



## Summary Space Requirements Yucaipa Police Department



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# SPACE REQUIREMENTS PROGRAM

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## REQUIREMENTS TABULATION

### Data Sheets

Requirements detail computation sheets are presented at the end of this report, just before the Attachments to the report. The conventions used and other information which may assist in reading the data sheets are presented below.

We have used the current list of equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a unit circulation allowance. In more spacious designs, and some commercial spaces, this allowance might be higher. We believe the figure we have used is never-the-less a generous figure which is still appropriate to government facilities planning. The circulation allows for department-based circulation and not the main building corridors or lavatories, etc.

### Layout of the Data Sheets

The tabulation sheets are divided into columns which are grouped as follows:

#### Organization

- These columns list the organizational element by which the requirements have been grouped.

#### Item

- These columns list the personnel position, room, area, or equipment item described on that row of the data sheet. Column indents are important, and signify that the indented items are “attached” to the element out-dented just above.

#### Space Standard

- These two columns identify space standards that have been used to compute the detailed requirements. Illustrations of these standards are presented in other documentation.

#### Actual Sq. Ft.

- This is the existing size of the area corresponding to the programmed area.

#### Space Requirements – 2040 (Target Projection Year)

- The first column is the quantity of staff for which the facility is planned at the indicated projection year.
- The second column identifies the quantity of items for this entry. This may be numbers of workstations, files, rooms, or other item, as noted in the “Item” column.

- The third column multiplies the quantity by the space standard or allowance. This is the space needed for the item described in this row.

## SPACE REQUIREMENTS RATIONALE

Refer to the associated Requirements Data Sheets in regard to the following discussion.

### Office of the Chief

Offices and Open Work Areas	Areas are programmed using the current space configuration as a model, with a central reception point and offices for executives.
Conference, Meeting, and Assembly Areas	The existing Chief's office includes executive meeting space. We have instead programmed a small conference room, seating 6-8 persons in the executive area, assuming also that this will serve department-wide requirements.

### Administration – Office Areas

Offices and Open Work Areas	Spaces are allocated according to proposed standards for the existing and projected staff. At present, one staff person who was working in the Detectives support area has been located here due to workloads and this is retained until staff projections even the work force allocation. The main department public counter is listed here (a small counter only), and it is assumed that, if a new design is provided, that the building lobby will directly serve this area.
Conference, Meeting, and Assembly Areas	The existing interview room located here is more associated with Patrol, and is listed there. It is expected that Administration will make use of the Chief conference room when required.

### Administration – Outreach

Offices and Open Work Areas	The space is conceived similar to the existing arrangement, with one reception point (and volunteer work area) with two offices for professional staff (one is a City position, one is contract).
Other Areas	We program volunteer areas with this unit. These include a (new) volunteer workroom / office and a storage area for Citizen Patrol materials. The program includes another room, now located in the Basement with Property and Evidence, which contains a number of Volunteer materials, as well as shelving for Crime Prevention materials.

### Administration – Property and Evidence

Offices and Support Areas	The existing spaces include an office (and double-duty interview room / evidence processing room) in the jail area, and an office in the garage area. Our program provides one office in P&E (and of course, spaces with the Jail for the other functions) to serve both as a property manager office and evidence manager office. Secure access to evidence storage is required.
Evidence	The required evidence areas include a work area for processing evidence as it is received from the officer areas, presumably through two-way evidence lockers leading from patrol workspace. The space requirement for evidence storage is based on usage of existing areas; the bulk room appears to be somewhat oversized, but the small items room is overcrowded. The needs fluctuate over time depending on police activity. Future space is based on the projected rate of sworn personnel, as a measure of average needs. Note that we also include a small interview room in this area, which should be used for special needs, and public viewing.
Property	The property rooms include a wide variety of materials and equipment. Small areas are provided for office supplies, printed materials (forms, crime prevention, etc.), and others. Bulk areas currently used for obsolete items (including surplus furniture for disposition, etc.) are assumed to be unneeded.

### Administration – Maintenance

Offices and Work Areas	One office is allocated to be shared by the one projected staff positions (one was filled at time of survey). A shop is provided, based on the space now in the garage area, and storage also for the repair cart and building support materials. Space for the Yard Work crew and automotive replacement items is listed below with Shared Areas.
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## Administration – Jail / Detention

**General Work Areas** A small jail is programmed, but with adequate booking and work area to separate prisoners on intake. We do not include an automotive sallyport in the space requirements, but have included a placeholder line item for this if it is deemed needed. The existing enclosed vehicle yard now serves this purpose. We also have added an entry sallyport, which can be used for holding a received detainee awaiting processing.

Booking areas include separate allowances for live scan and for breathalyzer which is now badly located at the jail entry door. Three cells are provided, as is the case today, sized according to State standards. Other support is provided for general storage and Janitorial service.

## Investigations / Detectives

**Offices and Open Work Areas** Three work areas are programmed: detectives, service specialists, and clerical. The support units also serve MET/Focused Policing, however.

**Conference, Meeting, and Assembly Areas** One interview room is designated here for both Detectives and MET; but note that there are a number of other interview rooms programmed in the building. This is summarized below in Shared Areas. A separate recording control room is programmed in this area.

**Other Areas** The existing detectives area includes a locker room. The locker requirements are computed for the department as a whole in “Shared Areas” below. If a new building is contemplated, then we propose that the lockers be consolidated into one area.

## MET / Traffic / Focused Policing

**Offices and Open Work Areas** One small work area is programmed, based on keeping the unit together, so that focused policing, traffic, and school officers are in one space.

Note that we have allocated one work station to each officer, except that school officers are assumed to share one desk. We understand that a primary office is provided at their respective school sites. At time of survey, no designated space was provided, except for the police systems computer station in the clerical area.

Support areas serving both this unit and Detectives are listed with Detectives.

## Patrol / Watch Commanders

**Offices and Open Work Areas** The requirement is divided into three parts: Watch Commander Areas, Patrol Work Areas, and Briefing. Office areas include the watch commander office, sized adequately to accommodate two Sergeant desks eventually (one initially), and a small meeting area to the side.

**Conference, Meeting, and Assembly Areas** We program three interview rooms with Patrol, but these are also to serve the department generally. A separate recording closet is provided, sized to include a duplicating and video viewing station. The briefing room is sized based on row seating (rather than the existing arrangement) as is more typical, and to accommodate 50% of the projected MET team plus 25% of the total patrol force (including all shifts), plus a small allowance for side chair seating for other visitors.

Briefing support space includes a small closet and small coffee counter or service area.

**Other Areas** The patrol report writing area includes carrels for 1/8 of the total patrol staff (all shifts), which is double the existing count. Note that the officer evidence bag-and-tag room is included with P&E space, but must be located near or adjacent to report writing.

Other rooms include an Armory, to be located near Briefing, storage areas, and a physical training room. The (physical) training room is based on proper size between workout stations, but without an increase in the station count. Other training facilities options are programmed as a dual use of the community room, listed in Shared and Support Areas.

## Shared and Support Areas

**Lobby** A small allowance for a central building lobby is programmed, for visitor control, security, and general lobby functions. We have programmed a small allowance, which may be expanded in design, depending on building layout and form. Some of the added space may be included in the net-to-gross allowance.

Community Room	<p>A SARB/community room is programmed of about the same size as the existing assembly room in the building. The functions would include SARB meetings, and other activities which occur today, as well as public meetings when authorized, including neighborhood watch teams, emergency planning meetings and possibly others.</p> <p>As a contingency we have programmed two option areas: a closet for EOC electronics, converting the room to an EOC (including table and chair storage so that the existing layout can be reconfigured), and a storage area for mats and other items so that the room can be used for police baton training.</p>
Locker Rooms	<p>Lockers are assumed for certain civilian staff and for all sworn staff. To account for the breakdown between men and women, we have made certain assumptions, as shown on the data calculation pages, which also provides for a small overlap in the total locker count.</p> <p>Lavatory areas are only allowances, to be determined in design based on building loads and specific plumbing codes.</p>
Break Room	<p>The programmed break room is based on equipment identified and on seating about 5% of the total staff size (shifts not accounted), which ranges between 4 and 5 seats over the projection period. A separate (new) storage closet is provided for soft drinks, water, and other related storage needs.</p>
Other Rooms	<p>We have included public and staff lavatories with the locker room facilities, noted above. Depending upon layout of the building, number of floors, code issues, and other factors, there may be a need for additional staff lavatories in the building. If additional staff lavatories are needed, it may be possible to draw some space allocation from the net-to-gross allowance for this purpose; otherwise, it may be necessary to increase the total space allocation accordingly, but this cannot be determined until the design phase.</p> <p>A small computer server closet is allocated, as a contingency, and for related storage, but the communications closets are assumed in the net-to-gross allocation.</p> <p>The program also includes some shared maintenance facilities that could equally have been listed with related functional areas in Administration, but this separate tabulation provides a line item useful in considering alternate stacking and layout approaches.</p>

**Other Site Requirements**

Parking Requirements

In general, the parking requirements are comprised of three components: visitor parking, fleet vehicle parking, and staff parking. See the attached requirements data sheets for computation details<sup>1</sup>.

- Visitor parking is entirely for the public, plus possibly a small allowance for visitors from other City agencies. We project this need to be 7 stalls (6 today). Visitor parking includes users of the Assembly / SARB / Training Room, seating about 40 persons, and we allow 70% parking load factor, resulting in 28 added stalls.

Projected Visitor Parking ..... 35 stalls (including public/community use of Assembly room)

- Fleet vehicle parking is based on the current fleet count as the base, and then projecting this in time using forecasting models discussed elsewhere in this report. The parking must be in a controlled yard with at least two entry/exit points, to assure egress in times of emergency. An alternative should be considered using photo-voltaic solar panels mounted on a weather-protective carport cover. This would both protect the equipment from the elements, and provide energy for the facility.

Projected Fleet Vehicle Parking... 35 stalls

Present Fleet Vehicle Parking..... 28 stalls (at time of survey; note that this includes 2 motorcycles)

- Employee parking is also desirably located in a secured lot, but should be separated from the fleet parking areas. The following results of the employee parking computations include the needs for (a) maximum shift and shift overlap, and (b) the alternative of no shift overlap parking.

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<sup>1</sup> In this discussion “current” means at the time of our survey and initial analysis, 2009.

Projected Employee Parking.....	55	(assuming overlap shift parking)
Projected Employee Parking.....	37	(assuming no overlap shift parking)
Current Employee Parking .....	43	(assumes shift overlap parking)
Current Employee Parking .....	29	(assuming no overlap shift parking)

To make maximum use of the available site, it is advised that staff and fleet parking be based on the current requirement (with shift overlap to the degree the site allows for it), with extra space as available added to meet the visitor parking needs. As time passes, the secure lot can be enlarged as needed by relocating the security fences and by reducing the shift overlap allowance. From the above analysis, the current fleet and employee parking need is 71 stalls (allowing for shift overlap), and the projected public requirement is 35 stalls, a total of 106 stalls.

Other Open and Enclosed Areas

We have included several areas in the program that should be provided in structures outside the main building. The nature of cover and enclosure for these items will vary with each item. These include:

- “War bag” or “duty bag” storage lockers that are supplied for officers, and which should be dispersed in the parking areas for patrol vehicles, or detective vehicles.
- Emergency generator areas. This is a general allowance for this function, and it must be sized later during design to reflect the power needs and on-site fuel needs associated with the emergency power system.
- Trash bin; loading dock. These should be in or near to the public parking areas, for access by outside entities. The loading dock should be located near to P&E and to maintenance.

Fueling is provided off-site and is not needed at this facility. Also, all bulk, vehicular, and volatile evidence is accommodated centrally by the Sheriff’s office and does not require space here. Police bicycle parking and storage is included in the property and evidence storage area.

See the attached requirements data sheets for requirements details.

**DESIGN ASSUMPTIONS**

The following information is presented as a selection of guidelines which will eventually help shape cost estimates, and which will give some basis for design considerations in master planning the facilities. This information is also important as part of the program assisting the Architect when design specifics are required. *The selected guidelines here are general and typical.* They are suggested for review by the Architect and the City and should be refined as the building planning progresses.

General Guidelines

- The facility must meet or exceed the Essential Services Code.
- City guidelines must be consulted, including those developed and distributed by the various members of the City’s development team. Building maintenance also should be contacted regarding standards and guidelines.
- Major corridors should be 6' wide at least. Other corridors preferably should be 5'-6" to 5'-0" wide. Exposed “outside” turns in these corridors should be equipped with stainless steel corner guards.

- Doors with active use should be designed with metal kick plates. Each actively used door onto a major corridor should be equipped with a small window, especially doors serving larger assembly areas or meeting rooms.
- Wherever rooms have large items of equipment or often produce large volumes of records, the room should be designed with some access having double doors; examples include Property & Evidence storage areas.
- Main corridors might be designed with tour groups in mind. The actual tour path must be developed as part of the design, depending on the stacking and layout plan.
- Throughout the facility, the design should provide unobtrusive and adequate storage locations for recycling bins. Recycled materials include, at a minimum, paper and soft drink bottles or cans, deposited into separate containers.
- We recommend that controls for paging system, radio monitoring, and other ceiling-mounted sound speakers be located in a standardized place near the room light and thermostat controls. The Department may choose, where it is practical to do so, to locate these speaker controls near an appropriate work station rather than on the wall near light switches. This should be verified at the time of design, based on furniture layouts.
- All lavatories should have locked storage nearby for supplies (paper, soap, etc.). Large groups can use the facility at unexpected times of day.
- Where carpet is used in high-traffic areas, consideration should be made in design regarding needs for cleaning or replacement.
- Rooms and areas with high usage levels and selected offices should be equipped with durable wall coverings.
- Wherever system furnishings are programmed, it is assumed that the panels will have wire management for power and communications.
- Where more than one work room or work area is programmed within the same operational unit, it may be possible to integrate these separate work areas into a single larger work room.

Building Systems (HVAC, Acoustics, Loading, Electrical, Plumbing, Communications)

- General office requirements for good lighting, heating, and air conditioning prevail. The designer must assure that future building systems are fully integrated with other city control systems where feasible. Lighting design must take into account the general use of computer monitors.
- HVAC zones should be liberally provided, and must be approved specifically by appropriate Department representatives. Conference and meeting rooms may require their own zones.
- Several levels of acoustic control are needed in the building, such as general office, special equipment, and acoustic isolation. The last of these is assumed to include insulated slab-to-slab construction, sound baffles in ducts, and insulated penetrations (including outlets and switches) at a minimum.
- Large copy equipment requires both 220v and 110v power, for flexibility in future equipment selection.
- Future lockers for all sworn personnel and selected non-sworn personnel require 110v power outlets inside, for charging radios, flashlights, and other such personally assigned equipment, and desirably all lockers should have active air ventilation.
- California energy requirements may lead to certain lighting on motion detectors (or timer switches) to assure that lights are turned off when the rooms are not used.

- Conference rooms may be equipped with a separate, switchable exhaust system in addition to the HVAC system on an independent AC zone. After-hour and emergency use should be anticipated. All conference and meeting rooms should be acoustically isolated, as defined above.
- Coffee service areas, where programmed, require above-counter power, cold water supply to a coffee maker on the counter, and nearby sink with provision for a garbage disposal. Avoid upper cabinets immediately over the coffee equipment, but otherwise provide as much storage cabinets as possible.
- Where copy or fax equipment is programmed with coffee service areas, the functions must be separated to keep copy and fax areas clean and dry.
- Wherever food preparation stations are programmed, such as in the event that a microwave oven is provided at the coffee station, then provision for a separate, switchable exhaust fan is recommended.
- All work stations should be wired for computer terminal, telephone, computer duplex power outlet, and one double duplex convenience power outlet. In many cases, more than one data line may be required, and the building requires a significant level of data networking.
- Offices of all sworn staff should have built-in radio monitoring capability, switchable and with volume control. Verify at time of design.
- Several video systems are required, and sight/sound monitoring is needed. Monitoring should be available in Watch Commander office. This includes jail monitoring (processing and cells), selected areas inside the building, and a number of key outside areas, based on site layout and design.

#### Security and Fire Safety Requirements

- Where door control is required, it is recommended that a proximity reader card key system be used. The control center should be in a secure area near the building telecommunications mechanical spaces.
- It is assumed that the entire building will be fire sprinkled. Some areas require non-standard fire protection systems, which may include use of pre-action controls, high-temperature heads, integrated pre-discharge alarm systems, earthquake switches, etc., which will substitute for or add to the traditional sprinklers. Areas requiring such special systems include communications equipment rooms, jail electronics control areas, electrical equipment rooms, radio and communications rooms, etc.
- The sprinkler heads should be semi-recessed except where fully recessed heads are required to prevent accidental damage or release due to equipment or activity in use there. Note that detention facilities require special heads appropriate for jails.
- A CCTV security monitoring system is required in the building. This must be addressed by the department and by an appropriate security consultant early in the design process.
- Selected doors will require security alarm sensors, even including doors which may not be card key operated (such as certain closets or store rooms).

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
1		<b>Yucaipa Police Department</b>							
2		<b>Office Of the Chief</b>							
3		<u>Offices</u>							
4		Chief of Police / Captain	cp	PO-4y 232	383	1	1	232	
5		Lieutenant	lt	PO-4y 232	234	1	1	232	
6									
7		<u>Open Work Area</u>							
8		Admin Reception / Clerical Area			201			120	
9		Secretary	cv	en-C 64		1	1		
10		Reference / Files		file 10			2		
11		Copier / Printer		copy-2 40			1		
12		Added inner circulation allowance		inner circ 0%					
13									
14		Admin Reception / Waiting Area			95			70	
15		Seating		seat-1 60			1		
16		Information rack area		allow 10			1		
17		Added inner circulation allowance		inner circ 0%					
18									
19		<u>Other Rooms and Support Areas</u>							
20		Executive Conference		C-3 180			1	180	
21									
22									
23		Subtotal Assigned Square Feet			913	3		834	
24		Unit Circulation Allowance		unit circ- 20%	125			166	
25		Total Net Square Feet			1,038	3		1,000	
26									
27									
28									
29		<b>Administration</b>							
30		<b>Office Area</b>							
31		<u>Offices</u>							
32		Administrative Sergeant	sg	PO-3 150	132	1	1	150	
33									
34		<u>Open Work Area</u>							
35		Clerical Work Area			519			740	
36		Office Specialist / PSE	cv	en-C 64		7	7		
37		Office Specialist / PSE		en-C 64					In Detectives at time of survey
38		Office Specialist / PSE (Counter Services)		en-C 64		1	1		
39		<u>Equipment</u>							
40		Reception Counter for Patrol Services		cntr stn 40			1		
41		Files		lat file 15			3		
42		Printer		print-2 20			1		
43		Fax		allow 10			1		
44		Supplies and equipment		stg cab 15			3		
45		Added inner circulation allowance		inner circ 10%					
46									
47		<u>Other Rooms and Support Areas</u>							
48		Closet		clos-4 60	54		1	60	
49									
50		Subtotal Assigned Square Feet			705	9		950	
51		Unit Circulation Allowance		unit circ- 20%	154			190	
52		Total Net Square Feet			859	9		1,140	
53									
54									
55		<b>Outreach Programs</b>							
56		<u>Offices</u>							
57		Sheriff Service Specialist	ss	PO-3y 172	195	1	1	172	
58		Counselor	*	PO-3y 172	167	[1]	1	172	Non-agency staff
59									
60		<u>Open Work Area</u>							
61		Reception Room			160			150	
62		Volunteer Desk / Outreach reception		enA+ 36			1		
63		Reception Seating		seat-1 60			1		
64		Files / equipment allowance		allow 40			1		
65		Added inner circulation allowance		inner circ 10%					
66									
67		<u>Other Rooms and Support Areas</u>							
68		Volunteer Office		PO-3 150			1	150	None today; desirable space
69		2 desks and files							
70		Closet for Citizen Patrol		clos-3 45	44		1	45	
71									
72									

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
73		Citizen Volunteer Storage			77			100	Currently in Garage area
74		Promotional gifts	stg cab	15			1		
75		Water bottles	allowance	40			1		
76		Bookcase	bc	10			1		
77		Cart	cart	10			1		
78		Files	file	10			2		
79									
80		Subtotal Assigned Square Feet			643	1		789	
81		Unit Circulation Allowance	unit circ-	20%				157	
82		Total Net Square Feet			643	1		946	
83									
84									
85		<b>Evidence and Property</b>							
86		<u>Offices</u>							
87		Sheriff Service Specialist	ss	PO-2y	132	1	1	132	
88		Sheriff Service Specialist					1		Floating position as needed
89									
90		Office in Jail Area			[84]				
91		Office in Evidence Area			88				
92									
93		<u>Officer Work Areas</u>							
94		Officer Evidence Bag / Tag			70			270	Added existing space
95		Evidence prep island (SS top)	allow	140			1		is in Jail area and P&E ofc.
96		Counter - supplies and equipment	cntr-lin ft	6			6		
97		Computer entry station	carrel-l	25			1		
98		Two-way lockers to P&E processing	per lin ft	8			6		
99		Refrigerator / cold storage	ref	15					
100		Wet evidence drying	cabinet	15					
101		Added circulation allowance	inner circ	10%					
102									
103		Interview Room / Viewing Room (public access)	allow	100			1	100	
104									
105		<u>Evidence Processing</u>							
106		<u>Processing Area</u>						120	
107		Work counter / supplies below	per lin ft	8			6		
108		Cart storage area	cart	10			1		
109		Computer workstation	carrel-l	25			1		
110		Safe / cash storage	allow	10			1		
111		Files	file	10			2		
112		Added circulation allowance	inner circ	10%					
113									
114		<u>Evidence Storage</u>							
115		Small items storage / bins / weapons	(see note)		190	1		335	Increase present need (240 sf) with overall sworn.
116		Large items / bulk	(see note)		1,085	1	1,117		Increase present need (800 sf) with overall sworn.
117									
118		<u>Property Storage</u>							
119		General Storage Room			1,857			920	
120		<u>Officer Gear</u>							
121		Coatrack for Raingear	coat-2	20			1		
122		Bicycles on rack	allowance	50			1		
123									
124		<u>Automotive Supplies</u>							
125		Tire Rack	allowance	60			2		
126									
127		<u>Office Supplies and Forms, etc.</u>							
128		Ready supplies (locked)	clos-5	90	73		1		
129		Forms and misc. materials (8 lin ft)	shv	15			3		
130									
131		<u>Cleaning Supplies</u>							
132		shelving (11 lin ft)	shv	15			4		
133									
134		<u>Crime Prevention Materials</u>							
135		shelving (6 lin ft)	shv	15			2		
136									
137		<u>Surplus Furniture</u>							
138		Surplus lockers, shelving, files (Items for salvage sale)	allowance	200			-0		Assume relocated or disposed
139									
140									
141		<u>Construction Assemblies, etc.</u>							
142		Lumber, etc., for float construction	allowance	150			1		
143		Christmas displays	allowance	50			1		
144									
145									

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
146		Other Materials							
147		Misc materials, bulky items	allowance	200			1		
148		Ladder	allowance	20			1		
149									
150		Parking for P&E Vehicle		(see note)					
151		Parking for vehicle trailer		(see note)					
152									
153		Additional circulation allowance in room	inner circ	10%					
154									
155		Subtotal Assigned Square Feet			3,363	1		2,994	
156		Unit Circulation Allowance	unit circ-	20%				598	
157		Total Net Square Feet			3,363	1		3,592	
158									
159									
160		<b>Maintenance</b>							
161		Offices			61				
162		Office (shared)	PO-3	150			1	150	
163		MPSA	cv				1		
164									
165		<b>Other Rooms and Support Areas</b>							
166		Repair Shop			(note)			230	
167		Workbench - 8 ft	allow	60			1		
168		Parts, supplies, small equipment	cntr-in ft	6			18		
169		Paint	allowance	15			1		
170		Barricades	allowance	30			1		
171		Tools, Misc.	allowance	20			1		
172									
173									
174		Closet / storage for cart, etc.	clos-2	30	29		1	30	
175									
176		Subtotal Assigned Square Feet			90	1		410	
177		Unit Circulation Allowance	unit circ-	20%				82	
178		Total Net Square Feet			90	1		492	
179									
180									
181		<b>Jail / Detention</b>							
182		Intake Sallyport							
183		Sedan/Van Bay	30 x 15	450	none		--	--	Option depending on design
184		Intake Sallyport from Vehicle Bay	allowance	30	none		1	30	
185									
186		<b>Booking</b>							
187		Booking Area / Search	allowance	360	302		1	360	
188		Fingerprint / livescan & photo Area	allowance	40	incl		1	40	
189		Breathalyzer Area or Room	allowance	40	incl		1	40	
190									
191		Interview Room	C-1	90	84		1	90	
192		Interview Room	C-2	120					
193									
194		<b>Holding Cells</b>							
195		Holding Cells							
196		Small cell	allowance	60	188		3	180	
197		2-4 persons, but Cal std = 10 sf/inmate; includes lavatory							
198									
199		<b>Jail Support</b>							
200		Janitor Closet	allowance	20			1	20	
201		Storage Rm (booking supplies and misc.)	clos-2	30	none		1	30	
202									
203		Subtotal Assigned Square Feet			574	0		790	
204		Unit Circulation Allowance	unit circ-	20%			incl	158	
205		Total Net Square Feet			574	0		948	
206									
207									
208		<b>Subtotal Administration</b>			5,529	12		7,118	
209									
210									
211									
212									
213									
214									
215									
216									
217									
218									

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
219		<b>Investigations / Detectives</b>							
220									
221		<u>Offices</u>							
222		Sergeant	sg	PO-3	150	137	1	1	150
223									
224		<u>Open Work Area</u>							
225		Detective Work Room				316			610
226		Detective	dt	en-C	64		8	8	
227		Equipment							
228		Printer		print-1	10			1	
229		coffee bar		cof-3	30			1	
230		Additional circulation allowance in room		inner circ	10%				
231									
232		Sheriff Service Specialist Workroom				185			280
233		Sheriff Service Specialist	ss	en-C	64		3	3	
234		Equipment							
235		storage for kits		stg cab	15			1	
236		Credenza / reference table		table	40			1	
237		Coatrack		coat	6			1	
238		Additional circulation allowance in room		inner circ	10%				
239									
240		Detective Clerical Workroom				186			340
241		Office Specialist	cv	en-C	64		2	2	
242		Office Specialist	cv	en-C	64				Working in Administration
243		Equipment							
244		Reception Counter		cntr str	40			1	May combine with Admin
245		Desk / CLETS & special PC		cws	60			1	
246		Copier		copy-2	40			1	
247		Printer		print-1	10			2	
248		Files		file	10			2	
249		Additional circulation allowance in room		inner circ	10%				
250									
251		<u>Other Rooms and Support Areas</u>							
252		File Room / Cold Cases / Etc.		clos-4	60			1	60
253									
254		Interview Room for Detectives / MET		C-2	120	96		1	120
255		Interview recording room / equipment closet		clos-2	30				
256									
257		Locker Room				138		--	--
258		Needed only if not part of central locker room							
259		See locker requirements under Areas Shared by the Department							
260									
261		Subtotal Assigned Square Feet				1,058	14		1,560
262		Unit Circulation Allowance		unit circ-	20%	208			312
263		Total Net Square Feet				1,266	14		1,872
264									
265									
266									
267		<b>MET / Traffic / Focused Policing</b>							
268									
269		<u>Offices</u>							
270		Sergeant		PO-3	150	154	1	1	150
271		Closet				21			
272									
273		<u>Open Work Area</u>							
274		Focused Policing Work Room				219			310
275		Corporal		en-C	64		2	2	
276		Deputy – Focused Policing Team		en-C	64		2	2	
277		Deputy – School Resources					1	1	Incr. by pop'n; round on 0.25
278		Equipment							
279		Printer		print-1	10			1	
280		Coatrack		coat	6			1	
281		Files		file	10			1	
282		Additional circulation allowance in room		inner circ	10%				
283									
284		<u>Other Rooms</u>							
285		Interview Room(s)							
286									
287		Subtotal Assigned Square Feet				394	6		460
288		Unit Circulation Allowance		unit circ-	20%	208			92
289		Total Net Square Feet				602	6		552
290									

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
291									
292		<b>Patrol &amp; Watch Commanders</b>							
293		<b>Watch Commander Areas</b>							
294		Offices							
295		Watch Commander Office			191			260	
296		Sergeant / Watch Commander	sg	en-C	64	8	2		
297		Equipment							
298		Files		lat file	15		2		
299		Shredder		allow	5		1		
300		Meeting table		table+4	75		1		
301		Additional circulation allowance in room		inner circ	10%				
302									
303		<b>Additional Staff Count</b>							
304		Sheriff Service Specialist	ss			--			See Detectives Areas
305		Deputy	dp			36			
306									
307									
308		<b>Patrol Work Areas</b>							
309		Work Rooms							
310		Patrol Report			112			290	
311		Report Carrels		sws	45		5		
312		Equipment (forms, supplies, etc.)		allowance	40		1		
313		Additional circulation allowance in room		inner circ	10%				
314		Compute carrel count using 1/8 patrol staff in the future; only 2 stations today							
315									
316		Evidence Bagging and Tagging Room							
317		Regular Patrol Lockers / Exercise Rooms							
318									
319		Interview Rooms							
320		Interview Room		C-1	90		1	90	Have only 1 room today. Need 2.
321		Interview Room		C-2	120	152	1	120	
322		Interview Room		C-3	180		1	180	
323									
324		Interview Recording Equipment		clos-4	60		1	60	
325									
326		Training Areas							
327		Physical Training / Weight Room		allowance	250			--	
328		No physical training (weight training) is provided. It is assumed that other provisions, such as possible health club membership, may be considered.							
329									
330		Storage							
331		Misc. storage and support		clos-3	45		1	45	
332									
333		Meeting Room							
334		Use the Community Room, listed with Areas Shared by the Department.							
335									
336									
337		<b>Briefing and Related</b>							
338		Briefing Room			375			680	
339		Seating - count based on Patrol staff		chair-brie	30		10		
340		Computed based on 25% total patrol staff listed above plus 50% MET staff count.							
341		Seating - side seating in room		chair	15		8		
342		Presenter Area		allowance	100		1		
343		Equipment							
344		Visual monitors		allowance	5		2		
345		Mail boxes		allowance	30		1		
346		Table(s)		table	40		1		
347		Contingency / additional equipment		allowance	20		1		
348		Additional circulation allowance in room		inner circ	10%				
349									
350		Briefing Support Areas						40	
351		Small Coffee / Service Area		cof-2	20		1		
352		Storage		clos-1	15		1		
353									
354		Issue Room / Armory		allowance	90	57	1	90	
355									
356		Subtotal Assigned Square Feet				1,137	44	1,855	
357		Unit Circulation Allowance		unit circ-	20%	307		371	
358		Total Net Square Feet				1,444	44	2,226	
359									
360									
361									
362									
363									

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
364		<b>Support Areas / Shared by Department</b>							
365									
366		<b>Building Lobby / Reception</b>							
367		Lobby Allowance	allowance	600	105		1	600	Depends on design.
368		A central reception point is needed in a new building. Requirement depends on layout of the building This is only an allowance.							
369									
370		Public Lavatories							
371		Building Lobby lavatories / public	allowance	240	--		2	480	Size depends on final design.
372		Janitor	allowance	25			1	25	
373									
374		Subtotal Assigned Square Feet			105	0		1,105	
375		Unit Circulation Allowance	unit circ-	20%				221	
376		Total Net Square Feet			105	0		1,326	
377									
378									
379		<b>Assembly / SARB / Training Room</b>							
380		Primary Areas							
381		Main Room	Allow	720	712		1	720	
382		Seats approximately 40 in row seating and 25 in training configuration (tables)							
383		Chair and Table Storage	Allow	90			1	90	
384		Hospitality / Service	Allow	60			1	60	
385									
386		EOC Option							
387		Storage Cabinets for EOC Gear	allowance	40			1	40	
388		Communications Equipment	allowance	40			1	40	
389		An "administrative conference room" is needed; use a department conference room nearby, for this purpose.							
390									
391		Physical Training Option / Baton training, etc.							
392		Storage	allowance	90			1	90	
393		(Mat storage, miscellaneous items, etc.)							
394									
395		Work Room / General Office			201			210	
396		Desk	cws	60			1		
397		Files	lat file	15			3		
398		Storage	allowance	10			7		
399		Shredder	allowance	5			1		
400		Additional circulation allowance in room	inner circ	15%					
401									
402		Lavatories							
403		Men /Women	allowance	90	126		2	180	
404		Note: lavatories are required for drug testing. These lavatories must be somewhat secure, but can be configured to serve public use, if design allows.							
405									
406		Subtotal Assigned Square Feet			1,039	0		1,430	
407		Unit Circulation Allowance	unit circ-	20%				286	
408		Total Net Square Feet			1,039	0		1,716	
409									
410									
411		<b>Locker Rooms</b>							
412		<u>Basis for Locker Counts</u>							
413		Sworn Staff							
414		Total Command			2		2		
415		Total Sworn			48		60		
416					50		62		
417		Civilian Staff							
418		Civilian Staff with Lockers			6		8		
419		Other Civilian (no locker assignment)			8		11		
420					14		19		
421		Male/Female Distribution (and overlap)	% women	% men					
422		Large Lockers	30%	80%	(Department breakdown is 75% men / 25% women. Design should allow for some overlap contingency, and we have added 5% to each.)				
423									
424		Standard, Full-Height Lockers	60%	60%	(This allows for some overlap; we added 10% to each as opposed to 5% due to small total count.)				
425									
426		Staff Count for Lavatory Usage							
427		Civilian staff total (= day staff total)	75%	25%	14		19		
428		Sworn staff (=50% total sworn)	25%	75%	25		31		
429									
430		Men's Lockers			423			690	
431		Sworn Lockers (up to 18" wide)	locker-2	10			50		Computed as integer value of 62 times 75% (men's ratio)
432		Civilian Lockers (up to 18" wide)	locker-2	10			5		Computed as integer value of 8 times 60% (men's ratio)
433		Gun Unloading	allow	40			1		
434		Boot Cleaning	allow	40			1		
435		Added circulation inside room	inner circ	10%					

line	Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
436									
437		<b>Men's Lavatories</b>			155			390	
438		Toilet Areas (based on usage above and fixture ratio in the comments column)							
439		WC	staff-wc	30			2		use 1:15
440		Urinal	staff-ur	30			2		use 1:15
441		Sink (provide adequate power)	staff-lav	15			3		use 1:12
442		Showers & Drying Areas	staff-shw	40			2		use 1:15
443		Circulation inside lavatory	circulatio	60%					
444									
445		<b>Women's Lockers</b>			83			350	
446		Sworn Lockers (up to 18" wide)	locker-2	10			19		Computed as integer value of 62 times 30.% (women's ratio)
447		Civilian Lockers (up to 18" wide)	locker-2	10			5		Computed as integer value of 8 times 60.% (women's ratio)
448		Gun Unloading	allow	40			1		
449		Boot Cleaning	allow	40			1		
450		Added circulation inside room	inner circ	10%					
451									
452		<b>Women's Lavatories</b>			105			320	
453		Toilet Areas (based on usage above and fixture ratio in the comments column)							
454		WC	staff-wc	30			3		use 1:10
455		Sink (provide adequate power)	staff-lav	15			2		use 1:12
456		Showers & Drying Areas	staff-shw	40			2		use 1:15
457		Circulation inside lavatory	circulatio	60%					
458									
459		Subtotal Assigned Square Feet			766	0		1,750	
460		Unit Circulation Allowance	unit circ-	20%				350	
461		Total Net Square Feet			766	0		2,100	
462									
463									
464		<b>Break Room and Related Areas</b>							
465		<b>Break Room</b>			281			300	
466		Preparation and Equipment Areas							
467		Kitchen area	allow	120			1		
468		Vending Area (per machine)	per vend	25			2		
469									
470		Seating Areas							
471		Seating – dining	chair-dine	25			4		
472		Based on minimal count of 5% of all staff using building.							
473		Seating – lounge / TV	seat-2	100			--		
474		Added circulation inside area	inner circ	10%					
475									
476		Note: Drinking fountains are required throughout the building in corridors, and space for this is included in the net-to-gross allowances. The designer must be certain that adequate power outlets and water supply lines are provided at such locations, along with lighting. Furthermore, the department may desire use of bottled water at such locations, and so this must be included in the design.							
477									
478									
479									
480		Closet / Pantry (water, sodas, etc.)	clos-2	30			1	30	
481									
482		<b>Second Service Area</b>							
483		Coffee / Vending Machine room							
484									
485		Subtotal Assigned Square Feet			281	0		330	
486		Unit Circulation Allowance	unit circ-	20%				66	
487		Total Net Square Feet			281	0		396	
488									
489									
490		<b>Other Areas</b>							
491		<b>General Building Lavatories</b>							
492		Public Lavatories							
493		Building Lobby lavatories / public							
494		Public Lavatories, 2nd area (e.g., 2nd floor)	allowance	240	--				
495		Janitor							
496									
497		Staff Lavatories							
498		Note: These are contingency allowances. The final number will depend on building layout.							
499		Staff lavatories – Set # 1			202				
500		Staff lavatories – Set # 2							
501		Janitor	allowance	40	24	1	40		Incl supplies, etc.
502									
503		<b>Technology Support</b>							
504		Server Room	clos-4	60	--	1	60		Contingency
505									
506		<b>Maintenance Areas</b>							
507		Building Maintenance			--	--	--		See maint. shop above.
508									

Organi- zation	Item	Space Standard		Survey Sq. Ft.	2040			Notes / Comments
		Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
509	Vehicle Maintenance							
510	Storage closet	clos-3	45	45	1	45	Existing is overcrowded.	
511	Storage for bulbs, minor items, etc.							
512								
513	Yard / Site Maintenance (Work Crews)							
514	Work Room	allowance	100	96	1	100		
515	Note: there is also a table with chairs in the parking yard for work crew breaks.							
516								
517	Subtotal Assigned Square Feet			367	0	245		
518	Unit Circulation Allowance	unit circ-	20%			49		
519	Total Net Square Feet			367	0	294		
520								
521								
522	<b>Subtotal Shared / Other Areas</b>			2,558	0	5,832		
523								
524								
525								
526	<b>TOTALS</b>							
527	<b>Total Net Square Feet</b>			12,437	79	18,600		
528								
529	<b>Mechanical Areas and Circulation</b>							
530	<b>Existing</b>							
531	Upper Level Circulation			[541]				
532	Lower Level Circulation			160				
533	Upper Level Mechanical, etc.			82				
534	Garage Area Mechanical, etc.			254				
535	Exterior Wall Thicknesses (est)			339				
536	Total			835				
537								
538	<b>Projected</b>							
539	Net to Gross assumption	N-T-G	82.5%			3,945		
540								
541								
542	<b>Total Gross Sq. Ft.</b>							
543	Net sf from above			12,437		18,600		
544	Net-to-Gross addition from above			835		3,945		
545								
546	Total Gross Sq. Ft.			13,272		22,545		
547								
548	Recap sworn + Command staff			50	62			
549								
550	GSF/Sworn			265.4		363.6		
551								
552								
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line	Organization	Item	Space Standard		At Survey	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
1		<b>Parking and Open Areas</b>							
2		<b>Parking Requirements (stalls)</b>							
3		<b>Recap of Standards</b>							
4		Sedan Class	pkg-std	360					
5		Compact Class	pkg-comp	340					
6		Combination Sedan/Compact*	mixed	356					
7		Motorcycle Class	pkg	180					
8		Van/Heavy Class	pkg-heavy	340					
9									
10		* Ratio of compact to total =		20%					
11									
11									Quantity Basis
12		<b>Recap of Assumptions</b>							
13		Population		51,317				70,000	
14									
15		Sworn Staff							
16		Total Command			2			2	
17		Total Sworn			48			60	
18					50			62	
19		Civilian Staff							
20		Sheriff Service Specialists & MPSA's			6			8	
21		Other Civilian			8			11	
22					14			19	
23									
24									
25									Stalls
26		<b>Visitor Parking</b>							
27		General Visitors							
28		One stall per 10,000 population			6			7	
29		Provide a portion of handicapped stalls per code							
30		Citizen Meetings / Community Room / Other Agencies			28			28	
31		Community/SARB room seats 40 in row seating.		40					
32		Parking loading factor		70%					
33									
34		Total public visitor parking stalls			34			35	
35									
36									
37		<b>City Equipment Parking</b>							
38		Assigned / Command Staff			2				
39		Sergeants			5				
40		Assigned Traffic Sedan			1				
41		Sheriffs Specialist			2				
42		Citizen's Patrol			2				
43									
44		Patrol Sedans			10				
45									
46		Trailers / Other Vehicles			4				
47									
48		Motorcycles			2				
49		(assume one full stall per motorcycle, due to small number)							
50									
51		Total City Equipment parking stalls			28			35	Grow with Sworn Staff
52									
53									
54									
55									
56		<b>Employee Parking</b>							
57									
58		Civilian Staff			14			19	
59		Less 15% vacations, etc.			-2			-2	
60									
61		Sworn Staff							
62		Command (assigned parking)			2			2	Secure parking is advised
63									
64		General Sworn (factor used = )	60%		29			36	Preferred parking requirement for sworn. Secure parking is advised
65		To allow for shift considerations							
66		Note: if provide only for one shift:	30%		[15]			[18]	Minimal parking requirement for sworn. Secure paking is advised
67									
68		Total Employee parking stalls			43			55	If using minimal sworn requirement, projected is 37
69									If using minimal sworn requirement, present is 29
70									
71		<b>Total Parking Stalls</b>			105			125	If using minimal sworn requirement, total projected is 107
72									If using minimal sworn requirement, current is 91
73									

line	Organization	Item	Space Standard		At Survey	2040			Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	
74		<b>Other Open and Covered Areas</b>							
75							qty	sq. ft.	
76		Service Bag Storage Bins							
77		Provide enclosed bins (covered) in the secured City Vehicle parking area for bins, stacked, one for each projected sworn position.							
78		Stacked 4 bins high	allowance	15			16	240	
79									
80		Emergency Generator							
81		Pad for Emergency Generator	allowance	200			1	200	Pad allowance only. Add site circulation, etc.
82		Generator Fuel Tank	allowance	100			1	100	Pad allowance only. Add site circulation, etc.
83									
84		Trash and Loading	allowance	200			1	200	Pad allowance only. Add site circulation, etc.
85									
86									
87		Fueling							
88		Not provided on this site.							
89									
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