham District Court	First Floor, Jury Deliberation Room next to Courtroom 2
Wareham Juvenile Court	First Floor, Jury Deliberation Room adjacent to Courtroom 2

Suffolk

Brooke Courthouse, BMC	First Floor, Room 1503
Brooke Courthouse, Juvenile Court	First Floor, Room 1503
Charlestown BMC	Second Floor, unused smaller Judge's Lobby
Chelsea District Court	Basement, Room 06
Chelsea Juvenile Court	Basement, Room 06
East Boston BMC	Second Floor, the room formerly used as a fax/mail room
Roxbury BMC	Third Floor, Lawyer's Lounge

Worcester

Clinton District Court	First Floor, Rom 105
East Brookfield District	Lower Level East, Room 105
Fitchburg District Court	Second Floor, Room 222
Fitchburg Juvenile Court	Second Floor, Room 222
Gardner / Winchendon District Court	First Floor, Conference Room C106
Leominster District Court	Second Floor, Room 206B
Leominster Juvenile Court	Second Floor, Room 206B
Westborough District Court	Ground Floor, old Jury Pool Room
Worcester District Court	Ground Floor, Rooms G302 and G311
Worcester Juvenile Court	Second Floor, Attorney Conference Room (outside Courtroom 5)
Worcester Superior Court	Ground Floor, Rooms G302 and G311

Options Identified. Follow Up With Relevant Stakeholders Necessary

Barnstable

Barnstable District Court
Barnstable Juvenile Court
Barnstable Superior Court

Bristol

Fall River Juvenile Court

Essex

Newburyport District Court
Newburyport Juvenile Court
Newburyport Superior Court

Franklin

Greenfield District Court
Greenfield Superior Court

Hampden

Chicopee District Court
Holyoke District Court
Holyoke Juvenile Court
Palmer District Court
Palmer Juvenile Court

Hampshire

Belchertown District Court
Hadley Juvenile Court
Northampton District Court
Northampton Superior Court

Middlesex

Cambridge Juvenile Court
Framingham/Natick District Court
Framingham Juvenile Court
Lowell District Court

Lowell Juvenile Court
Lowell Superior Court
Marlborough District Court
Waltham District Court
Waltham Juvenile Court

Nantucket

Nantucket District Court
Nantucket Juvenile Court
Nantucket Superior Court

Norfolk

Brookline District Court
Brookline Juvenile Court
Dedham District Court
Quincy District Court
Quincy Juvenile Court
Stoughton District Court
Stoughton Juvenile Court
Wrentham District Court

Plymouth

Brockton Superior Court
Hingham District Court
Hingham Juvenile Court

Suffolk

Brighton BMC
Dorchester BMC
Dorchester Juvenile Court
South Boston BMC
Suffolk Superior Court

Worcester

Dudley District Court

Dudley Juvenile Court

Milford District Court

Milford Juvenile Court

Uxbridge District Court

Renovation/Construction Evaluation and Cost Estimate Needed

Barnstable

Orleans District Court

Orleans Juvenile Court

Berkshire

Great Barrington District Court

Great Barrington Juvenile Court

Bristol

New Bedford District Court

New Bedford Juvenile Court

Dukes

Edgartown District Court

Edgartown Juvenile Court

Edgartown Superior Court

Middlesex

Malden District Court

Woburn District Court

Operational Accommodation(s)

Dukes

Edgartown Juvenile Court

Follow Up Assessment Required

Essex

Haverhill District Court

Lawrence District Court

Lawrence Juvenile Court

Lynn District Court

Hampden

Springfield Juvenile Court

Suffolk

West Roxbury BMC

West Roxbury Juvenile Court

Section 5: Court Profiles

Barnstable County

Facility: Barnstable District Court

Address: 3195 Main Street
Barnstable, MA 02630

Court Departments Using this Facility:

District Court
Juvenile Court



Size 35,269 Square Feet

Site Visit: September 14, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

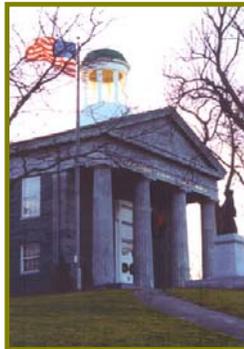
Location:

Facility: Barnstable Superior Court

Address: 3195 Main Street
Barnstable, MA 02630

Court Departments Using this Facility:

Superior Court



Size 15,480 Square Feet

Site Visit: September 14, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Barnstable County

Facility: Falmouth District Court

Address: 161 Jones Road
Falmouth, MA 02540

Court Departments Using this Facility:

District Court
Juvenile Court



Size 9,044 Square Feet

Site Visit: November 29, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Designated.

Location: First floor, District Attorney's Conference Room.

Facility: Orleans District Court

Address: 237 Rock Harbor Road
Orleans, MA 02653

Court Departments Using this Facility:

District Court
Juvenile Court



Size 19,467 Square Feet

Site Visit: November 29, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Berkshire County

Facility: Great Barrington District Court

Address: 9 Gilmore Avenue
Great Barrington, MA 01230

Court Departments Using this Facility:

District Court
Juvenile Court



Size 9,294 Square Feet

Site Visit: December 6, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Facility: North Adams District Court

Address: 111 Holden Street
North Adams, MA 01247

Court Departments Using this Facility:

District Court



Size 20,696 Square Feet

Site Visit: December 7, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Status: Designated.

Location: Second Floor, Court Clinic Room

Berkshire County

Facility: North Adams Juvenile Court

Address: 37 Main Street/ 21 Holden Street
North Adams, MA 01247

Court Departments Using this Facility:

Juvenile Court



Size 10,734 Square Feet

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Site Visit: December 7, 2011

Status: Designated.

Location: First Floor, the room to the left of the Clerk-Magistrate's office.

Facility: Pittsfield District Court

Address: 24 Wendell Avenue
Pittsfield, MA 01202-875

Court Departments Using this Facility:

District Court



Size 20,523 Square Feet

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Site Visit: December 7, 2011

Status: Designated.

Location: First Floor, Asst Chief Court Officer's Room

Berkshire County

Facility: Pittsfield Juvenile Court

Address: 190 North Street
Pittsfield, MA 01201

Court Departments Using this Facility:

Juvenile Court



Size 13,912 Square Feet

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Site Visit: December 6, 2011

Status: Designated.

Location: First Floor, near the Court Clinic

Facility: Pittsfield Superior Court

Address: 76 East Street
Pittsfield, MA 01201

Court Departments Using this Facility:

Housing Court
Superior Court



Size 24,619 Square Feet

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Site Visit: December 7, 2011

Status: Designated.

Location: Third Floor, 2nd Jury Deliberation Room.
Alternative: the Rare Book Room

Bristol County

Facility: Attleboro District Court

Address: 88 North Street
Attleboro, MA 02703

Court Departments Using this Facility:

District Court
Juvenile Court



Size 20,259 Square Feet

Site Visit: April 6, 2012

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Chris Klaskin, MOVA

Status: Designated.

Location: First Floor, Room 120

Facility: Fall River Trial Court

Address: 186 South Main Street
Fall River, MA 02721

Court Departments Using this Facility:

District Court
Superior Court



Size 145,000 Square Feet

Site Visit: September 15, 2011

Task Force Facilitators Conducting Site Visit:

Chris Klaskin, MOVA
Richard L'heureux, AOTC

Status: Designated.

Location: First Floor, Victim/Witness Room 1066

Bristol County

Facility: Fall River Juvenile Court

Address: 289 Rock Street
Fall River, MA 02720

Court Departments Using this Facility:

Housing Court
Juvenile Court
Probate and Family Court



Size 71,220 Square Feet

Task Force Facilitators Conducting Site Visit:

Chris Klaskin, MOVA
Richard L'heureux, AOTC

Site Visit: September 15, 2011

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: New Bedford District Court

Address: 75 North 6th Street
New Bedford, MA 02740

Court Departments Using this Facility:

District Court
Juvenile Court



Size 42,000 Square Feet

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Chris Klaskin, MOVA

Site Visit: April 27, 2012

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Bristol County

Facility: New Bedford Superior Court

Address: 441 County Street
New Bedford, MA 02740

Court Departments Using this Facility:

Superior Court



Size 19,578 Square Feet

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Chris Klaskin, MOVA

Site Visit: April 27, 2012

Status: Designated.

Location: First Floor, Room 111

Facility: Taunton Trial Court

Address: 40 Broadway Street
Taunton, MA 02780

Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Probate and Family Court



Size 147,114 Square Feet

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Chris Klaskin, MOVA

Site Visit: April 6, 2012

Status: Designated.

Location: Third Floor, Secure Waiting Area Suite
3119

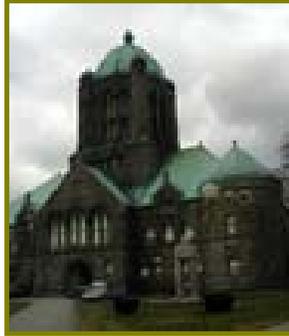
Bristol County

Facility: Taunton Superior Court

Address: 9 Court Street
Taunton, MA 02780

Court Departments Using this Facility:

Superior Court



Size 28,960 Square Feet

Site Visit: April 6, 2012

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Chris Klaskin, MOVA

Status: Designated.

Location: Second Floor, Room 62

Dukes County

Facility: Dukes County Courthouse

Address: 81 Main Street
Edgartown, MA 02539

Court Departments Using this Facility:

District Court
Juvenile Court
Probate and Family Court
Superior Court



Size 5,905 Square Feet

Site Visit: April 18, 2012

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Facility: Dukes County Juvenile Court

Address: 12 Mariner's Way
Edgartown, MA 02539

Court Departments Using this Facility:

Juvenile Court



Size 1,600 Square Feet

Site Visit: April 18, 2012

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Jamie Sabino, AOTC

Status: Operational accommodation.

Location: First Floor, Victim/Witness Room

Essex County

Facility: Gloucester District Court

Address: 197 Main Street
Gloucester, MA 01930

Court Departments Using this Facility:

District Court



Size 6,586 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Evelyn Tobin, VWAB

Site Visit: February 1, 2012

Status: Designated.

Location: Second Floor, Room 222

Facility: Haverhill District Court

Address: 45 James P. Ginty Blvd
Haverhill, MA 01831

Court Departments Using this Facility:

District Court



Size 19,021 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Chris Klaskin, MOVA

Site Visit: March 1, 2012

Status: Follow up assessment required.

Location:

Essex County

Facility: Lawrence District Court
Address: 2 Appleton Street
Lawrence, MA 01840-1525



Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Probate and Family Court

Size 156,181 Square Feet

Site Visit: October 28, 2011

Task Force Facilitators Conducting Site Visit:
Marybeth Brady, Malden DC
Evelyn Tobin, VWAB

Status: Follow up assessment required.

Location:

Facility: Lawrence Superior Court
Address: 43 Appleton Way
Lawrence, MA 01841



Court Departments Using this Facility:

Superior Court

Size 43,680 Square Feet

Site Visit: October 28, 2011

Task Force Facilitators Conducting Site Visit:
Marybeth Brady, Malden DC
Evelyn Tobin, VWAB

Status: Designated.

Location: Third Floor, Staff Lounge

Essex County

Facility: Lynn District Court

Address: 580 Essex Street
Lynn, MA 01901

Court Departments Using this Facility:

District Court
Housing Court



Size 40,875 Square Feet

Site Visit: November 14, 2011

Task Force Facilitators Conducting Site Visit:

Marybeth Brady, Malden DC
Evelyn Tobin, VWAB

Status: Follow up assessment required.

Location:

Facility: Lynn Juvenile Court

Address: 139 Central Street
Lynn, MA 01901

Court Departments Using this Facility:

Juvenile Court



Size 18,042 Square Feet

Site Visit: February 24, 2012

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Evelyn Tobin, VWAB

Status: Designated.

Location: Pre-trial Conference Room next to Courtroom 2

Essex County

Facility: Newburyport/Ipswich District Court

Address: 188 State Street
Newburyport, MA 01950

Court Departments Using this Facility:

District Court
Juvenile Court



Size 56,437 Square Feet

Task Force Facilitators Conducting Site Visit:

Marybeth Brady, Malden DC
Evelyn Tobin, VWAB

Site Visit: February 7, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Newburyport Superior Court

Address: High Street
Newburyport, MA 01950

Court Departments Using this Facility:

Superior Court



Size 8,617 Square Feet

Task Force Facilitators Conducting Site Visit:

Evelyn Tobin, VWAB

Site Visit: February 7, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Essex County

Facility: Peabody District Court

Address: 1 Lowell Street
Peabody, MA 01960

Court Departments Using this Facility:

District Court



Size 40,247 Square Feet

Site Visit: March 1, 2012

Task Force Facilitators Conducting Site Visit:

Marybeth Brady, Malden DC
Chris Klaskin, MOVA

Status: Designated.

Location: First Floor, Room 121

Facility: J. Michael Ruane Judicial Center

Address: 56 Federal Street
Salem, MA 01970

Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Superior Court



Size 195,000 Square Feet

Site Visit: February 24, 2012

Task Force Facilitators Conducting Site Visit:

Marybeth Brady, Malden DC
Evelyn Tobin, VWAB

Status: Designated.

Location: First Floor, Room 1100

Franklin County

Facility: Greenfield Trial Court

Address: 425 Main Street
Greenfield, MA 01301

Court Departments Using this Facility:

District Court
Probate and Family Court
Superior Court



Size 50,056 Square Feet

Site Visit: November 15, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Greenfield Juvenile Court

Address: 106 Main Street
Greenfield, MA 01301

Court Departments Using this Facility:

Housing Court
Juvenile Court



Size 13,070 Square Feet

Site Visit: November 15, 2011

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Status: Designated.

Location: Ground Floor, two adjoining rooms currently labeled DCF, Victim/Witness DA

Franklin County

Facility: Orange District Court

Address: 1 Court Square
Orange, MA 01364

Court Departments Using this Facility:

District Court
Juvenile Court



Size 19,293 Square Feet

Task Force Facilitators Conducting Site Visit:

Janet Fine, MOVA
Mark Strahan, AOTC

Site Visit: September 20, 2011

Status: Designated.

Location: Third Floor, Conference Room used by the District Attorney's staff

Hampden County

Facility: Chicopee District Court

Address: 30 Church Street
Chicopee, MA 01020

Court Departments Using this Facility:

District Court



Size 14,899 Square Feet

Task Force Facilitators Conducting Site Visit:

Richard L'heureux, AOTC
Evelyn Tobin, VWAB

Site Visit: May 30, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Holyoke District Court

Address: 20 Court Plaza
Holyoke, MA 01040

Court Departments Using this Facility:

District Court



Size 31,924 Square Feet

Task Force Facilitators Conducting Site Visit:

Richard L'heureux, AOTC
Evelyn Tobin, VWAB

Site Visit: May 31, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Hampden County

Facility: Holyoke Juvenile Court

Address: 121 Elm Street
Holyoke, MA 01040

Court Departments Using this Facility:

Juvenile Court



Size 12,500 Square Feet

Task Force Facilitators Conducting Site Visit:

Richard L'heureux, AOTC
Evelyn Tobin, VWAB

Site Visit: May 31, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Palmer District Court

Address: 235 Sykes Street
Palmer, MA 01069

Court Departments Using this Facility:

District Court
Juvenile Court



Size 21,200 Square Feet

Task Force Facilitators Conducting Site Visit:

Richard L'heureux, AOTC
Evelyn Tobin, VWAB

Site Visit: September 9, 2011

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Hampden County

Facility: Springfield Trial Court

Address: 50 State Street
Springfield, MA 01101-2421

Court Departments Using this Facility:

District Court
Probate and Family Court
Superior Court



Size 226,863 Square Feet

Task Force Facilitators Conducting Site Visit:
Evelyn Tobin, VWAB

Site Visit: December 5, 2011

Status: Designated.

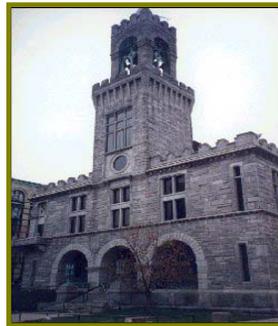
Location: Second Floor, Room 224 and adjacent unlabeled room.

Facility: Springfield Juvenile Court

Address: 37 Elm Street
Springfield, MA 01102-0559

Court Departments Using this Facility:

Housing Court
Juvenile Court



Size 47,821 Square Feet

Task Force Facilitators Conducting Site Visit:
Evelyn Tobin, VWAB

Site Visit: December 5, 2011

Status: Follow up assessment required.

Location:

Hampden County

Facility: Westfield District Court

Address: 224 Elm Street
Westfield, MA 01085

Court Departments Using this Facility:

District Court



Size 22,577 Square Feet

Site Visit: May 30, 2012

Task Force Facilitators Conducting Site Visit:

Richard Lheureux, AOTC
Evelyn Tobin, VWAB

Status: Designated.

Location: Second Floor, Conference Rm 2B currently used by Police Prosecutors

Hampshire County

Facility: Belchertown District Court

Address: 205 State Street
Belchertown, MA 01007

Court Departments Using this Facility:

District Court



Size 26,195 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Milton Britton, Jr., Norfolk SC

Site Visit: May 24, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Hadley Juvenile Court

Address: 166 Russell Street
Hadley, MA 01035

Court Departments Using this Facility:

Juvenile Court



Size 16,742 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Patrice Provitola, MDAO

Site Visit: May 23, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Hampshire County

Facility: Northampton Courthouse

Address: 15 Gothic Street
Northampton, MA 01060

Court Departments Using this Facility:

District Court
Housing Court
Superior Court



Size 61,300 Square Feet

Site Visit: December 8, 2011

Task Force Facilitators Conducting Site Visit:

Milton Britton, Jr., Norfolk SC
Patrice Provitola, MDAO

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Middlesex County

Facility: Ayer District Court

Address: 25 East Main Street
Ayer, MA 01432

Court Departments Using this Facility:

District Court



Size 28,847 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Mary Gorham, AOTC

Site Visit: April 25, 2012

Status: Designated.

Location: Second Floor, old Court Clinic / Drug Court room

Facility: Cambridge District Court (Medford)

Address: 4040 Mystic Valley Parkway
Medford, MA 02155

Court Departments Using this Facility:

District Court



Size 57,843 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Jamie Sabino, AOTC

Site Visit: January 25, 2012

Status: Designated.

Location: Ground Floor, Victim/Witness Waiting Rooms 1120, 1121, 1122

Middlesex County

Facility: Cambridge Juvenile Court

Address: 121 Third Street
Cambridge, MA 02141

Court Departments Using this Facility:

Juvenile Court
Probate and Family Court



Size 42,000 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Jamie Sabino, AOTC

Site Visit: January 25, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Concord District Court

Address: 305 Walden Street
Concord, MA 01742-3616

Court Departments Using this Facility:

District Court
Probate and Family Court



Size 25,219 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Mary Gorham, AOTC

Site Visit: April 25, 2012

Status: Designated.

Location: First Floor, subdivide Law Library

Middlesex County

Facility: Framingham/Natick District Court

Address: 600 Concord Street
Framingham, MA 01702

Court Departments Using this Facility:

District Court



Size 26,049 Square Feet

Task Force Facilitators Conducting Site Visit:

Milton Britton, Jr., Norfolk SC
Patrice Provitola, MDAO

Site Visit: August 25, 2011

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Framingham Juvenile Court

Address: 110 Mount Wayte Avenue
Framingham, MA 01702

Court Departments Using this Facility:

Juvenile Court



Size 14,520 Square Feet

Task Force Facilitators Conducting Site Visit:

Milton Britton, Jr., Norfolk SC

Site Visit: April 19, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Middlesex County

Facility: Lowell District Court

Address: 41 Hurd Street
Lowell, MA 01852

Court Departments Using this Facility:

District Court



Size 42,004 Square Feet

Site Visit: April 24, 2012

Task Force Facilitators Conducting Site Visit:
Michael Lane, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Lowell Juvenile Court

Address: 89 Appleton Street
Lowell, MA 01852

Court Departments Using this Facility:

Juvenile Court



Size 21,815 Square Feet

Site Visit: March 23, 2012

Task Force Facilitators Conducting Site Visit:
Ann Archer, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

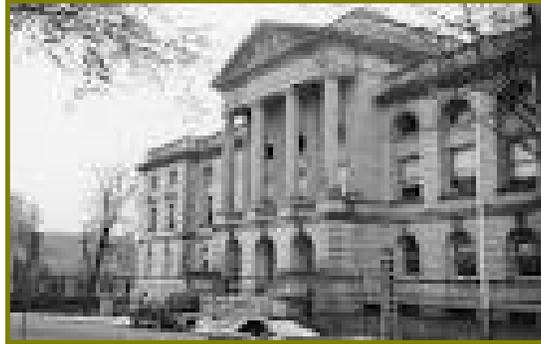
Middlesex County

Facility: Lowell Superior Court

Address: 360 Gorham Street
Lowell, MA 01852

Court Departments Using this Facility:

Housing Court
Probate and Family Court
Superior Court



Size 58,309 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Jenn Campbell, DCAM

Site Visit: March 23, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Malden District Court

Address: 89 Summer Street
Malden, MA 02148

Court Departments Using this Facility:

District Court



Size 24,124 Square Feet

Task Force Facilitators Conducting Site Visit:

Full Task Force

Site Visit: June 28, 2011

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Middlesex County

Facility: Marlborough District Court

Address: 45 Williams Street
Marlborough, MA 01752

Court Departments Using this Facility:

District Court
Probate and Family Court



Size 27,090 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Jenn Campbell, DCAM

Site Visit: April 19, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Newton District Court

Address: 1309 Washington Street
West Newton, MA 02465-2011

Court Departments Using this Facility:

District Court



Size 15,172 Square Feet

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Mark Strahan, AOTC

Site Visit: March 27, 2012

Status: Designated.

Location: Ground Floor, Room 1024

Middlesex County

Facility: Somerville District Court

Address: 175 Fellsway
Somerville, MA 02145

Court Departments Using this Facility:

District Court



Size 27,305 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Mark Strahan, AOTC

Site Visit: March 15, 2012

Status: Designated.

Location: Basement, Conference Room across from District Attorney's office

Facility: Waltham District Court

Address: 38 Linden Street
Waltham, MA 02452

Court Departments Using this Facility:

District Court
Juvenile Court



Size 23,871 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Mark Strahan, AOTC

Site Visit: November 17, 2011

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Middlesex County

Facility: Woburn District Court

Address: 30 Pleasant Street
Woburn, MA 01801

Court Departments Using this Facility:

District Court



Size 21,611 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Mark Strahan, AOTC

Site Visit: December 16, 2011

Status: Renovation/construction evaluation and cost estimate needed.

Location:

Facility: Woburn Superior Court

Address: 200 TradeCenter
Woburn, MA 01801

Court Departments Using this Facility:

Juvenile Court
Superior Court



Size 139,689 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Mark Strahan, AOTC

Site Visit: December 16, 2011

Status: Designated.

Location: Third Floor, Sarah's Place Rooms 330, 331

Nantucket County

Facility: Nantucket Trial Court

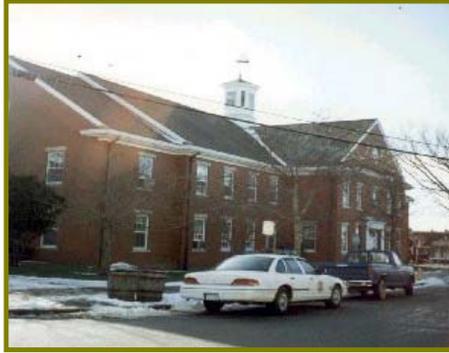
Address: 16 Broad Street
Nantucket, MA 02554

Court Departments Using this Facility:

District Court
Juvenile Court
Probate and Family Court
Superior Court

Size 5,204 Square Feet

Task Force Facilitators Conducting Site Visit:
Jamie Sabino, AOTC



Site Visit: June 8, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Norfolk County

Facility: Brookline District Court

Address: 360 Washington Street
Brookline, MA 02445

Court Departments Using this Facility:

District Court
Juvenile Court



Size 14,525 Square Feet

Site Visit: April 5, 2012

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Jamie Sabino, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Dedham District Court

Address: 631 High Street
Dedham, MA 02026

Court Departments Using this Facility:

District Court



Size 22,984 Square Feet

Site Visit: January 27, 2011

Task Force Facilitators Conducting Site Visit:

Pilot Site Visit - Task Force Sub-Committee Members

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Norfolk County

Facility: Dedham Juvenile Court

Address: 55 Allied Drive
Dedham, MA 02026

Court Departments Using this Facility:

Juvenile Court



Size 13,844 Square Feet

Task Force Facilitators Conducting Site Visit:

Liam Lowney, Office of the Attorney General
Jamie Sabino, AOTC

Site Visit: April 27, 2012

Status: Designated.

Location: First Floor, Conference Room to the right of the entrance to the Courtroom.

Facility: Dedham Superior Court

Address: 650 High Street
Dedham, MA 02026

Court Departments Using this Facility:

Superior Court



Size 28,895 Square Feet

Task Force Facilitators Conducting Site Visit:

Pilot Site Visit - Task Force Sub-Committee Members

Site Visit: January 27, 2011

Status: Designated.

Location: Basement, Conference Room

Norfolk County

Facility: Quincy District Court
Address: 1 Dennis Ryan Parkway
Quincy, MA 02169

Court Departments Using this Facility:

District Court
Juvenile Court



Size 32,314 Square Feet

Site Visit: December 7, 2011

Task Force Facilitators Conducting Site Visit:
Michael Lane, AOTC
Liam Lowney, Office of the Attorney General

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Stoughton District Court
Address: 1288 Central Street
Stoughton, MA 02072

Court Departments Using this Facility:

District Court
Juvenile Court



Size 15,318 Square Feet

Site Visit: March 22, 2012

Task Force Facilitators Conducting Site Visit:
Colby Bruno, VRLC
Jamie Sabino, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Norfolk County

Facility: Wrentham District Court

Address: 60 East Street
Wrentham, MA 02093

Court Departments Using this Facility:

District Court



Size 17,967 Square Feet

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Jamie Sabino, AOTC

Site Visit: March 22, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Plymouth County

Facility: Brockton Trial Court

Address: 215 Main Street
Brockton, MA 02301

Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Probate and Family Court



Size 125,424 Square Feet

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Liam Lowney, Office of the Attorney General

Site Visit: October 13, 2011

Status: Designated.

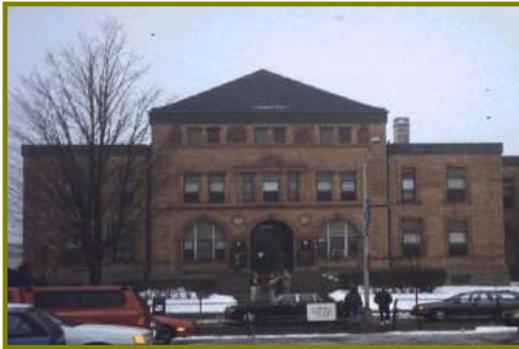
Location: Second Floor, Room 203

Facility: Brockton Superior Court

Address: 72 Belmont Street
Brockton, MA 02301

Court Departments Using this Facility:

Superior Court



Size 38,368 Square Feet

Task Force Facilitators Conducting Site Visit:

Ann Archer, AOTC
Liam Lowney, Office of the Attorney General

Site Visit: September 15, 2011

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Plymouth County

Facility: Hingham District Court

Address: 28 G. Washington Blvd.
Hingham, MA 02043

Court Departments Using this Facility:

District Court
Juvenile Court



Size 27,269 Square Feet

Site Visit: January 19, 2012

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Liam Lowney, Office of the Attorney General

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Plymouth Trial Court

Address: 52 Obery Street
Plymouth, MA 02360

Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Probate and Family Court
Superior Court



Size 189,154 Square Feet

Site Visit: October 13, 2011

Task Force Facilitators Conducting Site Visit:

Mary Gorham, AOTC
Liam Lowney, Office of the Attorney General

Status: Designated.

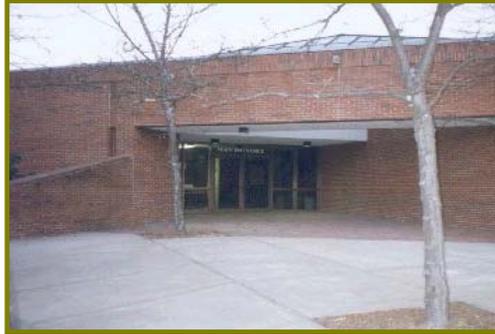
Location: Third Floor Attorney's Lounge

Plymouth County

Facility: Wareham District Court
Address: 2200 Cranberry Highway
West Wareham, MA 02576

Court Departments Using this Facility:

District Court
Juvenile Court



Size 23,154 Square Feet

Task Force Facilitators Conducting Site Visit:
Mary Gorham, AOTC
Richard L'heureux, AOTC

Site Visit: March 23, 2012

Status: Designated.

Location: First Floor Jury Deliberation Room adjacent to Courtroom 2

Suffolk County

Facility: Brooke Courthouse
Address: 24 New Chardon Street
Boston, MA 02114



Court Departments Using this Facility:

Boston Municipal Court
Housing Court
Juvenile Court
Probate and Family Court

Size 425,300 Square Feet

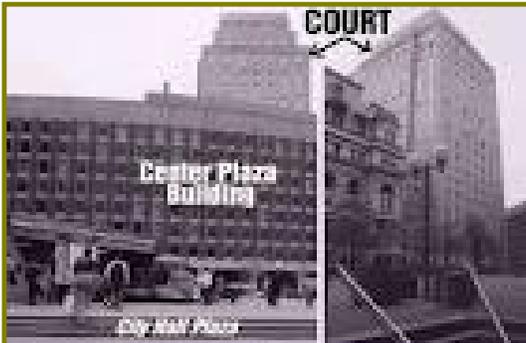
Site Visit: May 25, 2011

Task Force Facilitators Conducting Site Visit:
Full Task Force

Status: Designated.

Location: First Floor, Rm 1503

Facility: Suffolk County Superior Court
Address: Pemberton Square
Boston, MA 02108



Court Departments Using this Facility:

Land Court
Superior Court

Size 429,366 Square Feet

Site Visit: June 21, 2012

Task Force Facilitators Conducting Site Visit:
Michael Lane, AOTC
Liam Lowney, Office of the Attorney General

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Suffolk County

Facility: Brighton Division, BMC

Address: 52 Academy Hill Road
Brighton, MA 02135

Court Departments Using this Facility:

Boston Municipal Court



Size 30,964 Square Feet

Site Visit: April 20, 2012

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Milton Britton, Jr., Norfolk SC

Status: Options identified. Follow up with relevant stakeholders necessary.

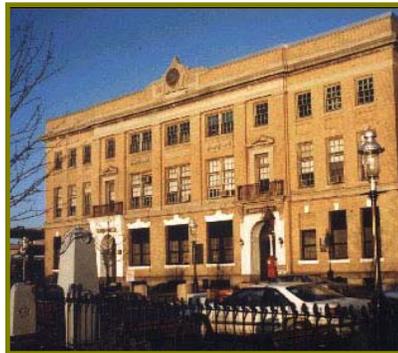
Location:

Facility: Charlestown Division, BMC

Address: 3 City Square
Charlestown, MA 02129

Court Departments Using this Facility:

Boston Municipal Court



Size 30,000 Square Feet

Site Visit: January 13, 2012

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Status: Designated.

Location: Second Floor, smaller Judge's Lobby

Suffolk County

Facility: Chelsea District Court

Address: 120 Broadway
Chelsea, MA 02150

Court Departments Using this Facility:

District Court
Juvenile Court



Size 54,112 Square Feet

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Site Visit: March 29, 2012

Status: Designated.

Location: Basement, Rm 06

Facility: Dorchester Division, BMC

Address: 510 Washington Street
Dorchester, MA 02124

Court Departments Using this Facility:

Boston Municipal Court
Juvenile Court



Size 77,000 Square Feet

Task Force Facilitators Conducting Site Visit:

Jenn Campbell, DCAM
Michael Lane, AOTC

Site Visit: April 12, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Suffolk County

Facility: East Boston Division, BMC

Address: 37 Meridian Street
East Boston, MA 02128

Court Departments Using this Facility:

Boston Municipal Court



Size 21,497 Square Feet

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Site Visit: May 25, 2012

Status: Designated.

Location: Second Floor, the room formerly used as the fax/mail room.

Facility: Roxbury Division, BMC

Address: 85 Warren Street
Roxbury, MA 02119

Court Departments Using this Facility:

Boston Municipal Court



Size 70,658 Square Feet

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Site Visit: September 16, 2011

Status: Designated.

Location: Third Floor, Lawyer's Lounge

Suffolk County

Facility: South Boston Division, BMC

Address: 535 East Broadway
South Boston, MA 02127

Court Departments Using this Facility:

Boston Municipal Court



Size 29,000 Square Feet

Site Visit: December 14, 2011

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: West Roxbury Division, BMC

Address: 445 Arborway
Jamaica Plain, MA 02130

Court Departments Using this Facility:

Boston Municipal Court
Juvenile Court



Size 54,124 Square Feet

Site Visit: October 29, 2011

Task Force Facilitators Conducting Site Visit:

Colby Bruno, VRLC
Michael Lane, AOTC

Status: Follow up assessment required.

Location:

Worcester County

Facility: Clinton District Court
Address: 300 Boylston Street
Clinton, MA 01510-4209

Court Departments Using this Facility:

District Court



Size 18,466 Square Feet

Task Force Facilitators Conducting Site Visit:
Milton Britton, Jr., Norfolk SC
Patrice Provitola, MDAO

Site Visit: December 13, 2011

Status: Designated.

Location: First Floor, Room 105

Facility: Dudley District Court
Address: West Main Street
Dudley, MA 01571

Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court



Size 16,775 Square Feet

Task Force Facilitators Conducting Site Visit:
Janet Fine, MOVA
Milton Britton, Jr., Norfolk SC

Site Visit: March 28, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Worcester County

Facility: East Brookfield District Court
Address: 544 East Main Street
East Brookfield, MA 01515-1701



Court Departments Using this Facility:

District Court
Housing Court

Size 44,225 Square Feet

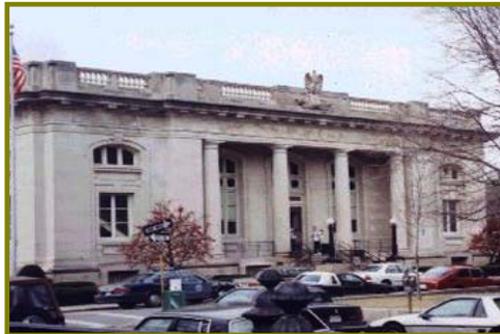
Site Visit: May 3, 2012

Task Force Facilitators Conducting Site Visit:
Patrice Provitola, MDAO
Milton Britton, Jr., Norfolk SC

Status: Designated.

Location: Lower Level East, Room 105

Facility: Fitchburg District Court
Address: 100 Elm Street
Fitchburg, MA 01420



Court Departments Using this Facility:

District Court
Juvenile Court

Size 32,183 Square Feet

Site Visit: May 10, 2012

Task Force Facilitators Conducting Site Visit:
Patrice Provitola, MDAO
Milton Britton, Jr., Norfolk SC

Status: Designated.

Location: Second Floor, Room 222

Worcester County

Facility: Gardner/Winchendon District Court

Address: 108 Matthews Street
Gardner, MA 01440-0040

Court Departments Using this Facility:

District Court
Housing Court



Size 16,777 Square Feet

Task Force Facilitators Conducting Site Visit:

Patrice Provitola, MDAO
Milton Britton, Jr., Norfolk SC

Site Visit: May 3, 2012

Status: Designated.

Location: First Floor, Conference Room C106

Facility: Leominster District Court

Address: 25 Church Street
Leominster, MA 01453

Court Departments Using this Facility:

District Court
Juvenile Court



Size 14,890 Square Feet

Task Force Facilitators Conducting Site Visit:

Patrice Provitola, MDAO
Milton Britton, Jr., Norfolk SC

Site Visit: May 10, 2012

Status: Designated.

Location: Second Floor, Room 206B

Worcester County

Facility: Milford District Court

Address: 161 West Street
Milford, MA 01757

Court Departments Using this Facility:

District Court
Juvenile Court



Size 16,259 Square Feet

Task Force Facilitators Conducting Site Visit:

Patrice Provitola, MDAO
Milton Britton, Jr., Norfolk SC

Site Visit: March 28, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Facility: Uxbridge District Court

Address: 261 South Main Street
Uxbridge, MA 01569-1690

Court Departments Using this Facility:

District Court
Housing Court



Size 17,302 Square Feet

Task Force Facilitators Conducting Site Visit:

Richard L'heureux, AOTC
Mark Strahan, AOTC

Site Visit: May 16, 2012

Status: Options identified. Follow up with relevant stakeholders necessary.

Location:

Worcester County

Facility: Westborough District Court
Address: 175 Milk Street / 186 Oak Street
Westborough, MA 01581



Court Departments Using this Facility:

District Court

Size 17,180 Square Feet

Site Visit: May 14, 2012

Task Force Facilitators Conducting Site Visit:
Milton Britton, Jr., Norfolk SC
Patrice Provitola, MDAO

Status: Designated.

Location: Ground Floor, old Jury Pool Room

Facility: Worcester Trial Court
Address: 225 Main Street
Worcester, MA 01608



Court Departments Using this Facility:

District Court
Housing Court
Juvenile Court
Probate and Family Court
Superior Court

Size 430,000 Square Feet

Site Visit: December 19, 2011

Task Force Facilitators Conducting Site Visit:
Milton Britton, Jr., Norfolk SC
Patrice Provitola, MDAO

Status: Designated.

Location: Ground Floor, Rms G302, G311,
adjacent to the DA and Second Floor,
Attorney Conference outside Courtroom 5

Appendix

- Enacted Statutory Language (Sections 99 and 134 of Chapter 131 of the Acts of 2010)
- Separate and Secure Waiting Area Task Force Facilitator Manual
- Separate and Secure Waiting Area Task Force Court Survey
- SSWA Survey – Victim Witness
- SSWA Designation Letter and Floor Plan: George N. Covett Trial Court

Enacted Statutory Language
(Sections 99 and 134 of Chapter 131 of the Acts of 2010)

SECTION 99. [Section 3 of chapter 258B](#) of the General Laws, as appearing in 2008 Official Edition, is hereby amended by striking out clause (i) and inserting in place thereof the following clause:-

(i) for victims, family members and witnesses to be provided, by the court as provided in [section 17 of chapter 211B](#), with a secure waiting area or room which is separate from the waiting area of the defendant or the defendant's family, friends, attorneys or witnesses and separate from the district attorney's office; provided, however, that the court shall designate a waiting area at each courthouse; and provided further, that designation of those areas shall be made in accordance with the implementation plan developed by the task force.

SECTION 134. There shall be a task force established to conduct a court-by-court assessment and develop an implementation plan regarding the designation or creation of separate and secure waiting areas in district and superior courthouses for victims and witnesses of crimes, as required under [section 17 of chapter 211B](#) and clause (i) of the first paragraph of [section 3 chapter 258B](#) of the General Laws.

The task force shall be chaired by both the executive director of the Massachusetts office for victim assistance and the chief justice for administration and management or their designees; the task force shall include, but not be limited to, the chair of the victim and witness assistance board or a designee; 1 victim, public member of the victim and witness assistance board chosen by the chairs; 1 community-based victim services provider chosen by the executive director of the Massachusetts office for victim assistance; the commissioner of capital asset management or a designee; 1 district attorney victim witness program director to be chosen by the president of the Massachusetts District Attorneys Association; 1 representative from the court clerks chosen by the chief justice for administration and management; 1 representative of the chief probation officers to be chosen by the commissioner of probation; 1 representative of the administrative office of the trial court fiscal department chosen by the chief justice for

administration and management; and 1 representative of the court facilities department chosen by the chief justice for administration and management. Additional members may be appointed by the governor in consultation with the co-chairs of the task force.

The task force shall convene no later than January 1, 2011 and develop a plan for conducting the court-by-court assessment and a timeline to guide the completion of the implementation plan. The implementation plan shall include, but not be limited to, a definition of a separate and secure waiting area under [section 17 of chapter 211B](#) and clause (i) of the first paragraph of [section 3 of chapter 258B](#) of the General Laws; a list of courthouses that do and do not have separate and secure waiting areas that meet the definition; the feasibility of allocating existing space for use as a separate and secure waiting area in those courts that do not have waiting areas; a comprehensive fact-based analysis of the fiscal and operational impacts, if any, of such allocations; a recommendation on who would staff the safe and secure waiting areas; the fiscal impact of such staffing recommendations, if any; a timeline for designating or creating the spaces in those courthouses in which allocation of such space is deemed feasible; the sequence in which separate and secure waiting areas shall be designated or created in courthouses in which the task force has determined that such allocation is feasible; and a recommendation for interim accommodations, where allocation of such space is not deemed immediately feasible and such interim accommodations are practicable. For those district and superior courthouses undergoing new construction or substantial renovation as defined by the task force, the separate and secure waiting areas shall be included in the final plans and completed construction. The task force chairs shall file an implementation progress report every 365 days and a final plan to the chairs of the house and senate ways and means committees, the senate and house chairs of the joint committee on the judiciary and the clerks of the senate and house of representatives not later than July 1, 2012.

SEPARATE AND SECURE WAITING AREA TASK FORCE

TASK FORCE FACILITATOR ASSESSMENT MANUAL

TABLE OF CONTENTS

(1) Introduction

- a. Mandate and Background
- b. Task Force Composition and Charge
- c. Definition of SSWA
- d. Goals of Assessment Process
- e. Overview of Assessment Process
- f. Roles/Responsibilities of Assessment Team

(2) Site Visit Preparation

- a. Checklist to Prepare for Visits:
 - i. Equipment needed
 - ii. Logistical details to plan (e.g., scheduling, making sure assessors know when/where to go, disseminating directions/parking info, information to bring/disseminate, etc.)
 - iii. Materials Needed
- b. Introductory Outreach to Court Personnel and DA Victim Witness Staff Prior to Site Visit
- c. On-Site Assessments Annotated Agenda and Talking Points

(3) Uniform Data Collection Forms

- a. SSWA – Site Analysis Surveys (for facilitating Task Force Members and Regional Team Members to record findings during assessments and make recommendations once assessments are complete)
- b. SSWA - Post On-Site Assessment Debrief Questionnaire (for facilitating Task Force Members to use during debrief session to solicit further information/recommendations from Court Personnel)
- c. SSWA - Post Assessment Protocols
- d. SSWA - Final Assessment Reporting Form (for facilitating Task Force Members to fill out once all information is compiled from a particular visit and submit to Task Force)

1. INTRODUCTION

a. Mandate and Background

The mandate for courts to provide SSWAs was established in 1984 with the enactment of the MA Victim Bill of Rights (M.G.L. Ch. 258B, Section 3(i)). The mandate requires courts to provide for a separate room that is meant to protect victims and witnesses from threats, intimidation and assaults from the defendant and/or their friends and family members.

Due to physical capacity and operational limitations, compliance with this longstanding right has been a challenge for many courts to achieve. However, lack of this space has resulted in serious safety concerns for victims and witnesses visiting our courthouses to perform their civic duty. As these safety concerns impede the fair administration of justice, legislation was enacted to create a Task Force with the capacity to assess the status of SSWA, feasibility of designating them where they do not yet exist, and identifying and addressing significant obstacles faced by courts to assist them in achieving compliance to provide increased safety assurances for victims and witnesses (Section 134 of Chapter 131 of the Acts of 2010).

b. Task Force Composition and Charge

The Task Force is co-chaired by Janet E. Fine, the Executive Director of the Massachusetts Office for Victim Assistance (MOVA), and Chief Justice for Administration and Management Robert A. Mulligan (CJAM). Task Force members designated by the 2010 legislation include representatives from the courts (Clerk, Chief Probation Officer, and Administrative Office of the Trial Court (AOTC) Facilities and Fiscal departments), a representative from the Department of Capital Asset Management (DCAM), those who serve victims (MOVA, Attorney General's Office, DA Victim Witness Assistance Program and the Victim Rights Law Center), and a victim/survivor.

The Task Force is charged with conducting statewide assessments of all courts conducting criminal business to determine the number of existing SSWAs, develop recommendations and implementation plans for non-compliant courts, track and maintain implementation progress reports, and draft a final implementation plan report that is required to be submitted to the Legislature no later than July 1, 2012. These reports will guide the AOTC in prioritizing the steps needed to ultimately achieve compliance with the mandate.

c. SSWA Definition

The Separate and Secure Waiting Area shall be a locked room within the courthouse that is utilized exclusively for victims, witnesses and family members⁶ as identified by prosecutors.⁷ This space shall be sized reasonably to accommodate victims, witnesses and family members so they can all be free from intimidation, threats or other interference from defendants and defendant's friends or families.

d. Goals of Assessment Process

As mandated by statute, the Task Force is required to submit an implementation plan report to the Legislature which will outline recommendations for courts to implement that will ensure accountability and compliance with the mandate moving forward. To effectively solicit the type of information necessary to develop this report, goals have been established for Facilitating Task Force Members to meet while conducting each on-site assessment. These goals include:

- (1) Establishing whether a court has a space that meets the definition of a SSWA.
- (2) Determining the feasibility of allocating existing space for use as a SSWA in courts that do not have a SSWA .
- (3) Gaining an understanding of the operational impacts, if any, of such allocations.
- (4) Collecting recommendations for interim accommodations, where allocation of such space is not reported immediately feasible.
- (5) Compiling assessment information that is consistent with established protocols and presenting that information to the full Task Force.

e. Overview of Assessment Process

⁶ M.G.L. ch. 258B, Section 1 defines as "Victim" as any natural person who suffers direct or threatened physical, emotional, or financial harm as the result of the commission or attempted commission of a crime or delinquency offense, as demonstrated by the issuance of a complaint or indictment, the family members of such person if the person is a minor, incompetent or deceased, and, for relevant provisions of this chapter, a person who is the subject of a case reported to a prosecutor pursuant to section eighteen of chapter nineteen A, sections five and nine of chapter nineteen C, and section fifty-one B of chapter one hundred and nineteen, and the family members of such person if the person is a minor, incompetent or deceased.

M.G.L. ch. 258B, Section 1 defines as "Witness" as any person who has been or is expected to be summoned to testify for the prosecution whether or not any action or proceeding has yet been commenced.

M.G.L. ch. 258B, Section 1 defines "Family member" as a spouse, child, stepchild, sibling, parent, stepparent, dependent, as defined in section one of chapter two hundred and fifty-eight C, or legal guardian of a victim, unless such family member has been charged in relation to the crime against the victim.

⁷ M.G.L. ch. 258B, Section 1 defines "Prosecutor" as the attorney general, assistant attorneys general, district attorney, assistant district attorneys, police prosecutors, other attorneys specially appointed to aid in the prosecution of a case, law students approved for practice pursuant to and acting as authorized by the rules of the supreme judicial court, or any other person acting on behalf of the commonwealth, including victim-witness advocates.

The Task Force has developed a format for the assessment process which will be uniformly applied across the state to ensure effectiveness and consistency in conducting site visits and reporting findings and recommendations. The general structure of that process splits the assessment process into three stages:

- (1) An initial survey sent to key court officials and District Attorneys' Offices prior to site visits (to provide critical front-line information to assist Task Force members in prioritizing and preparing for particular site visits);
- (2) The on-site assessment to be conducted by Task Force Facilitators, regionally-established teams and local court personnel; and
- (3) The Task Force review of assessment findings to generate recommendations and next steps for courts to achieve compliance with the mandate.

Initial Survey:

The initial surveys were sent to court officials and District Attorney's offices and submitted back to the Task Force for review. Prior to conducting site visits, Facilitating Task Force Members and Regional Team Members will receive copies of each survey submitted for courts within their assigned region.

On-Site Agenda Structure:

To maintain effectiveness and consistency, an agenda has been established that each Facilitating Task Force Member should follow on a given visit.

Agenda Structure:

- (1) Introductions
- (2) Review of assessment process and goals
- (3) Discuss relevant survey results reported
- (4) Conduct assessment
- (5) Debrief after assessment

Reporting of Assessment Findings:

After each site visit, co-facilitators report results and recommendations from the assessment back to the entire SSWA Task Force, which has the responsibility to develop and finalize realistic recommendations for each court moving forward.

f. Roles and Responsibilities of Assessment Team

Task Force Member Facilitator

- Serves as leader of Regional Teams
 - Prepares/orients Regional Team members and facilitates on-site and follow-up meetings
 - Conducts outreach to court sites informing them of schedule request and upcoming process
 - Facilitates every site visit with Regional Team and identified court personnel according to established protocols
 - Compiles assessment findings and recommendations for each court in their assigned region
 - Reports back to Task Force regarding assessment findings
-

Regional Team Member

Members to be appointed (or their designees*):

- (1) Victim Witness Director
- (2) Community-based victim service provider
- (3) Court Facilities representative
- (4) Regional Assistant Director of Security
- (5) DCAM representative or Court Capital Projects Manager
- (6) Victim/Survivor (as referred by the VW Director, community-based provider, and/or Task Force member)

- Members will mirror professional capacity of Task Force membership to degree possible with regional scope
- To ensure consistency and effectiveness, members or their designees will need to be the same throughout the process until assessments and recommendations are complete
- Participates on all site visits within particular region
- Assists in developing recommendations for particular sites

*Designees appointed must have the authority and capacity to contribute to the process and recommendations such that said contributions are maintained and supported by their respective offices. All designees are expected to remain as the primary liaison to their office throughout the assessment and recommendation process.

Local Court and District Attorney Personnel

Personnel to be appointed:

- (1) Presiding Justice (or designee)
- (2) Clerk Magistrate (or designee)
- (3) Chief Probation Officer (or designee)
- (4) Chief Court Officer (or designee)
- (5) Victim Witness Advocate
- (6) Other (as identified in survey results)

*Designees appointed must have the authority and capacity to contribute to the process and recommendations such that said contributions are maintained and supported by their respective offices. All designees are expected to remain as the primary liaison to their office throughout the assessment and recommendation process.

- To ensure consistency and effectiveness, court personnel will need to be the same throughout the process until assessments and recommendations are complete
- Participates in on-site assessments conducted in their respective courts
- Provides critical operational knowledge to inform assessments and recommendations
- Ultimately responsible for carrying out recommendations issued in Implementation Plan Report

SSWA Task Force Ex Officio Consultants

- (1) Mary Gorham, Procurement Manager, Leased Property (AOTC)
- (2) Richard L'heureux, Manager, Court Capital and Facilities Management (AOTC)
- (3) John Monahan, Assistant Director of Security (AOTC)

- Assists Task Force Facilitators in conducting assessments and generating recommendations given their respective expertise

SSWA Task Force Staff

- (1) Ann Archer (AOTC)
- (2) Jamie Sabino (AOTC)
- (3) Christopher Klaskin (MOVA)

- Assists Task Force Facilitators in scheduling assessments
- Participates in on-site assessments
- Maintains databases to help Task Force members compile findings and recommendations
- Coordinates with Task Force Facilitators to present findings to Task Force

2. SITE VISIT PREPARATION

a. Checklist to Prepare for Visits

i. Equipment Needed

- a. Digital camera w/memory sticks (Facilitators are asked to utilize their own cameras for this purpose. If you do not have one accessible, arrangements can be made to get you one)
- b. Measuring Tape
- c. Notepads, clipboards, pens, highlighting markers

ii. Logistical Details

- a. Contacting Regional Team members and Local Team members to schedule the site visit
- b. Conducting pre-site visit meeting (or conference call) of Regional Committee members to get acclimated and to review and discuss the site visit agenda
- c. Conducting pre-site visit conference call with Local Team to prepare them for visit, to outline expectations for visit, and to ensure all survey information is still up-to-date
- d. Contacting court security to find out restrictions particular to that site (i.e., no cell phones allowed, etc.)
- e. Arranging for Regional Team members to receive directions (Mapquest, Google, GPS, etc. with approximate travel time) to site, parking accommodations, Team assembly point (e.g., parking lot, Court lobby) at site, and possible carpooling when feasible
- f. Sending a reminder notice two days prior to the site visit to the Local Team members
- g. List of Regional Team members/titles, cell phone numbers, e-mail addresses

iii. Materials Needed

- a. Ensure that all Regional Team members have and are familiar with the contents of the site visit Guide
- b. Review the results of the Court and VWA SSWA surveys submitted for the site (this review would occur at the pre-site visit meeting of the Regional Team (see **2a** above)
- c. List of Local Team members/titles, cell phone numbers, e-mail addresses
- d. Attendance Sign/In Sheet for all attending the site visit
- e. Handout outlining statute language and Basic Definition of SSWA
- f. Assessment Reporting Forms
- g. Court-Specific information to assist with on-site assessment (e.g., building plans)

b. Introductory Outreach to Court Personnel and DA Victim Witness Staff Prior to Site Visit

The intent of this prior outreach is to prepare court personnel and DA V/W Advocates for the upcoming site visit assessment and to glean information to inform that visit. As there are two Co-Facilitators, one representing the “court” and one representing the “victim” perspectives, the court representative will follow up with survey respondents from the court and vice versa.

Site Visit Preparation

(*NOTE: see Checklist document in Guide for further preparation details):

Remind individuals of the date, time and expectations of the visit:

- Note we will need space for introductory meeting prior to assessment and for a debrief meeting after assessment
- Note we will be touring the entire facility and for personnel to choose the most appropriate guide for tour (ensure that necessary personnel with access to each area will be available during tour as well, ie: Facilities person with keys, etc.)

Survey Follow Up:

To ensure the most up-to-date information has been reported on the survey, Facilitators will check in with their respective survey respondents by asking them the following questions:

- (1) How did you approach the survey piece (who was involved)?
- (2) How were suggested recommendations reached?
- (3) Has anything changed since you submitted the surveys that we should note for the on-site assessment?
- (4) Was there ever a SSWA in your court that was reallocated?
 - i. If yes, where was the space located, what is its current use, and what accommodations were made for victims/witnesses when space was reallocated?
- (5) Other information/questions from representatives?

c. On-Site Assessments Annotated Agenda and Talking Points

Note to Facilitators: This on-site tour and assessment process is an opportunity to come together as primary stakeholders to achieve the common goals of providing safety for victims and witnesses within the courthouse, ensuring the fair administration of justice, and affording the statutory right as provided in M.G.L. 258B (MA Victim Rights Law). Ensuring an effective and expeditious process given the scope of our mandate requires all of us to lead these assessments with an open-minded and non-judgmental approach and respectful of the fact that we will be “guests” in each of these courthouses. This will enable us to engender the active cooperation and participation of court and DA Victim Witness personnel and consider options that are, first and foremost, appropriate for victims and witnesses and that do not unnecessarily disrupt existing courthouse operations if at all possible.

We encourage you to be as diplomatic and positive as possible in our roles as assessors and as “guests” in the courthouses, and to recognize that courts continue to face very real resource challenges in achieving this and the many other mandates they are expected to meet.

1. Pre-Tour Meeting (approximately 20 minutes)

A. Introductions:

To begin, Facilitators will introduce themselves and explain their role as "team leaders" of a given assessment. Take the time, as outlined below, to thank all team members for their participation thus far and for their input during this on-site assessment. One Facilitator will take the lead for this introductory piece and begin with the following:

- ☛ “I’d like to begin this meeting by introducing myself, my name is (____) and I am (job title) and a member of the SSWA Task Force and Facilitator for today’s assessment. (*have Co-Facilitator introduce him/herself as well)”
- ☛ “Thank you to our courthouse hosts for today, for completing the initial surveys, and for your participation in today’s process and follow-up.”
- ☛ “The Task Force understands and recognizes that courts throughout the Commonwealth face very real resource challenges which make this mandate and the many others courts are required to meet a challenge to achieve.”
- ☛ “However, promoting safety for victims and witnesses in courthouses is paramount for the fair administration of justice, and has lead to the enactment of legislation creating this Task Force and our charge of ensuring accountability with this mandate moving forward.”

- ☛ “Toward that end, we have created a collaborative and non-judgmental assessment process that includes all primary stakeholders responsible for implementing this mandate to thoughtfully and creatively craft realistic recommendations moving forward.”
- ☛ “We want to be clear that this assessment process is not intended as a critique of how your court currently operates, but rather an opportunity for us to come together and consider options that will meet the needs of victims and witnesses as best as possible.”
- ☛ “The assessment teams consist of Regional Team Members who will be involved in every court assessment within a given region, and local court and DA Victim Witness personnel who will participate in their own court assessment. Each assessment team will be facilitated by two members of the SSWA Task Force.”
- ☛ “Before we explain our charge and goal for today, I would like everyone to introduce themselves and share their respective roles and whether you are a Regional Team Member or from this specific court.”

B. Review of Assessment Process and Goals

This portion of the agenda requires that Facilitators review the “*Mandate and Background*” and “*Goals of Assessment Process*” sections of the Facilitator Guide to provide all assessment team members with a brief background of the statute and the Task Force, and the intended goals of the on site assessment. This will help ensure that the team members approach this process with the same fundamental information.

Facilitators should convey the following on our mandate and background:

- ☛ "SSWAs were established among the rights within the original MA Victim Bill of Rights enacted in 1984, and were established to prevent victim/witness intimidation and further harm or trauma during the criminal justice process. This has been a right that has been neglected and/or difficult to achieve over time and required a thoughtful and realistic remedy.”
- ☛ "As such, the SSWA Task Force was established by legislation enacted in July, 2010, to conduct a thorough statewide assessment and improve the current status of SSWAs in courthouses across the state."
- ☛ “The original statute (MGL Ch. 258B, Section 3(i)), now amended, indicates that SSWAs must be a secure waiting area or room which is separate from the waiting area of the defendant or the defendant's family, friends, attorneys or witnesses and separate from the district attorney's office.” [see actual statutory language below]
- ☛ "The legislation enacted last year appointed the CJAM and ED of MOVA to co-chair a Task Force composed of members with the necessary professional experience and

- ☛ expertise to adequately define SSWAs and to conduct the caliber of assessment needed to generate reasonable and achievable solutions moving forward."
- ☛ "The Task Force's mandate is to conduct statewide assessments of all Boston Municipal, District, Superior and Juvenile Courts to:
 - Determine the existing number of SSWAs that meet the established basic definition [our statutory mandate and basic definition are provided as reference below and on a handout to be distributed to all participants]
 - Develop recommendations for courts without said SSWAs
 - Track and maintain progress reports of the assessment process
 - Draft and submit the required Implementation Plan Report to the Legislature outlining all recommendations"

Note: if needed, the actual statutory language is: G.L. c. 258B, 3 (i) *for victims, family members and witnesses to be provided, by the court as provided in [section 17 of chapter 211B](#), with a secure waiting area or room which is separate from the waiting area of the defendant or the defendant's family, friends, attorneys or witnesses and separate from the district attorney's office; provided, however, that the court shall designate a waiting area at each courthouse; and provided further, that designation of those areas shall be made in accordance with the implementation plan developed by the task force.*

Note: If needed, the basic definition developed is: *The Separate and Secure Waiting Area shall be a locked room within the courthouse that is utilized exclusively for victims, witnesses and family members⁸ as identified by prosecutors.⁹ This space shall be sized reasonably to accommodate victims, witnesses and family members so they can all be free from intimidation, threats or other interference from defendants and defendant's friends or families.*

⁸ M.G.L. ch. 258B, Section 1 defines as "Victim" as any natural person who suffers direct or threatened physical, emotional, or financial harm as the result of the commission or attempted commission of a crime or delinquency offense, as demonstrated by the issuance of a complaint or indictment, the family members of such person if the person is a minor, incompetent or deceased, and, for relevant provisions of this chapter, a person who is the subject of a case reported to a prosecutor pursuant to section eighteen of chapter nineteen A, sections five and nine of chapter nineteen C, and section fifty-one B of chapter one hundred and nineteen, and the family members of such person if the person is a minor, incompetent or deceased.

M.G.L. ch. 258B, Section 1 defines as "Witness" as any person who has been or is expected to be summoned to testify for the prosecution whether or not any action or proceeding has yet been commenced.

M.G.L. ch. 258B, Section 1 defines "Family member" as a spouse, child, stepchild, sibling, parent, stepparent, dependent, as defined in section one of chapter two hundred and fifty-eight C, or legal guardian of a victim, unless such family member has been charged in relation to the crime against the victim.

⁹ M.G.L. ch. 258B, Section 1 defines "Prosecutor" as the attorney general, assistant attorneys general, district attorney, assistant district attorneys, police prosecutors, other attorneys specially appointed to aid in the prosecution of a case, law students approved for practice pursuant to and acting as authorized by the rules of the supreme judicial court, or any other person acting on behalf of the commonwealth, including victim-witness advocates.

Goals of Process

Facilitators will further share the following:

- “This is an opportunity to come together as primary stakeholders to try to achieve a common goal – safety for victims and witnesses within the courthouse and the fair administration of justice.”
- “As I mentioned, this mandate has been a challenge for many courts to achieve for a variety of reasons, so we are looking to collectively be as non-judgmental and open-minded as possible as we consider options that are, first and foremost, appropriate for victims and witnesses and that do not unnecessarily disrupt existing courthouse operations if at all possible.”
- “To achieve this mandate, the Task Force has been meeting regularly since November, 2010, and established a collaborative assessment process to solicit as much front-line operational and capacity information from those working directly in each of the identified courts across the Commonwealth.”
- “The Task Force will develop recommendations tailored to the given resources and capacities of particular courthouses to ensure that recommendations are achievable moving forward.”
- “The process is comprised of three main stages: (1) the initial survey which you filled out and submitted, (2) today’s on-site tour, assessment of space, and follow-up and (3) the ultimate Task Force recommendations based on individual court assessment reports.
- “The purpose for today is to have our hosts give us a tour of the building and explain daily operations (i.e., travel paths, number of sessions, how courthouse personnel and DA staff coordinate efforts to accommodate safety needs, etc.) to highlight how victim/witness safety is addressed.”
- “After the tour, this entire group will reconvene to have a short debriefing discussion to make certain all questions are answered and everyone has the chance to contribute to today’s outcome/recommendations.”

C. Discuss Relevant Survey Results Reported

Prior to the site visit, Facilitators will have contacted court personnel and DA VW staff regarding the survey responses and suggested solutions (if applicable) and how they approached and completed the survey (i.e., whether completed collaboratively or individually, how reported solutions/accommodations were reached, etc.). Survey information will be shared with Regional Team Members before the court visit. Facilitators will use that information to guide the review of survey responses prior to the tour to allow for any additional input, discussion, or clarification for the assessment team to note before touring the building.

- “As Stage (1) has already been completed, I would like to review the survey results submitted to inform this site visit and discuss any significant findings that we should focus on during today’s assessment.”

In the interest of time and beginning the tour, the Facilitators may need to defer broader discussion/debriefing to the post-tour meeting. Once ready, Facilitators will invite court personnel and DA Victim Witness staff to begin the tour.

2. Conduct On-Site Tour (approximately 45 minutes to 1 hour)

While touring the courthouse, Facilitators will be responsible for ensuring that all appropriate space in the courthouse is assessed, that reasonable time for questions and/or discussion is allotted during the assessment. Given that we will be entering into the work spaces of various courthouse personnel, Facilitators should ask participants to save/raise challenging issues for the post-tour meeting.

3. Debrief After Assessment (approximately 30 minutes: 20 minutes with whole group, 10 minutes for Facilitators and Regional Team members)

Facilitators will begin the debrief session by utilizing the "Debrief Questionnaire" [located in the “Data Collection Forms” section of the Facilitator Guide] with court personnel and DA Victim Witness staff. One Facilitator will volunteer as the “secretary” to take notes and monitor the time; the other will facilitate and ensure an inclusive, collaborative discussion. Once the questionnaire information has been collected and discussion is complete, Facilitators will conclude this portion of the debriefing meeting and thank local court personnel and DA Victim Witness staff for their time, assistance, and ideas by conveying the following:

- “Before completing today’s assessment, I want to provide the assessment team with an opportunity to clarify any remaining questions from the tour, allow our hosts to ask any questions of the Facilitators and Regional Team members and/or add any additional feedback, and for us (Facilitators) to explain the remaining process.”
- “With that, I open the floor to questions ...” [Facilitator ensures that all present have an opportunity to contribute and get questions answered.]
- “If there are no further questions from the assessment team, do our hosts have any additional information, suggestions or input to provide regarding today’s assessment or have any questions?...”
- “Thank you for the tour, your time, valuable input and the data collection forms from the tour. My co-Facilitator and I will bring this information back to the Task Force to further discuss and develop our recommendation.”

- “Once that’s established, we will be in touch with you to ask any follow up questions, review that recommendation and to assist with next steps. That outreach will include my and my Co-Facilitator’s contact information should you have any questions or concerns in the meantime.”
- “Again, thank you for your time and participation today. The Regional members of our team are going to take a few extra minutes or so to finalize paperwork for this assessment and conclude our meeting.”

Facilitators and Regional Team members will continue to debrief with one another until all relevant information is discussed and vetted within the timeframe allotted. Facilitators are responsible for collecting all data collection forms from Regional Team members and compiling that information and reporting findings back to the full Task Force. [See Post Assessment Protocol Form]

(3) UNIFORM DATA COLLECTION FORMS

a1. Separate and Secure Waiting Area – Site Analysis Survey – Designated SSWA

This form will be used to collect information regarding Separate and Secure Waiting Areas (SSWA) at courthouses that **HAVE a designated SSWA**. This information will be used to develop and recommend any necessary improvements to ensure that the designated SSWA achieves the objectives of the MA Victim Bill of Rights.

Current Policies and Procedures

1.1	Please describe current policies and procedures that exist at this courthouse for ensuring the safety and security of victims, witnesses, and their family members.	
1.2	Is this a courthouse with multiple court departments? If so, which departments?	
1.3	Quantify the expected rate of need for a SSWA at this facility: How often are victims and their families present at the courthouse and in need of a SSWA? How many people will the SSWA need to accommodate at one time?	
1.4	What is the size of the existing SSWA room?	

Circulation and Adjacencies

2.1	On what floor of the building is the SSWA located?	
2.3	Identify any obvious barriers along the circulation routes to and from the SSWA that would prevent handicapped victims or their families from accessing the SSWA. (e.g. stairs)	
2.2	Are victims required to walk past the Lock-up, Office of Probation or other spaces likely to have defendants or their families present?	
2.4	Is the SSWA located in the DA's space? What issues does this create for VW's or DA staff?	
2.5	Is the SSWA within earshot or view of the lock-up? If so, could this be mitigated?	
2.6	Is the SSWA within earshot or view of the Probation office? If so, could this be mitigated?	
2.7	Is the SSWA within earshot or view of Jurors or Jury spaces? If so, could this be mitigated?	

2.8	How convenient and safe is access to a restroom? Is it a staff or public restroom?	
2.9	Is the restroom used by victims handicap accessible? If not, describe barriers and note them on the floor plans (stairs, size of the bathroom, or configuration that would prevent maneuvering, etc...).	

Security

4.1	Is the SSWA a dedicated space, not utilized for any other purpose? If not, who are the other users?	
4.2	Is the SSWA location unidentified? (i.e. no signage which would indicate that the space is the secure waiting area for victim witnesses?)	
4.3	Is the space lockable? Who controls the locks? What type of locks? (Key, cipher lock, air phone, etc.) Who provides access to this room to victims? Who else has access? If the space is not lockable, could it be made lockable?	
4.4	Is there an in-house phone? Is it connected to the DA office, to the security office, or to the control desk?	
4.5	Is there a peep hole in the door, so victims and their families and friends can see who tries to enter the room?	
4.6	Is there a duress alarm? Or could one be installed easily?	
4.7	If there are windows, are outsiders prevented from seeing into the SSWA?	
4.8	If applicable: Is the SSWA on the public address system?	
4.9	Is there an A/V connection to the courtrooms, allowing victims to observe courtroom proceedings without being in the courtroom? If not, is it possible to install one?	
4.10	Is there a second exit from the SSWA? This is not for fire egress, but rather in case of a defendant entering the SSWA from its main door.	

Optional Amenities

5.1	Is it possible to provide drinking water? (drinking fountain, sink, pitcher, etc?)	
5.2	Is access to food provided? Vending machines? Is there a refrigerator to store food?	
5.3	Is there a play area with toys/books for children?	
5.4	Is there a TV or DVD player or other means of entertainment?	
5.5	Is there a microwave to heat food or warm bottles (for infants)?	
5.6	Is there a place for coats?	
5.7	Is the SSWA comfortably furnished? Is the décor comfortable and warm?	

Recommendations

What recommendations can be made to provide or improve the courthouse's SSWA?

1.0	Policies and Procedures	
2.0	Circulation and Adjacencies	
4.0	Security	
5.0	Optional Amenities	

a2. Separate and Secure Waiting Area – Site Analysis Survey – No Designated SSWA

This form will be used during site visits to **courthouses that DO NOT currently have a designated Separate and Secure Waiting Area (SSWA)**. This will begin the identification of a room to be used to develop recommendations for the installation of a permanent, designated SSWA within the courthouse that achieves the objectives of the MA Victim Bill of Rights.

Current Policies and Procedures

1.1	Please describe current policies and procedures that exist at this courthouse for ensuring the safety and security of victims, witnesses, and their family members.	
1.2	Is this a courthouse with multiple court departments? If so, which departments?	
1.3	Quantify the expected rate of need for a SSWA at this facility: How often are victims and their families present at the courthouse and in need of a SSWA? How many people will the SSWA need to accommodate at one time?	

Identify Potential Rooms

2.1	Referring to the facility plans provided in the site visit package, identify potential rooms that might be used as a SSWA –OR- potential spaces where a SSWA room could be constructed. Label all potential rooms/spaces A, B, C, etc			
		Room A	Room B	Room C
2.2	On what floor of the building is the potential SSWA room located?			
2.3	Indicate whether this is an existing room or if it is a room location that needs to be constructed.			
2.4	If existing, how is the room currently used?			
2.5	What is the size of the room identified as a potential SSWA location?	_____ft. x _____ft.	_____ft. x _____ft.	_____ft. x _____ft.

Circulation and Adjacencies

		Room A	Room B	Room C
3.1	On what floor is the potential SSWA room located?			
3.2	Identify any obvious barriers along the circulation routes to and from the potential SSWA room that would prevent handicapped victims or their families from accessing the SSWA? (e.g. stairs)			
3.3	Will victims be required to walk by Lock-up, Probation or other spaces likely to have defendants or their families present in order to go to the potential SSWA room?			
3.4	Is the potential SSWA room located outside of the DA's space?			
3.5	Is the potential SSWA room within earshot or view of the lock-up? If so, could this be mitigated?			
3.6	Is the potential SSWA room within earshot or view of the Probation Office? If so, could this be mitigated?			
3.7	Is the potential SSWA room within earshot or view of Jurors or Jury spaces? If so, could this be mitigated?			
3.8	How convenient and safe is access to a restroom? Is it a staff or public restroom?			
3.9	Is the restroom nearest the potential SSWA room handicapped accessible? If not, describe the barriers and note them on the floor plans (e.g. stairs, size of the restroom and/or configuration that would prevent maneuvering, etc...)			

Security

4.1	Could the Potential SSWA be dedicated solely for the purpose of protecting victims and their families?			
4.2	Is the potential SSWA room located in a place that would make it difficult for defendants to identify?			
4.3	Is the space lockable? What type of locks are used? If not, could it be made lockable?			
4.4	If victims need to leave the proposed SSWA room, how can they contact the DA's office?			
	Is there a peep hole in the door to the potential SSWA room? If not, could one be added?			
4.5	Is there a duress alarm or could one be installed?			
4.6	Does the potential SSWA room have windows? Is it possible to prevent outsiders from seeing into the SSWA?			
4.7	Is the potential SSWA room on the public address system?			
4.8	Would it be possible to have an AV connection to the courtrooms, allowing victims to observe proceedings without being in the courtroom?			
4.9	Is there a second exit from the room? Does this second door lead to staff circulation areas? (Back of house?)			

Optional Amenities

5.1	How could access to water be provided?			
5.2	How could access to food be provided? (vending machines? Refrigerator to store food?)			
5.3	Is there room for a small play area for children?			
5.4	Is there a place for coats?			

b. Separate and Secure Waiting Area – Post On-Site Assessment Debrief Questionnaire

This form is designed to be completed at the time of the court visit in conjunction with the on-site local court staff and victim services personnel. Its purpose is to gather information and recommendations from the on-site staff (Court Officers, Clerks, Judges, VWA, etc.) that will be presented to the Separate and Secure Waiting Area (SSWA) Task Force. The intent of this document is to capture the opinions and suggestions of the on-site staff, not necessarily that of the assessors or other regional team members.

Assessed Court Location _____ Date of Assessment ___/___/___

Task Force Facilitating Member(s) _____

Court Personnel Present at Debrief Session

Name	Role
_____	_____
_____	_____
_____	_____
_____	_____

Does the Court have a SSWA as defined by the Task Force? Yes____ No____

If Yes.... How many SSWA's? ____

Does the SSWA meet the safety needs of the Victims and Witnesses accessing the court? Yes ____ No ____

If no, please explain: _____

If No.... Does the court have a room that could be identified or reprioritized for this purpose? Yes____No ____

If yes, please provide a brief description of the room, its current use, and location within the courthouse.

What are the "pros" and "cons" of the proposed space? _____

Does the court staff have any recommendations of interim accommodations that can be made until the existence of a more permanent solution?

Signature: _____

Date: _____

c. Separate and Secure Waiting Area - Post Assessment Protocols

At the conclusion of each site visit, Facilitators are responsible for completing the on site assessment process by following the three-step protocol outlined below.

(1) Follow Up with Court Personnel and DA Victim Witness Programs

Within 1-2 days after each site visit, the Facilitators are responsible for following up with local court personnel and DA Victim Witness staff via email to thank them for hosting the on-site tour and for their time and critical input to the overall assessment. The list of participants and their email addresses will be provided on-site . Please feel free to use the following template for that outreach:

Dear X:

On behalf of my co-Facilitator, (name), and I, we want to thank you again for coordinating and facilitating the tour of (X) courthouse yesterday. The tour and follow-up discussion was critical to our overall assessment process and common goals of providing safety for victims and witnesses within the courthouse and affording the statutory right to a Separate and Secure Waiting Area (SSWA) as provided in M.G.L. 258B (MA Victim Rights Law). It was a pleasure collaborating on this important initiative with you; your feedback and participation were invaluable to this process. We will follow up more directly if there is any need for further information or clarification.

(Name of Co-Facilitator) and I will compile the information we collected from the site visit and will present that to the Task Force at a designated time in the next several months to develop a recommendation for your court moving forward. We will then follow up as well to all involved in this assessment to inform you of the Task Force’s recommendation and to assist as necessary with implementation steps. In the meantime, please feel free to call me with any questions or concerns you may have, or if you have any additional information that will be helpful in drafting our recommendations.

Best Regards,
XXX

(2) Organizing Data Collected from On-Site Assessments and Compiling Report for Task Force

Facilitators will collect all data collection forms filled out by Regional Team members and information gleaned from the Post Debrief Questionnaire and compile that information into one concise report to present to the Task Force. [Reporting form attached.]

The report should consist of 4 sections that outline key findings from the on-site tour and any other information you feel is critical to convey to the Task Force as they develop recommendations. The report should outline the following: (1) significant survey responses submitted prior to on-site visit, (2) note operational aspects of how a particular court currently addresses victim/witness safety, (3) on-site tour findings (ie: identified solutions/space to utilize, significant challenges to note, etc.), (4) proposed solution(s) for courts to implement moving forward (include pictures and/or diagrams if applicable).

(3) Expectations for Reporting to Task Force

Co-Facilitators are expected to report back to the Task Force regarding each on site assessment in their assigned region. Utilizing the attached reporting form, Facilitators will highlight findings from each site visit, solutions reached, and expectations/needs for those sites to achieve compliance moving forward. Full Task Force meetings will be scheduled to allow for presentations by teams of Facilitators that will provide additional detail, answer questions, and strategize about final recommendations. Once recommendations are finalized, Co-Facilitators will reach out to each local team that participated on the on-site assessments to inform them of recommendations and to offer assistance with implementation next steps.

d. Separate and Secure Waiting Area (SSWA) – Final Assessment Reporting Form

This form is designed to be completed at the close of a particular site visit. Its purpose is to gather and organize the information gleaned from the on-site tour and assessment by Regional Team Members (via their Data Collection Forms) and from local court personnel and DA Victim Witnesses Staff (via the Post-Assessment Debrief Questionnaire) that will be presented to the Task Force.

Once this form is completed, please email to Christopher Klaskin (SSWA Task Force Staff Member) at Christopher.Klaskin@state.ma.us.

Assessed Court Location _____ Date of Assessment ___/___/___

Task Force Facilitating Member(s) _____

Does the Court have a SSWA as defined by the Task Force? Yes____ No____

If Yes.... How many SSWA's? _____

Does the SSWA meet the safety needs of the Victims and Witnesses accessing the court? Yes _____ No _____

If no, please explain: _____

If No.... Does the court have a room that could be identified or reprioritized for this purpose? Yes____ No _____

If yes, please provide a brief description of the room, its current use, and location within the courthouse.

What are the "pros" and "cons" of the proposed space?

If No SSWA or Interim Accommodations Exist...

Were any recommendations of interim accommodations made that can be implemented until the existence of a more permanent solution can be realized?

Signature: _____

Date: _____

Consultation: We are asking Clerks/Clerk Magistrates to take responsibility for the completion of this form but expect that the other key people in your court (First Justice/Regional Administrative Justice, Chief Court Officer, Chief Probation Officer, Facilities Manager) will be consulted for information and comments.

Please fill out one survey (either in hard copy version or the Survey Monkey electronic version). Completed hard copies of the survey should be submitted via email to Jamie Sabino at jamie.sabino@jud.state.ma.us or via fax at 617-742-0968. The Survey Monkey electronic version can be accessed at <http://www.surveymonkey.com/s/J582X8Z>. If you use the Survey Monkey electronic version, please make sure to click the submit button at the end of the survey.

Survey Instructions: This form has been designed to obtain the most information available, without creating a burden for the respondent. Most questions are in a Yes or No format; you need only place a check mark in the appropriate space. Feel free to expand on any question or to offer any opinions regarding architectural or operational issues in the comments boxes at the end of each section.

Current Basic SSWA Definition: The Separate and Secure Waiting Area shall be a locked space within the courthouse, not utilized for any other purpose, at any time, and accessible to all “victims, witnesses and family members” as identified by “prosecutors,” (defined by M.G.L. c. 258B, Section 1). This room shall reasonably accommodate victims, witnesses and family members so they can be free from intimidation, threats or other interference from defendants or defendant’s friends and families while in the courthouse.

Organization of Survey: The form is organized into three sections.

Section A. Please complete this section if your court has a dedicated Separate & Secure Waiting Area (SSWA) that meets the above definition. We understand that most courts do not have SSWA and will be completing Sections B and/or C.

Section B. Please complete this section if there is an existing room that is used as a Victim/Witness waiting area but which does not fully meet the above definition (e.g., locked/secure room also used for other purposes, room utilized only by victims and witnesses but not locked/secure). As noted above, many courts do not have such a room available and will be completing Section C.

Please also complete this section if your court has a dedicated Separate & Secure Waiting Area that meets the above definition but also uses other rooms for victims and witnesses.

Section C. Please complete this section if your court does not have a SSWA or a room that is used for a Victim/Witness waiting area.

Please complete one survey for each location where your court sits.

Site Visits: Over the next year, teams from the Separate & Secure Waiting Area Task Force will be visiting all Boston Municipal, District, Juvenile and Superior Courts. During those site visits the team will be seeking input from the following persons or their designees:

First Justice/Regional Administrative Justice, Clerk/Clerk-Magistrate, Chief Court Officer, Chief Probation Officer, Facilities Manager, Victim-Witness advocates.

Who should be contacted to arrange such a site visit? _____

Who else should accompany the team on a site visit? _____

Contact Information:

Survey Completion Date: _____

Name: _____

Title: _____

Phone Number: _____

E-mail address _____

Court Department and Division: _____

Court Address: _____

City/Town/Zip: _____

Location for which the following data applies (if court sits in multiple locations):

No. of Courtrooms used by your department at this location: _____

No. of Judges from your department at this location _____

No. of criminal sessions run daily at this location _____

How many criminal sessions (including, but not limited to, trials pre-trial conferences, motion hearings, probation surrenders) per day typically have victims/witnesses who could use a waiting area _____

Other staff consulted in completing this survey

First Justice/Regional Administrative Justice _____
Name

Chief Court Officer _____
Name

Chief Probation Officer _____
Name

Facilities Manager _____
Name

Others _____
Names and Positions

SECTION A

EXISTING SEPARATE & SECURE AREA FOR VICTIMS/WITNESSES (SSWA)

1. Is there an existing dedicated Separate & Secure Waiting Area for Victims/Witnesses located in this facility that meets the above definition?

Yes _____ No _____

If Yes, please complete Section A

If No, please go to Section B

If the answer is yes but in addition to the SSWA your court also uses other rooms for victims/witnesses, please complete both Section A and Section B

Is this SSWA shared with another Court Department/Division (e.g., Superior Court and District Court both use the same SSWA)?

Yes _____ No _____

If yes, which Department/Division _____

2. Where is the SSWA located?

Basement _____
 1st Floor _____
 2nd Floor _____
 3rd Floor _____
 Other: _____

3. Is the SSWA located adjacent to any of the following areas?

Main entrance:	Yes	_____	No	_____
Security office:	Yes	_____	No	_____
Public Stairs/Elevator:	Yes	_____	No	_____
Private Stairs/Elevator:	Yes	_____	No	_____
DA Office:	Yes	_____	No	_____
Court Rooms:	Yes	_____	No	_____
Lock-up:	Yes	_____	No	_____
Probation Office:	Yes	_____	No	_____
Public Restrooms:	Yes	_____	No	_____
Public Restrooms: (Handicap accessible)	Yes	_____	No	_____
Other:	_____			

4. Does the SSWA have any of the following?

Restrooms (exclusive use):	Yes	_____	No	_____
Windows:	Yes	_____	No	_____
Telephone:	Yes	_____	No	_____

Internal only: Yes _____ No _____
 Outside line: Yes _____ No _____
 Pay phone: Yes _____ No _____
 Cell phones allowed: Yes _____ No _____
 Computer terminals: Yes _____ No _____
 Internet Access: Yes _____ No _____
 Electrical outlets: Yes _____ No _____
 Other communications systems
 (e.g., intercom, cameras): Yes _____ No _____
 Please describe: _____
 Other: _____

5. What security features are found in or near the SSWA?

Separate Check-in or Reception area
 for victims/witnesses: Yes _____ No _____
 "Panic" or "Trouble" alarms: Yes _____ No _____
 Door locks: Keys: Yes _____ No _____
 Door locks: Pass code system: Yes _____ No _____
 Door locks: Swipe card system: Yes _____ No _____
 Security cameras: Yes _____ No _____
 Security officer station: Yes _____ No _____
 Other: _____

6. Is the SSWA handicap accessible? Yes _____ No _____

7. What is the approximate size of the SSWA? _____

OPERATIONAL ISSUES

1. Which Department or Agency determines access to the SSWA (please check all that apply)?

District Attorney: _____
 Clerk's Office: _____
 Probation Dept.: _____
 Security Guards: _____
 Court Officers: _____
 Other: _____

2. Approximately how often is the SSWA used?

a. Daily: _____ Number of Victims/Witnesses: _____
 b. Weekly: _____ Number of Victims/Witnesses: _____
 c. Other: _____

- 3. Approximately how often is the room needed for more than one trial for which victims/witnesses need a room?
 - a. Daily: _____ Number of Victims/Witnesses: _____
 - b. Weekly: _____ Number of Victims/Witnesses: _____
 - c. Other: _____

GENERAL

- 1. If you had a choice would you:

Retain the existing space:	Yes	_____	No	_____
Upgrade the existing space:	Yes	_____	No	_____
How: _____				
Relocate to another space:	Yes	_____	No	_____
Where: _____				

- 2. Please describe the best and worst features of the SSWA. Consider factors such as location, size, access to courtrooms, privacy, security, staff involvement or any other factors that influence the use of this space.

Please feel free to add any additional sheets, drawings, photos or other illustrations to explain your answer.

Other Comments

SECTION B

ROOMS USED FOR VICTIMS/WITNESSES THAT DO NOT MEET THE SSWA DEFINITION

Please complete this section if there is an existing room that is used as a Victim/Witness waiting area but which does not fully meet the above definition (e.g., locked/secure room also used for other purposes, room utilized only by victims and witnesses but not locked/secure).

Please also complete this section if your court has a dedicated Separate & Secure Waiting Area that meets the above definition but also uses other rooms for victims and witnesses.

1. Is there an existing room that is used as a victim and witness waiting room located in this facility but that does not fully meet the above definition (e.g., locked/secure room also used for other purposes, room utilized only by victims and witnesses but not locked/secure).

Yes _____ No _____ **If No, please go to Section C**

Is this room shared with another Court Department/Division (e.g., Superior Court and District Court both use the same room)?

Yes _____ No _____

If yes, which Department/Division _____

Is this a secondary space used in addition to a SSWA that meets the above definition?

Yes _____ No _____

2. Where is the room used for victims and witnesses located?

Basement _____
 1st Floor _____
 2nd Floor _____
 3rd Floor _____
 Other: _____

3. Is the room used for other purposes in addition to a victim and witness waiting area?

Yes _____ No _____

If so, what other purposes? _____

4. Is the room used for victims and witnesses located adjacent to any of the following areas?

Main entrance:	Yes	_____	No	_____
Security office:	Yes	_____	No	_____
Public Stairs/Elevator:	Yes	_____	No	_____
Private Stairs/Elevator:	Yes	_____	No	_____
DA Office:	Yes	_____	No	_____
Court Rooms:	Yes	_____	No	_____
Lock-up:	Yes	_____	No	_____
Probation Office:	Yes	_____	No	_____
Public Restrooms:	Yes	_____	No	_____

Public Restrooms
 (Handicap accessible): Yes _____ No _____
 Other: _____

5. Does the room used for victims and witnesses have any of the following?

Restrooms (exclusive use): Yes _____ No _____
 Windows: Yes _____ No _____
 Telephone: Yes _____ No _____
 Internal only: Yes _____ No _____
 Outside line: Yes _____ No _____
 Pay phone: Yes _____ No _____
 Cell phones allowed: Yes _____ No _____
 Computer terminals: Yes _____ No _____
 Internet Access: Yes _____ No _____
 Electrical outlets: Yes _____ No _____
 Other communications systems
 (e.g., intercom, cameras): Yes _____ No _____
 Please describe: _____
 Other: _____

6. What security features are found in or near the room used for victims and witnesses?

Separate Check-in or Reception area
 for victims/witnesses: Yes _____ No _____
 "Panic" or "Trouble" alarms: Yes _____ No _____
 Door locks: Keys: Yes _____ No _____
 Door locks: Pass code system: Yes _____ No _____
 Door locks: Swipe card system: Yes _____ No _____
 Security cameras: Yes _____ No _____
 Security officer station: Yes _____ No _____
 Other: _____

7. Is the room area handicap accessible? Yes _____ No _____

8. What is the approximate size of the room? _____

OPERATIONAL ISSUES

1. Which Department or Agency determines access to the victims and witnesses waiting room (please check all that apply)?

District Attorney: _____
 Clerk's Office: _____
 Probation Dept.: _____
 Security Guards: _____
 Court Officers: _____
 Other: _____

- 2. Approximately how often is the room used for victims and witnesses?
 - a. Daily: _____ Number of victims/witnesses: _____
 - b. Weekly: _____ Number of victims/witnesses: _____
 - c. Other: _____

- 4. Approximately how often is the room needed for more than one trial for which victims and witnesses need a room?
 - a. Daily: _____ Number of victims/witnesses: _____
 - b. Weekly: _____ Number of victims/witnesses: _____
 - c. Other: _____

- 5. Approximately how often is this room needed for victims/witnesses but not available?
 - 1. Daily: _____ Number of victims/witnesses: _____
 - 2. Weekly: _____ Number of victims/witnesses: _____
 - 3. Other: _____

- 6. What alternatives exist in the event the room is not available?

GENERAL

1. If you had a choice would you:

N/A _____ this is a secondary space in used in addition to the SSWA.

Be able to designate a room that meets the definition? Yes___ No_____

Retain the existing space: Yes _____ No _____

Upgrade the existing space: Yes _____ No _____

How: _____

Designate another space: Yes _____ No _____

Where: _____

2. Please describe the best and worst features of the room used for victims and witnesses. Consider factors such as location, size, access to courtrooms, privacy, security, staff involvement or any other factors that influence the use of this space. Please feel free to add any additional sheets, drawings, photos or other illustrations to explain your answer.

Other Comments

SSWA Survey - Victim Witness

1. Instructions

We are asking that the Victim Witness Regional Directors take responsibility for the completion of this form but expect that you will be consulting with your court-based advocates. Please fill out one survey (either the hard copy version or the Survey Monkey electronic version) per court. Completed hard copies of the survey should be submitted via email to Christopher Klaskin at Christopher.Klaskin@state.ma.us or via fax at 617-727-6552 by Monday, April 25, 2011. If you use the Survey Monkey electronic version, please make sure to click the submit button at the end of the survey.

This form has been designed to obtain the most information available, without creating a burden for the respondent. Most questions are in a Yes or No format; you need only place a check mark in the appropriate space. Feel free to expand on any question or to offer any opinions regarding architectural or operational issues in the comments boxes at the end of each section.

The form is organized into three sections:

Section A: Please complete this section if your court has a dedicated Safe & Secure Waiting Area (SSWA) that meets the definition given on the following page. We understand that most courts do not have a SSWA and will be completing Sections B or C.

Section B: Please complete this section if there is an existing room which is used as a Victim/Witness waiting area but which does not fully meet the definition (e.g, locked/secure room also used for other purposes, room utilized only by victims and witnesses but not locked/secure). Please also complete this section if your court has a dedicated Safe & Secure Waiting Area that meets the definition but also uses other rooms for victims and witnesses. As noted above, many courts do not have such a room available and will be completing Section C.

Section C: Please complete this section if your court does not have a SSWA or a room that is used for a Victim/Witness waiting area.

SSWA Definition:

The Separate and Secure Waiting Area shall be a locked space within the courthouse, not utilized for any other purpose, at any time, and accessible to all "victims, witnesses and family members" as identified by "prosecutors," (defined by M.G.L. c. 258B, Section 1). This room shall reasonably accommodate victims, witnesses and family members so they can be free from intimidation, threats or other interference from defendants, their friends or families while in the courthouse.

Please complete one survey for each location where your court sits.

SSWA Survey - Victim Witness

2. Respondent Information

Over the next year, teams from the Safe & Secure Waiting Area Task Force will be visiting all Boston Municipal, District, Juvenile and Superior Courts. During those site visits the team will be seeking input from the following persons or their designees:

First Justice/Regional Administrative Justice, Clerk/Clerk-Magistrate, Chief Court Officer, Chief Probation Officer, Facilities Manager, Victim-Witness advocates.

1. Who should be contacted to arrange VW accompaniment on such a site visit?

2. Who else should accompany the team on a site visit?

3. Survey Completion Date

Date MM DD YYYY
 / /

4. Contact Information

Name:

Title:

Court Address:

Court Department and Division:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

5. Location for which the following data applies (if court sits in multiple locations):

6. How many criminal sessions (including, but not limited to, trials, pre-trial conferences, motion hearing, or probation surrenders) per day typically have victims/witnesses who could use a waiting area?

SSWA Survey - Victim Witness

3. Section A

1. Is there an existing dedicated Safe and Secure Waiting Area for Victims/Witnesses located in the facility that meets the basic definition provided?

Yes

No

If Yes, please complete the rest of Section A.

If No, please go to Section B.

If the answer is yes, but in addition to the SSWA your court also uses other rooms for victims/witnesses, please complete both Section A and Section B.

2. Is this SSWA shared with another Court Department/Division (e.g. Superior Court and District Court both use the same SSWA)?

Yes

No

If yes, which Department/Division?

3. Where is the SSWA located?

Basement

1st Floor

2nd Floor

3rd Floor

Other (please specify)

SSWA Survey - Victim Witness

4. Is the SSWA located adjacent to any of the following areas?

	Yes	No
Main entrance	jn	jn
Security office	jn	jn
Public stairs / elevator	jn	jn
DA Office	jn	jn
Court Rooms	jn	jn
Lock-up	jn	jn
Probation Office	jn	jn
Public Restrooms	jn	jn
Public Restrooms (handicap accessible)	jn	jn
Other (please specify)	<input type="text"/>	

5. Does the SSWA have any of the following?

	Yes	No
Restrooms (exclusive use)	jn	jn
Telephone	jn	jn
Internal only	jn	jn
Outside line	jn	jn
Pay phone	jn	jn
Cell phones allowed	jn	jn
Computer terminals	jn	jn
Internet Access	jn	jn
Electrical outlets	jn	jn
Windows	jn	jn
Other communication systems (e.g. intercom, cameras)	jn	jn

Please describe other communication systems or anything else the SSWA has:

SSWA Survey - Victim Witness

6. What security features are found in or near the SSWA?

	Yes	No
Separate Check-in or Reception area for victims/witnesses	jn	jn
"Panic" or "Trouble" alarms	jn	jn
Door locks: Keys	jn	jn
Door locks: Pass code system	jn	jn
Door locks: Swipe card system	jn	jn
Security cameras	jn	jn
Security officer station	jn	jn

Other (please specify)

7. Is the SSWA handicap accessible?

Yes

No

8. What is the approximate size of the SSWA?

Operational Issues

9. Which Department or Agency determines access to the SSWA? (please check all that apply)

District Attorney

Clerk's Office

Probation Dept.

Security Guards

Court Officers

Other (please specify)

SSWA Survey - Victim Witness

10. Approximately how often is the SSWA used?

Number of times per day

Daily number of Victims/Witnesses

Number of times per week

Weekly number of Victims/Witnesses

Other

11. Approximately how often is the room needed for more than one trial for which victims/witnesses need a room?

Number of times per day

Daily number of victims/witnesses

Number of times per week

Weekly number of victims/witnesses

Other

General Questions

12. If you had a choice, would you:

	Yes	No
Retain the existing space	jñ	jñ
Upgrade the existing space	jñ	jñ
Relocate to another space	jñ	jñ

How would you upgrade or where would you relocate?

13. Please describe the best and worst features of the SSWA. Consider factors such as location, size, access to courtrooms, privacy, security, staff involvement or any other factors that influence the use of this space.

Please feel free to send us any additional sheets, drawings, photos or other illustrations to explain your answer.

14. Other comments

SSWA Survey - Victim Witness

4. Section B

Please complete this section if there is an existing room which is used as a Victim/Witness waiting area but which does not fully meet the definition (e.g, locked/secure room also used for other purposes, room utilized only by victims and witnesses but not locked/secure).

Please also complete this section if your court has a dedicated Safe & Secure Waiting Area that meets the definition but also uses other rooms for victims and witnesses.

1. Is there an existing room that is used as a victim and witness waiting room located in this facility but that does not fully meet the above definition (e.g. locked/secure room also used for other purposes, room utilized only by victims/witnesses but not locked/secure)

Yes

No

If No, please go to Section C.

2. Is this room shared with another Court Department/Division (e.g. Superior Court and District Court both use the same room)?

Yes

No

If yes, which Department/Division?

3. Is this a secondary space used in addition to a SSWA?

Yes

No

4. Where is the room used for victims/witnesses located?

Basement

1st Floor

2nd Floor

3rd Floor

Other (please specify)

SSWA Survey - Victim Witness

5. Is this room used for other purposes in addition to a victim and witness waiting area?

Yes

No

If so, what other purposes?

6. Is the room used for victims and witnesses located adjacent to any of the following areas?

	Yes	No
Main entrance	<input type="radio"/>	<input type="radio"/>
Security office	<input type="radio"/>	<input type="radio"/>
Public stairs / elevator	<input type="radio"/>	<input type="radio"/>
DA Office	<input type="radio"/>	<input type="radio"/>
Court Rooms	<input type="radio"/>	<input type="radio"/>
Lock-up	<input type="radio"/>	<input type="radio"/>
Probation Office	<input type="radio"/>	<input type="radio"/>
Public Restrooms	<input type="radio"/>	<input type="radio"/>
Public Restrooms (handicap accessible)	<input type="radio"/>	<input type="radio"/>

Other (please specify)

SSWA Survey - Victim Witness

7. Does the room used for victims and witnesses have any of the following?

	Yes	No
Restrooms (exclusive use)	jn	jn
Telephone	jn	jn
Internal only	jn	jn
Outside line	jn	jn
Pay phone	jn	jn
Cell phones allowed	jn	jn
Computer terminals	jn	jn
Internet Access	jn	jn
Electrical outlets	jn	jn
Windows	jn	jn
Other communication systems (e.g. intercom, cameras)	jn	jn

Please describe other communication systems or anything else the SSWA has:

8. What security features are found in or near the room used for victims and witnesses?

	Yes	No
Separate Check-in or Reception area for victims/witnesses	jn	jn
"Panic" or "Trouble" alarms	jn	jn
Door locks: Keys	jn	jn
Door locks: Pass code system	jn	jn
Door locks: Swipe card system	jn	jn
Security cameras	jn	jn
Security officer station	jn	jn

Other (please specify)

9. Is the room handicap accessible?

Yes

No

10. What is the approximate size of the room?

SSWA Survey - Victim Witness

Operational Issues

11. Which Department or Agency determines access to the victims and witnesses waiting room? (please check all that apply)

- District Attorney
- Clerk's Office
- Probation Dept.
- Security Guards
- Court Officers

Other (please specify)

12. Approximately how often is the room used?

Number of times per day

Daily number of
Victims/Witnesses

Number of times per week

Weekly number of
Victims/Witnesses

Other

13. Approximately how often is the room needed for more than one trial for which victims and witnesses need a room?

Number of times per day

Daily number of
Victims/Witnesses

Number of times per week

Weekly number of
Victims/Witnesses

Other

14. Approximately how often is the room needed for victims/witnesses but not available?

Number of times per day

Daily number of
Victims/Witnesses

Number of times per week

Weekly number of
Victims/Witnesses

Other

SSWA Survey - Victim Witness

15. What alternatives exist in the event the room is not available?

General Questions

16. If you had the choice, would you:

	Yes	No	N/A (This is secondary space used in addition to a SSWA)
Be able to suggest a room that meets the definition?	jn	jn	jn
Retain the existing space?	jn	jn	jn
Upgrade the existing space?	jn	jn	jn
Designate another space?	jn	jn	jn

How would you upgrade or where would you designate another space?

17. Please describe the best and worst features of the room used for victims and witnesses. Consider factors such as location, size, access to courtrooms, privacy, security, staff involvement or any other factors that influence the use of this space.

Please feel free to send us add any additional sheets, drawings, photos or other illustrations to explain your answer.

18. Other Comments

SSWA Survey - Victim Witness

5. Section C

Please complete this section if your court does not have a SSWA or a room that is used for a Victim/Witness waiting area.

Please indicate how victims and witnesses needs are accommodated, addressing the following questions if possible/applicable.

1. What experiences have you or your staff had in addressing the needs of victims and witnesses, such as safety issues, responding to concerns of intimidation, etc.?

What actions and protocols have been helpful?

2. Do you have any thoughts about some area that might be designated as a Safe & Secure Waiting Area for Victims/Witness as defined at the beginning of this survey?

3. Do you have any thoughts about some area that might not meet the definition of a SSWA, but that can be used as a waiting area for victims and witnesses?

4. Are there other steps that can be taken that might assist in providing safety for victims and witnesses waiting in the court (e.g., more seats/waiting areas in corridors near security; more signs to allow quicker access to Clerk's Office, DA Office, Courtrooms; bilingual signs)?

5. Other Comments



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE CHIEF JUSTICE
FOR ADMINISTRATION & MANAGEMENT
John Adams Courthouse
One Pemberton Square
Boston, Massachusetts

Robert A. Mulligan
Chief Justice for
Administration & Management

Tel: (617) 742-8575
Fax: (617) 788-6199

MEMORANDUM

TO: Honorable Anne Kenney Chaplin, First Justice, Southeast Housing Court
Honorable John P. Corbett, First Justice, Plymouth Juvenile Court
Honorable Paul C. Dawley, First Justice, Brockton District Court
Honorable Catherine P. Sabaitis, First Justice, Plymouth Probate & Family Court
Kevin P. Creedon, Clerk-Magistrate, Brockton District Court
Mark R. Jeffries, Clerk, Southeast Housing Court
Robert E. McCarthy, Register, Plymouth Probate & Family Court
George Roper, Clerk-Magistrate, Plymouth Juvenile Court
Michael Fencer, Chief Court Officer
Marianne Dodero, Assistant Chief Court Officer

FROM:  Robert A. Mulligan, Chief Justice for Administration & Management

DATE: January 31, 2012

RE: Designation of Separate and Secure Waiting Area at the George N. Covett Courthouse

Thank you for your cooperation and participation in the site visit to the George N. Covett Trial Court on October 13, 2011. As a result of the site visit and input from the stakeholders at the court, the Task Force facilitators recommended to the Task Force that **Room 203 on the 2nd floor** be designated as the Separate and Secure Waiting Area (SSWA) for the George N. Covett courthouse, as shown on the enclosed floor plan. The Task Force, which Janet Fine, the Executive Director of the Massachusetts Office for Victim Assistance, joins me in co-chairing, agreed with this recommendation. Therefore, I have adopted the Task Force's recommendation, which was determined with significant local input.

I recognize that space is limited in your courthouse and that there are many worthy competing interests for the use of this designated space, but the statutory mandate requires that this important component of the delivery of criminal justice be realized. Accordingly, pursuant to G.L. c. 211B, § 17 and G.L. c. 258B, § 3 (i), I hereby designate this room as the Separate and Secure Waiting Area for the Covett courthouse. Consistent with the definition of a SSWA developed by the Task Force,

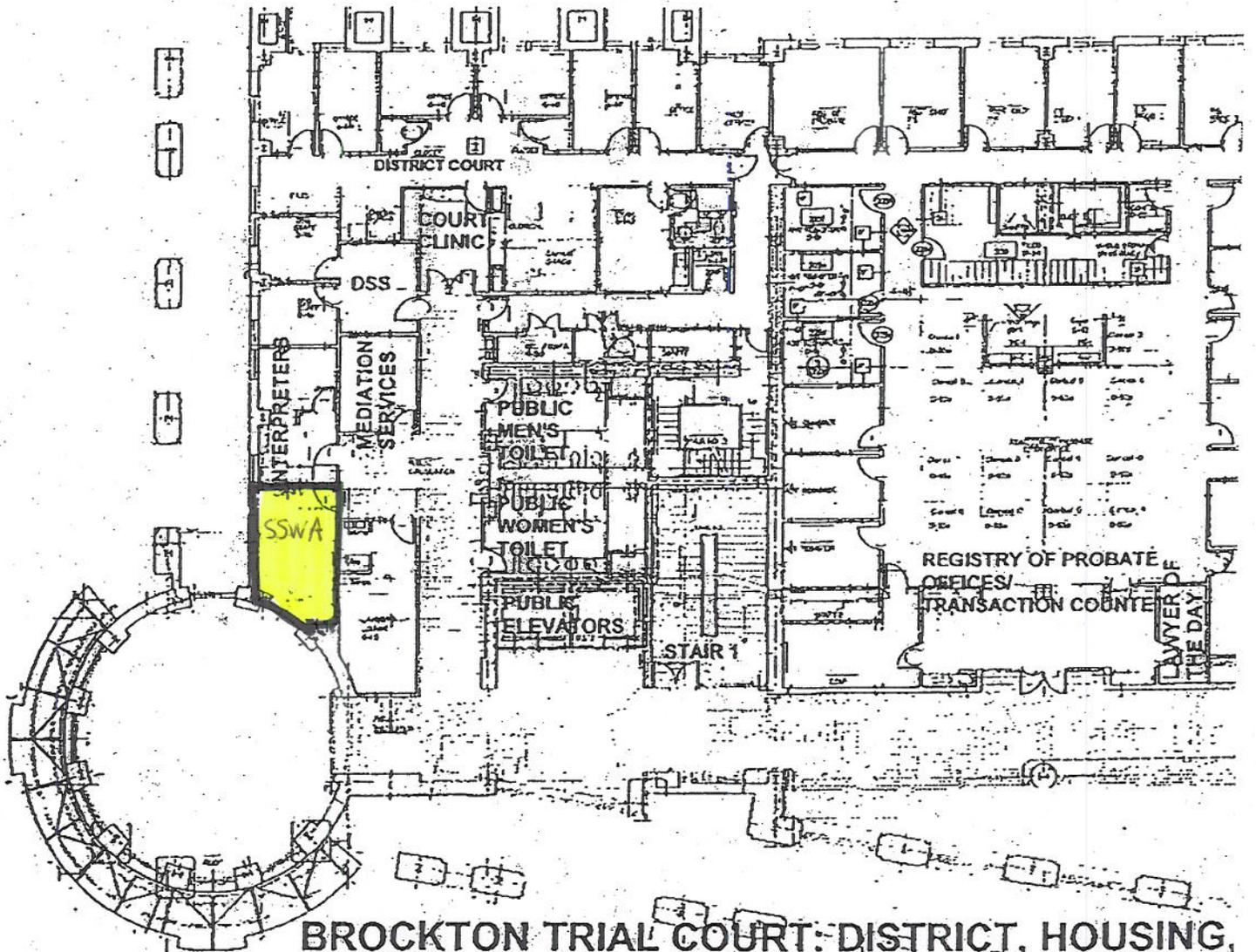
this room is to be used solely as the SSWA and for no other purpose. This use may not be changed without the permission of the Chief Justice for Administration & Management.

I extend my sincere appreciation for the cooperation of your courthouse team through the survey and visit process. In addition, I want to acknowledge the efforts of the hardworking members of Task Force (see enclosed) who are diligently engaged in this challenging statewide effort.

Thank you for your continued support of this very important project. Please contact Ann Archer at 617-878-0220, if you have any questions about this matter.

Attachments

cc: Chief Justices of the District, Housing, Juvenile, and Probate & Family Courts
Chief Probation Officers of the District, Housing, Juvenile, Probate & Family Courts



**BROCKTON TRIAL COURT: DISTRICT, HOUSING,
 JUVENILE and PROBATE & FAMILY COURT
 2nd Floor**