

Department Space Designation

CATEGORY	No.	Function	Current Number	Full Time	Part Time	Approx. Existing Space Sizes	Space Reference/Standards	2018 Required Number	2018 SF	2028 Required Number	2028 SF	2038 Required Number	2038 SF		SUBTOTAL PER DEPARTMENT 2035
PUBLIC SPACES	P1	Vestibule	0			0	80	1	80	1	80	1	80	ADA Accessible with after hours intercom system	
	P1.1	Lobby	1			100	150	1	150	1	150	1	150	Secured with seating for 2 to 4	
	P2	Public Interview Room	0			0	100	1	100	1	100	1	100	Adjacent to the Lobby and Dispatch	
	P3	Unisex Public Toilet	1			50	64	1	64	1	64	1	64	ADA Compliant - Accessible from Lobby	394
ADMIN SUITE	PD1	Chief	1	X		126	180	1	180	1	180	1	180	12 x 15 Private Office - located more remote within the PD for privacy. Away from Patrol	
	PD2	Administrative Assistant	1	X		55	64	1	128	1	128	2	128	10 x 12 Open/Semiprivsate Office - adjacent to Chief and Captain. Will be shared in 2038 by 2 Assistants	
	PD3	Captain	1	X		92	144	1	144	1	144	1	144	12 x 12 Private Office - located within Admin Suite adjacent to Chief	
	PD3.1	Department File Room	1			100	120	1	120	1	120	1	120	10 x 12 Secured Room - in Admin Suite	
	PD3.2	Copier Room/Print Room	1				100	1	100	1	100	1	100	Address acousical requirements for large copier	672
PD STAFF	PD4	Lieutenant	0	X		0	120	0	0	1	120	1	120	10 x 12 Private Office	
	PD5	Seargents	3	X		115	224	3	160	3	160	4	224	Shared Office with 4 Work Stations @ 6x8 (48 SF) - lockable - next to Patrol	
	PD6	Corporal	1	X		0	64	1	64	2	128	2	128	Open work cubicle 8 x 6 (64 SF) shared space - next to Seargents and Patrol	
	PD7	Detectives	2	X		126	196	2	120	3	160	4	224	Shared Office with 4 Work Stations @ 6x8 (48 SF) - lockable	
	PD8	Evidence Tech	1	X			0	1	0	1	0	1	0	Tech work space located in the Evidence Storage Room - PD24 (requires work bench, exhaust, and additional ventilation)	
	PD9	Prosecutor	1	X		in PD7	144	1	144	1	144	1	144	12 x 12 Private Office - located adjacent to Booking/Intake	
	PD10	Dispatchers	2	X		135	225	2	225	3	225	4	225	15 x 15 with space for 3 consoles - adjacent to Lobby with secure transaction window	
	PD11	School Resource Offices FT/PT	2	X		0	120	2	0	2	0	2	0	Located off site in Schools. When visiting the PD, will share space in Patrol - PD12	
	PD12	Patrolmen FT	8	X		300	300	8	300	10	300	12	300	8 work stations at 6 x 6 (36 SF) each. Some may be shared with PT Patrol. Adjacent to Seargents and Corporals	
	PD13	Patrolmen PT	5		X	0	0	5	0	0	0	5	0	Share space with FT Patrol staff	1365
BOOKING & INTAKE	PD14	Booking/Processing	0				120	1	120	1	120	1	120	Adjacent to Sallyport	
	PD15	Male Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD16	Female Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD17	Juvenile Holding	0				80	1	80	1	80	1	80	8 x 10 - Secure Room - Adjacent to Booking/Intake	
	PD18	Interview Room (2)	0				100	1	100	1	100	1	100	10 x 10 - Secure Room with sound control and video/audio - Adjacent to Booking/Intake	
	PD19	Toilet Room	1				48	1	48	1	48	1	48	8 - 6 - ADA accessible adjacent to Booking/Intake	508
SUPPORT	PD20	Meeting/Conference Room	1			195	240	1	240	1	240	1	240	Seat 20 Conference Room - Adjacent Admin Suite	
	PD21	Male Office Locker Room	1			105	196	1	196	1	196	1	196	Adjacent to Break Room and Staff Entrance	
	PD22	Female Offices Locker Room	0			0	120	1	120	1	120	1	120	Adjacent to Break Room and Staff Entrance	
	PD23	Tech Room (recording, computer server, video, storage)	1				80	1	80	1	80	1	80	Located adjacent to the Dispatch PD10. Requires special ventilation and additions AC	
	PD24	Evidence Storage	1			225	625	1	625	1	625	1	625	25 x 25 Secure Room - Adjacent to Sally Port and Intake. Includes the Evidence Tech work space.	
	PD25	Long Term Evidence Storage					196	1	196	1	196	1	196	14 x 14 Secured Room - adjacent to Evidence Room	
	PD26	Cold Storage	1				144	1	144	1	144	1	144	12 x 12 Adjacent to Evidence and Sallyport - contains lockers, racks, shelving	
	PD27	Armory	1				120	1	120	1	120	1	120	Includes 2 fire arm cleaning stations - requires additional exhaust. Locate adjacent to the Evidence Storage (share exhaust)	
	PD28	Kitchen	1			65	80	1	80	1	80	1	80	8 x 10 Full Cooking Kitchen: sink, microwave, refrigerator, cook top	
	PD29	Staff Break Room	1			See PD20	196	1	196	1	196	1	196	14 x 14 adjacent to Kitchen and Locker Rooms	
	PD30	Janitor Closet/Mop Sink/Cleaning Supplies	1			25	25	1	25	1	25	1	25	5 x 5 Room with mop sink and cleaning supplies - adjacent to Locker Rooms and Kitchen/Staff Areas	
	PD31	Mechanical Room	1				200	1	200	1	200	1	200	Locate close to building exterior in rear of building	
	PD32	Sallyport - 2 bay	1			240	440	1	440	1	440	1	440	20 x 22 - 2 bay Sallyport and storage - direct access to the processing/booking area PD14	
	PD33	Detox Shower and Eye Wash	0			25	0	1	0	1	0	1	0	Located in the Sallyport area	
SUBTOTAL							5565	5249	5473	5601				2662	
Efficiency Grossing Factor @ 20%						0.2	1113	1050	1095	1120					5601
TOTAL SF							6678	6299	6568	6721					

NOTES:

Discuss the use of the existing basement in future use - dead storage and mechanical spaces

PARKING REQUIREMENTS

PD Cruisers	12	Secured area - Fenced with video surveillance
Employee Parking (all shifts for an "all Department" meeting)	15	Secured area - Fenced with video surveillance
Visitors	4	Open - at the main PD Entrance. Including ADA parking
Accessory vehicles and items - trailers, training equipment	3	Secured area - Fenced with video surveillance
Impound Lot - 3 bay	3	Secured and Fenced with video surveillance - can be located off-site only if cannot be accommodated on the primary PD site. Requires secured fencing and video surveillance
TOTAL	37	