Attachment 1

Police Department Needs Assessment

NEWPORT BEACH POLICE DEPARTMENT
FACILITIES NEEDS ASSESSMENT
JULY 2026

Line	Organization Structure / Division / Sub-Division / *Space Type* / Description/Title	Space Standard Code	Space Standard SF	Existing SF	Future Need Staff	Future Need Qty	Future Need SF	Notes
	Newport Beach Police Department							
1	**Police HQ Building**							
2								
3	**Chief of Police Division**							
4	**Office of the Chief**							
5	*Offices*							
6	Chief of Police	PO-7	300	423	1	1	300	
7	Service area / Lavatory	lav-3	120	115		1	120	Include locker space
8								
9	Executive Officer	PO-4	180	185	1	1	180	
10								
11	Administrative Assistant	recept-1	120	161	1	1	120	
12	Guest seating	seat-1	60	--		1	60	
13								
14	*Other Rooms and Areas*							
15	Chief's Conference Room	allow	450	364		1	450	
16	Copy / print room	copy-4	90	66		1	90	Shared by Support Services
17								
18	**Professional Standards**							
19	*Offices*							
20	Sergeant	SPO-4	180	235	2	1	180	
21								
22	*Other Rooms and Areas*							
23	File closet	allow	40	36		1	40	
24	Interview room	C-1	90	--		1	90	
25								
26	**Community Relations**							
27	*Workspace*							
28	Crime Prevention Specialist	en-c	64	128	2	2	128	
29	CSO - Payroll	en-c	64	64	1	1	64	
30	Volunteer Staff (P/T)	en-c	64	64	0	1	64	

			Code	SF	Existing SF	Staff	Qty	SF	Notes
31	Spare workstation		en-c	64	55	[25]	1	64	
32									
33	**Personnel**								
34	*Workspace*								
35	Personnel Sergeant		en-c	64	55	1	1	150	
36									
37	*Other Rooms and Areas*								
38	File area		allow	60	60		1	60	
39									
40		Subtotal Net SF, Chief of Police Division			2,011	9		2,160	
41		Unit Circulation Allowance	unit circ-4	25%	503			540	
42		Total Net SF, Chief of Police Division			2,514	9		2,700	
43									
44	**Total, Chief of Police Division**	**Total Net SF, Chief of Police Division**			**2,514**	**9**		**2,700**	
45									
46	**Support Services**								
47	**Administration**								
48	*Offices*								
49	Civilian Deputy Director		PO-6	240	348	1	1	240	
50	Division Lieutenant		PO-4	180	182	1	1	180	
51	Fiscal Services / Facility Manager		PO-3	150	185	1	1	180	
52									
53	*Workspaces*								
54	CSO - Facilities		en-c	64	85	1	1	64	
55	CSO - Administrative Technician		recept-1	120	110	1	1	120	
56	CSO - Planning & Research		en-c	64	120	1	1	64	
57	File area		allow	40	incl above		1	40	
58	Cadet (P/T)		en-c	64	40	[2]	1	64	
59									
60	*Other Rooms and Areas*								
61	Support Services Conference Room		C-7	420	253		1	420	
62									
63	**Subtotal, Support Services / Administration**								
64		Subtotal Net SF, Support Services / Administration			1,323	6		1,372	
65		Unit Circulation Allowance	unit circ-4	25%	331			343	
66		Total Net SF, Support Services / Administration			1,654	6		1,715	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
67								
68	**Dispatch**							
69	*Offices*							
70	Dispatch Manager	PO-3	150	118	1	1	150	
71								
72	*Dispatch Room*			612			1,180	
73	Sr. Dispatcher	disp	80	56	3	1		
74	Dispatch - Console	allow	80		11	10		
75	Dispatch (P/T) - Console				[4]			
76	Equipment							
77	Cabinet / supplies	stg cab	15			1		
78	Rolling files	file	5			20		
79	Misc. equipment / printer / etc.	allow	30			1		
80	Locker area	locker-1	5			0		
81	Inner circulation allowance	inner circ 1	0.2					Allows for ADA ramp access to raised floor in Dispatch
82								
83	*Other Rooms and Areas*							
84	Break room						120	
85	Food prep area	Allowance	60			1		
86	Seating - tables / chairs	seat-dine	25			2		
87	Storage / supplies	allowance	10			1		
88								
89	Dispatch sleep room	allow	100	89		1	100	
90	Lavatories	lav-2	65			2	130	
91								
92	**Subtotal, Support Services / Dispatch**							
93	Subtotal Net SF, Support Services / Dispatch			875	15		1,680	
94	Unit Circulation Allowance	unit circ-4	25%	219			420	
95	Total Net SF, Support Services / Dispatch			1,094	15		2,100	
96								
97	**Dispatch Electronics and Support**							
98	*Other Rooms and Areas*							
99	Server room	allow	350	350		1	350	
100	UPS / computer room	allow	350	350		1	350	
101	Telephone equipment room	allow	100	102		1	100	
102	911 telephone equipment room	allow	100	89		1	100	
103								

		Code	SF	Existing SF	Staff	Qty	SF	Notes
104	**Subtotal, Support Services / Dispatch Electronics and Support**							
105	Subtotal Net SF, Support Services / Dispatch Electronics and Support			891	0		900	
106	Unit Circulation Allowance	unit circ-2	15%	134			135	
107	Total Net SF, Support Services / Dispatch Electronics and Support			1,025	0		1,035	
108								
109	**Department Operations Center (DOC)**							
110	*DOC / Workroom*							
111	CSO - Alarms (P/T)	en-c	64	45	[1]	1	64	
112	Emergency Services Coordinator	en-c	64		1	1	64	
113	DOC Lead workstation (as needed, requires some privacy)	en-c	64	51		1	64	
114	DOC workstations	en-a	36	90		4	144	
115	Storage area	allow	40	34		1	100	
116	Closet	allow	40	34		1	80	
117								
118	**Subtotal, Support Services / Department Operations Center (DOC)**							
119	Subtotal Net SF, Support Services / Department Operations Center (DOC)			254	1		516	
120	Unit Circulation Allowance	unit circ-4	25%	64			129	
121	Total Net SF, Support Services / Department Operations Center (DOC)			318	1		645	
122								
123	**Records & Front Desk**							
124	*Offices*							
125	Records Manager	PO-3	150	192	1	1	150	
126								
127	*Records Room*							
128	Sr. CSO - Records	en-b	48	80	2	2	96	
129	CSO - Records	en-b	48	240	12	7	336	
130	CSO - Records (P/T)				[3]			
131								
132	Records equipment / filing							
133	Fixed shelving	shv	15	90		6	90	
134	Work area / archive preparation	allow	40	37		1	40	
135	Circulation / work area	allow	vary	incl		1	300	
136								
137	Lockers	locker-1	5	15		21	105	Half-height lockers, stacked
138	Lavatories	lav-2	90	36		1	90	
139								

		Code	SF	Existing SF	Staff	Qty	SF	Notes
140	*Video Room*			379				
141	CSO - Video Technician (requires some privacy)	en-c	64		2	2	128	
142	Dispenser / drop-off	allowance	15				15	
143	DVD cabinets	bc	10				10	
144	Servers	allowance	10				10	
145	Archive cabinet	stg cab	15				15	
146	Misc. area	allowance	100				100	
147								
148	*Public Counter and Related Areas*							
149	CSO - Front Desk	cntr stn	40	200	4	4	160	
150	CSO - Front Desk (P/T)				[2]			
151								
152	File storage	file	10	incl		3	30	
153	Circulation at counter	allowance	60			1	60	
154								
155	Print room	allow	100	101		1	100	
156	Interview room	C-1	90	0		1	90	
157								
158	**Subtotal, Support Services / Records & Front Desk**							
159	Subtotal Net SF, Support Services / Records & Front Desk			1,370	21		1,925	
160	Unit Circulation Allowance	unit circ-4	25%	343			481	
161	Total Net SF, Support Services / Records & Front Desk			1,713	21		2,406	
162								
163	**Lobby** (listed with Department Shared Access)							
164								
165	**Property & Evidence**							
166	*Property & Evidence Reception*							
167	Reception room and counter (secure)	allow	120	incl		1	120	
168	Viewing room (public side of counter)	C-2	120	0		1	120	
169								
170	*Workstations*							
171	Station Officer	en-C	64	215	1	1	64	
172	Additional workstations				[2]	2	128	
173								
174	*Evidence Receiving / Preparation - Staff Side*							
175	Two-way lockers (staff side)	allow	100			1	100	
176	Evidence prep island w/ SS worktop	allow	80			1	80	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
177	Computer entry station	allow	36			1	36	
178	Work counter - supplies and equipment	allow	12			1	12	
179	Added circulation allowance	inner circ	0.1				30	
180								
181	*Evidence Receiving / Preparation - Officer Side*							
182	Two-way lockers (officer side)	allow	100	91		1	100	
183	Preparation area / "bag & tag"	See Report Writing						
184								
185	*Property Storage*							
186	General storage	allow	1,600	1,193		1	1,600	
187	Bicycles	allow	1,400					See separate building space below
188	Cage for receiving bulky items	allow	180	0		1	180	
189								
190	*Equipment*							
191	Cart storage	allow	10	below		2	20	
192	Ladder	allow	15	below		1	15	
193	Files	allow	20	below		2	20	
194								
195	*Evidence Storage*							
196	General evidence storage	allow	1,200	975		1	1,200	Supplemented with off-site storage
197	Refrigerator	allow	20	above		2	40	
198	Walk-in freezer	allow	240	180		1	240	
199	Bio-hazard processing / drying			n/a				Use CSI Lab
200	Narcotics cage	allow	90	58		1	90	Must be independently vented; secure
201	Weapons cage (hand guns, long guns)	allow	120	102		1	120	
202	Vehicle (evidence) bays	bay	200			2	400	For interim storage, CSI processing, secure holding
203								
204	**Subtotal, Support Services / Property & Evidence**							
205	Subtotal Net SF, Support Services / Property & Evidence			2,814	1		4,715	
206	Unit Circulation Allowance	unit circ-1	10%	281			472	
207	Total Net SF, Support Services / Property & Evidence			3,095	1		5,187	
208								
209	**Computer Section**							
210	*Offices*							
211	IT Manager	PO-3	150	193	1	1	150	
212								
213	*Workroom*			640				

		Code	SF	Existing SF	Staff	Qty	SF	Notes
214	IT Coordinator	allow	60		3	3	180	
215	IT Analyst	allow	60		1	1	60	
216	Electronics Specialist	allow	60	146	1	1	60	
217	Electronics Specialist workroom	allow	150	64			150	
218	Storage	closet	60				60	
219	Future: 1 additional IT Staff Member	allow	60			1	60	
220								
221	**Subtotal, Support Services / Computer Section**							
222	Subtotal Net SF, Support Services / Computer Section			1,043	6		720	
223	Unit Circulation Allowance	unit circ-4	25%	261			180	
224	Total Net SF, Support Services / Computer Section			1,304	6		900	
225								
226	**Miscellaneous**							
227	*Polygraph Area*							
228	Polygraph Test Room	allow	150	100		1	150	
229								
230	*Subtotal, Support Services / Misc. / Polygraph*							
231	Subtotal Net SF, Support Services / Misc. / Polygraph			100	0		150	
232	Unit Circulation Allowance	unit circ-4	25%				38	
233	Total Net SF, Support Services / Misc. / Polygraph			100	0		188	
234								
235	*Assembly Room / Backup EOC*							
236	Assembly and Meeting Area			1,056			1,650	
237	Dais / front area	allowance	300			1		
238	Seating area (divisible room)	chair-lect	15			90		
239								
240	Support Area							
241	Table and chair storage	allow	350	199		1	250	
242	Hospitality / Service							
243								
244	EOC Storage							
245	Storage cabinets for EOC gear	allowance	60			2	120	
246	Note: a nearby conference room is needed							
247								
248	Existing vacant space			278				
249								
250	*Subtotal, Support Services / Misc. / Assembly Room*							

		Code	SF	Existing SF	Staff	Qty	SF	Notes
251	Subtotal Net SF, Support Services / Misc. / Assembly Room			1,533	0		2,020	
252	Unit Circulation Allowance	unit circ-1	10%				202	
253	Total Net SF, Support Services / Misc. / Assembly Room			1,533	0		2,222	
254								
255	**Subtotal, Support Service / Miscellaneous**							
256	Total Net SF, Support Service / Miscellaneous			1,633	0		2,410	
257								
258	**Total, Support Services** **Total Net SF, Support Services**			**11,834**	**50**		**16,397**	
259								
260	**Patrol and Traffic Divisions**							
261	**Administration**							
262	*Offices*							
263	Division Deputy Chief	PO-6	240	354	1	1	240	
264								
265	*Reception Area*							
266	CSO - Administrative Technician	recept-1	120	123	1	1	120	
267								
268	**Subtotal, Patrol & Traffic / Administration**							
269	Subtotal Net SF, Patrol & Traffic / Administration			477	2		360	
270	Unit Circulation Allowance	unit circ-4	25%				90	
271	Total Net SF, Patrol & Traffic / Administration			477	2		450	
272								
273	**Patrol Staffing Assumptions**							
274	*Administration*							
275	Lieutenant				4			
276								
277	*Alpha Watch*							
278	Sergeant				4			
279	Officer				22			
280								
281	*Delta Watch*							
282	Sergeant				3			
283	Officer				14			
284	K9 Officer				2			
285								
286	*Echo Watch*							

		Code	SF	Existing SF	Staff	Qty	SF	Notes
287	Sergeant				4			
288	Officer				22			
289								
290	*Cascade Shift*							
291	Sergeant				2			
292	Officer				11			
293								
294	*Special Enforcement Team*							
295	Sergeant				1			
296	Officer				7			
297								
298	*Fashion Island Officers*							
299	Officer				2			
300								
301	*Other Staff*							
302	Reserve Officer (P/T)				[2]			
303								
304	**Subtotal, Patrol & Traffic / Patrol Staffing Assumptions**				98			
305								
306	**Patrol Space Requirements**							
307	*Watch Commander Office*			186			200	
308	Workstation	en-d	80			1		
309	Visitor seating	seat	5			4		
310	Files	file	10			4		
311	Monitoring	allowance	10			4		
312	Added circulation allowance	inner circ	0.1					
313								
314	*Lieutenants' Offices*							
315	Lieutenant	PO-3	150			4	600	
316								
317	*Sergeants' Office*			191			720	
318	Sergeant	en-a	36			12		
319	Visitor seating	seat	5			12		
320	Files and equipment	allow	40			2		
321	Added circulation allowance	inner circ	0.3					
322								
323	*Report Writing*			372			480	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
324	Report Writing station	sws	45			8		
325	Equipment (forms, supplies, etc.) / "Bag and tag" work area	allowance	80			1		
326	Circulation inside room	inner circ	0.1					
327								
328	*Briefing Room*			944			1,270	
329	Seating, at Briefing tables	per seat	25			32		
330	Seating, sides and back of room	chair-side	15			4		
331	Presentation / front area	allowance	200			1		
332	Monitors	allowance	5			2		
333	Side table	table	40			2		
334	Added circulation in room	inner circ	0.1					
335								
336	*Briefing Support Room (nearby)*							
337	Mail box area	allowance	160	60		1	160	
338	Charging / battery area or room	allowance	80	51		incl above		
339								
340	*SWAT*							
341	Equipment storage	allowance	180	175		1	180	
342								
343	*Special Enforcement Team*							
344	Sergeant	en-c	64			1	64	
345	Officer	en-c	64			4	256	
346	Police Bike Support Area	allow	300	258		1	300	
347								
348	**Subtotal, Patrol & Traffic / Patrol Space Requirements**							
349	Subtotal Net SF, Patrol & Traffic / Patrol Space Requirements			2,237	0		4,230	
350	Unit Circulation Allowance	unit circ-4	25%	559			1,058	
351	Total Net SF, Patrol & Traffic / Patrol Space Requirements			2,796	0		5,288	
352								
353	**Training**							
354	*Offices*							
355	Training Sergeant	PO-3	150	55	1	1	150	
356	Training Officer	PO-2	120	80	1	1	120	
357								
358	*Training Room*							
359	Open Area	allowance	1,000			1	1,000	
360	when configured as a seated classroom with tables, capacity is 30-35; when configured without tables, capacity is 50-60							

		Code	SF	Existing SF	Staff	Qty	SF	Notes
361								
362	*Support Areas*							
363	Coffee counter	cof-4	60			0	0	
364	Table and chair storage	Allow	200			1	200	
365	Training materials storage	allowance	80			1	80	
366	(mats, training equipment, misc. items)							
367								
368	**Subtotal, Patrol & Traffic / Training**							
369	Subtotal Net SF, Patrol & Traffic / Training			135	2		1,550	
370	Unit Circulation Allowance	unit circ-4	25%	34			388	
371	Total Net SF, Patrol & Traffic / Training			169	2		1,938	
372								
373	**Explorers**							
374	*Explorer Office*							
375	Explorers (P/T)	PO-2	120	87	[15]	1	150	
376								
377	**Subtotal, Patrol & Traffic / Explorers**							
378	Subtotal Net SF, Patrol & Traffic / Explorers			87	0		150	
379	Unit Circulation Allowance	unit circ-4	25%				38	
380	Total Net SF, Patrol & Traffic / Explorers			87	0		188	
381								
382	**Firearms Training: See separate structure**							
383								
384	**Traffic Administration**							
385	*Offices*							
386	Lieutenant	PO-4	180	240	1	1	180	
387								
388	*Other Rooms and Areas*							
389	Interview room	C-1	90	56		1	90	
390	Conference room	C-5	300	259		1	300	
391								
392	**Subtotal, Patrol & Traffic / Traffic Administration**							
393	Subtotal Net SF, Patrol & Traffic / Traffic Administration			555	1		570	
394	Unit Circulation Allowance	unit circ-4	25%				143	
395	Total Net SF, Patrol & Traffic / Traffic Administration			555	1		713	
396								

		Code	SF	Existing SF	Staff	Qty	SF	Notes
397	**Motors & Traffic Investigation**							
398	*Workspace*							
399	Sergeant	en-c	64	166	2	2	128	
400	Traffic Investigator	en-c	64	400	2	2	128	
401	Motor Officer	en-c	64	incl	8	3	192	
402	DUI Officer	en-c	64	incl	1	1	64	
403								
404	**Subtotal, Motors & Traffic Investigation**							
405	Subtotal Net SF, Motors & Traffic Investigation			566	13		512	
406	Unit Circulation Allowance	unit circ-4	25%	142			128	
407	Total Net SF, Motors & Traffic Investigation			708	13		640	
408								
409	**Civilian Field Services**							
410	*Animal Control Officer (ACO) Office*	SPO-6	240			1	240	Shared office with three workstations
411	Sr. ACO	en-b	48		1			
412	ACO	en-b	48		3			
413								
414	*Parking Control Officer (PCO) Office*	SPO-6	240			1	240	Shared office with three workstations
415	Sr. CSO - Parking	en-b	48		1			
416	CSO - Parking	en-b	48		3			
417	CSO - Parking (P/T)	en-b	48		[4]			
418								
419	*Park Patrol Office*	SPO-6	240	188		1	240	Shared office with three workstations
420	Job Title TBD: Park Patrol Supervisor	en-b	48		1			
421	Job Title TBD: Park Patrol Officer	en-b	48		1			
422	Job Title TBD: Park Patrol Officer (P/T)	en-b	48		[8]			
423								
424	**Subtotal, Patrol & Traffic / Civilian Field Services**							
425	Subtotal Net SF, Patrol & Traffic / Civilian Field Services			188	10		720	
426	Unit Circulation Allowance	unit circ-4	25%	47			180	
427	Total Net SF, Patrol & Traffic / Civilian Field Services			235	10		900	
428								
429	**Jail**							
430	*Staff Count*							
431	Civilian Custody Supervisor				1			
432	Custody Officer				8			

			Code	SF	Existing SF	Staff	Qty	SF	Notes
433									
434									
435	*Space Allowances*								
436	Existing Space				5,673		1	6,000	Space includes staff lockers
437	Sally Port		allowance	1,000	972		1	1,000	
438									
439	**Subtotal, Patrol & Traffic / Jail**								
440		Subtotal Net SF, Patrol & Traffic / Jail			6,645	9		7,000	
441		Unit Circulation Allowance	Circ	Incl					
442		Total Net SF, Patrol & Traffic / Jail			6,645	9		7,000	
443									
444	**Total, Patrol and Traffic Divisions**	**Total Net SF, Patrol and Traffic Divisions**			**11,672**	**135**		**17,115**	
445									
446	**Detective Division**								
447	**Administration**								
448	*Offices*								
449	Division Deputy Chief		PO-6	240	294	1	1	240	
450	Division Lieutenant		PO-4	180	156	1	1	180	
451									
452	*Reception Area*								
453	Reception / waiting area		allow	180			1	180	
454	CSO - Administrative Technician		en-c	64	120	1	1	64	Counter must be secure
455									
456	**Subtotal, Detective Division / Administration**								
457		Subtotal Net SF, Detective Division / Administration			570	3		664	
458		Unit Circulation Allowance	unit circ-4	25%				166	
459		Total Net SF, Detective Division / Administration			570	3		830	
460									
461	**Investigations**								
462	*Property Crimes Units Workspace*				300				
463	Sergeant		en-c	64		2	2	128	
464	Detective		en-c	64		6	8	512	One extra workstation per team (East / West)
465	Civilian Investigator		en-c	64		1	1	64	
466									
467	*Special Victims Unit Workspace*				420				
468	Sergeant		en-c	64		1	1	64	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
469	Detective	en-c	64		3	4	256	One extra workstation
470	School Resource Officer	en-c	64		3	3	192	
471	Crime Prevention Specialist	en-c	64		1	1	64	
472	Civilian Investigator - Court Liaison Officer	en-c	64		1	1	64	
473								
474	*Crimes Against Persons Unit Workspace*			420				
475	Sergeant	en-c	64		1	1	64	
476	Detective	en-c	64		3	3	192	
477								
478	*Special Investigations Unit Workspace*			297				
479	Sergeant	en-c	64		1	1	64	
480	Detective	en-c	64		3	3	192	
481	Civilian Investigator	en-c	64		1	1	64	
482								
483	Case Storage	allow	150	140		1	150	
484	Conference / Interview Room	C-2	120	87		1	120	
485								
486	*Shared Resources and Crime Information Center (CIC)*							
487	Sr. Crime Analyst	en-c	64	60	1	1	64	
488	Civilian Investigator - CIC	en-c	64		3	1	64	
489	Drone Officer	en-c	64		1	1	64	
490								
491	Forensic Electronics Lab	allow	150	147		1	200	
492								
493	*Other Rooms and Areas*							
494	Conference Room	C-6	360	0		1	360	
495	Ad-hoc meeting space	C-3	180			1	180	
496	Interview Room - large	C-3	180	92		1	180	
497	Interview Room - "soft" room	C-2	120			1	120	
498	Interview Room - small	C-1	90	49		1	90	
499								
500	Existing Vacant Space			346				
501								
502	**Subtotal, Detective Division / Investigations**							
503	Subtotal Net SF, Detective Division / Investigations			2,358	32		3,512	
504	Unit Circulation Allowance	unit circ-4	25%	590			878	
505	Total Net SF, Detective Division / Investigations			2,948	32		4,390	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
506								
507	**Crime Scene Investigation**							
508	*Workroom*							
509	Sr. Crime Scene Investigator	en-c	64	60	1	1	64	
510	Crime Scene Investigator	en-c	64	217	3	3	192	
511								
512	Counter and laydown area	allow	80	77		1	80	Special ventilation required (force air, non-recirculating)
513								
514	*Other Rooms and Areas*							
515	CSI Lab	C-5	300	280		1	300	
516								
517	**Subtotal, Detective Division / Crime Scene Investigation**							
518	Subtotal Net SF, Detective Division / Crime Scene Investigation			634	4		636	
519	Unit Circulation Allowance	unit circ-4	25%	159			159	
520	Total Net SF, Detective Division / Crime Scene Investigation			793	4		795	
521								
522	**Other-Agency Space and Off-Site Operations**							
523	*Off-Site Personnel (no work space required)*							
524	Detective - ATF				1			
525	Detective - RNSP				1			
526	CSO - OCRCFL (underfill)				1			
527								
528	*County Agency Space*							
529	Parole / Probation / Social Services	SPO-3	150			1	150	
530								
531	**Subtotal, Detective Division / Other-Agency Space and Off-Site Operations**							
532	Subtotal Net SF, Detective Division / Other-Agency Space and Off-Site Operations			0	3		150	
533	Unit Circulation Allowance	unit circ-4	25%	0			38	
534	Total Net SF, Detective Division / Other-Agency Space and Off-Site Operations			0	3		188	
535								
536	**Total, Detective Division** **Total Net SF, Detective Division**			**4,310**	**42**		**6,203**	
537								
538	**Shared Department Areas**							
539	**Locker Rooms - Assignment Assumptions**							
540	*Large Locker Assignments*							
541	Deputy Chief / Deputy Director					3		

		Code SF	Existing SF	Staff Qty SF	Notes
542	Lieutenant			8	
543	Sergeant			25	
544	Officer (incl. Detective, Motor, and other specialty assignments)			114	
545	Reserve Officer (P/T)			5	
546	Sr. CSI			1	
547	CSI			3	
548	Sr. ACO			1	
549	ACO			3	
550	Sr. CSO - Parking			1	
551	CSO - Parking			3	
552	CSO - Parking (P/T)			4	
553	Job Title TBD: Park Patrol Supervisor			1	
554	Job Title TBD: Park Patrol Officer			1	
555	Job Title TBD: Park Patrol Officer (P/T)			8	
556	Future Expansion Allowance			25	
557	Total			206	
558					
559	*Standard Locker Assignments*				
560	Records Manager			1	
561	Sr. CSO - Records			2	
562	CSO - Alarms (P/T)			1	
563	Civilian Investigator			6	
564	CSO - Administrative Technician			3	
565	CSO - Front Desk			4	
566	CSO - Front Desk (P/T)			2	
567	CSO - Video Technician			2	
568	CSO - Payroll			1	
569	CSO - Planning and Research			1	
570	CSO - Records			12	
571	CSO - Records (P/T)			3	
572	Station Officer			1	
573	Dispatch Manager			1	
574	Sr. Dispatcher			3	
575	Dispatcher			11	
576	Dispatcher (P/T)			4	
577	Rangemaster			1	
578	Sr. Mechanic			1	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
579	Mechanic					1		
580	Sr. Crime Analyst					1		
581	Crime Prevention Specialist					3		
582	Administrative Assistant					1		
583	Fiscal Services / Facility Manager					1		
584	CSO - Facilities					1		
585	Cadet (P/T)					2		
586	IT Manager					1		
587	IT Coordinator					3		
588	IT Analyst					1		
589	Electronics Specialist					1		
590	Future: 1 additional IT Staff Member					1		
591	Emergency Services Coordinator					1		
592	Future Expansion Allowance					20		
593	Total					98		
594								
595	*Not Assigned Lockers in Locker Room*							
596	Chief					1		
597	Civilian Custody Supervisor					1		
598	Custody Officer					8		
599	Explorer (P/T)					15		
600	Volunteer (P/T)					25		
601	Total					50		
602								
603	*Male/Female Distribution*	% Female	% Male					
604	Large Lockers	12%	88%					
605	Standard Lockers	70%	30%					
606	Overlap / double-count allowance	factor	5%					
607								
608	**Men's Locker Room**							
609	*Men's Lockers*			2,131				
610	Large, full-height lockers (up to 26" wide)	locker est	13			191	2,483	
611	Regular full-height lockers (up to 20" wide)	locker est	8			31	248	
612	Gun unloading	allow	10			1	10	
613	Boot cleaning	allow	10			1	10	
614	Laundry rack / pick-up	allow	20			1	20	
615	Added circulation inside room	inner circ	0.10				207	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
616								
617	*Men's Lavatories*							
618	Toilet area (based on ration of locker count)	ratio	0.33					
619	WC	staff-wc	30			4	120	
620	Urinal	staff-ur	30			4	120	
621	Sink (provide adequate power)	staff-lav	15			4	60	
622	Showers and drying area	staff-shw	40			5	200	
623	Circulation inside Lavatory	circulation	0.25				125	
624								
625	**Women's Locker Room**							
626	*Women's Lockers*			972				
627	Large, full-height lockers (up to 26" wide)	locker est	13			26	338	
628	Regular full-height lockers (up to 20" wide)	locker est	8			73	584	
629	Gun unloading	allow	10			1	20	
630	Boot cleaning	allow	10			1	20	
631	Laundry rack / pick-up	allow	20			1	20	
632	Added circulation inside room	inner circ	0.10				121	
633								
634	*Lactation Room*							
635	Lactation Room						64	
636								
637	*Women's Lavatories*							
638	Toilet area (based on ration of locker count)	ratio	0.33					
639	WC	staff-wc	30			4	120	
640	Sink (provide adequate power)	staff-lav	15			4	60	
641	Showers and drying area	staff-shw	40			3	120	
642	Circulation inside Lavatory	circulation	0.25				75	
643								
644	**Subtotal, Shared Department Areas / Locker Rooms**							
645	Subtotal Net SF, Shared Department Areas / Locker Rooms			3,103	0		5,145	
646	Unit Circulation Allowance	unit circ-1	10%				515	
647	Total Net SF, Shared Department Areas / Locker Rooms			3,103	0		5,660	
648								
649	**Fitness Training Room**							
650	*Training Area*			689			1,210	
651	Exercise station (large)	allowance	90			4		
652	Exercise station (small)	allowance	40			7		

		Code	SF	Existing SF	Staff	Qty	SF	Notes
653	Multi-purpose open floor area / free wights	allowance	100			4		
654	Services (water, towels, trash, etc.)	allowance	60			1		
655	Note that power is required for some workout equipment, and that commercial grade is assumed. Commercial treadmills, for example, require 220v power.							
656	Added circulation allowance	inner circ	0.1					
657								
658	**Subtotal, Shared Department Areas / Fitness Training Room**							
659	Subtotal Net SF, Shared Department Areas / Fitness Training Room			689	0		1,210	
660	Unit Circulation Allowance	unit circ-2	15%				182	
661	Total Net SF, Shared Department Areas / Fitness Training Room			689	0		1,392	
662								
663	**Break Rooms**							
664	*Central Lunch Room*			857			980	
665	Coffee counter	cof-5	120			1		
666	Table and seating (per seat)	chair-dine	25			20		
667	Lounge seating	seat-1	60			2		
668	TV cabinet	allow	15			1		
669	Vending machine area	allow	140			1		
670	Added circulation allowance	inner circ	0.1					
671								
672	*Subtotal, Shared Dept Areas / Break Rooms / Central Lunch Room*							
673	Subtotal Net SF, Shared Dept Areas / Break Rooms / Central Lunch Room			857	0		980	
674	Unit Circulation Allowance	unit circ-2	15%				147	
675	Total Net SF, Shared Dept Areas / Break Rooms / Central Lunch Room			857	0		1,127	
676								
677	*Distributed Break Rooms*							
678	Break Room #1	allow	180			1	180	
679	Break Room #2	allow	180			1	180	
680								
681	Existing Areas							
682	Existing West Lounge			178				
683	Existing East Lounge			290				
684								
685	*Subtotal, Shared Dept Areas / Break Rooms / Distributed Break Rooms*							
686	Subtotal Net SF, Shared Dept Areas / Break Rooms / Distributed Break Rooms			468	0		360	
687	Unit Circulation Allowance	unit circ-4	25%				90	
688	Total Net SF, Shared Dept Areas / Break Rooms / Distributed Break Rooms			468	0		450	
689								

		Code	SF	Existing SF	Staff	Qty	SF	Notes
690	**Subtotal, Shared Department Areas / Breakrooms**							
691	Subotal Net SF, Shared Department Areas / Breakrooms			1,325	0		1,577	
692								
693	**In-Building Storage**							
694	*Duty Bag Storage*							
695	Room (accessible to Patrol parking)						285	
696	Bin (20" x 20" x 24" deep), stacked 4 high	per bin	3			95		
697	Count based on total Patrol staff (see tabulation above) - provide lockable doors on each bin							
698								
699	*General Storage Areas*							
700	Requirement allowance	allow	180			1	180	
701	Existing areas			182				
702								
703	**Subtotal, Shared Department Areas / In-Building Storage**							
704	Subtotal Net SF, Shared Department Areas / In-Building Storage			182	0		465	
705	Unit Circulation Allowance	unit circ-4	25%				116	
706	Total Net SF, Shared Department Areas / In-Building Storage			182	0		581	
707								
708	**Lobby and Lavatories**							
709	*Building Lobby and Display Areas*							
710	Lobby and Display space	allowance	800	619	1		800	
711	Copy / mail room	allowance	120	316	1		120	
712								
713	*Public Lavatories*							
714	Men	allowance	200	132	1		200	
715	Women	allowance	200	133	1		200	
716	Janitor space	allowance	20	0	1		20	
717								
718	*Staff Lavatories 1*							
719	Men	allowance	200	197	1		200	
720	Women	allowance	200	26	1		200	
721	Janitor space	allowance	60	0	1		60	
722								
723	*Staff Lavatories 2*							
724	Men	allowance	200	120	1		200	
725	Women	allowance	200	126	1		200	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
726	Janitor space	allowance	20	0		1	20	
727								
728	*Other Rooms*							
729	Existing Janitor space			76				
730								
731	**Subtotal, Shared Department Areas / Lobby and Lavatories**							
732	Subtotal Net SF, Shared Department Areas / Lobby and Lavatories			1,745	0		2,220	
733	Unit Circulation Allowance	unit circ-4	25%				555	
734	Total Net SF, Shared Department Areas / Lobby and Lavatories			1,745	0		2,775	
735								
736	**Total, Shared Department Areas** **Total Net SF, Shared Department Areas**			**7,044**	**0**		**11,984**	
737								
738	**Building Subtotal, Police HQ Building (Net)**			**37,374**	**236**		**54,399**	
739								
740	**Building Net-to-Gross Calculations**							
741								
742	**Net SF from above**			37,374	236		54,399	
743								
744	**Net-to-Gross elements**							
745	*Existing Building*							
746	General circulation, second floor			3,322				
747	General circulation, first floor			3,063				
748	Mechanical, electrical, and equipment			531				
749	Wall thickness allowances			665				
750								
751	*New Building*							
752	Required Net-to-Gross	efficiency	0.85				9,600	
753								
754	**BUILDING TOTAL, Police HQ Building (Gross)**			**44,955**	**236**		**63,999**	
755								
756	**Separate Support Structure**							
757								
758	**Org: Patrol and Traffic Divisions**							
759	**Firearms Training**							
760	*Offices*							
761	Rangemaster	PO-3	120	92	1	1	120	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
762								
763	*Support Areas*							
764	Preparation / cleaning work room	allow	90	incl.		1	90	
765	Armory / weapons repair and support	allow	180	175		1	180	
766								
767	*Range*							
768	Access control / acoustic vestibule	allowance	90	146		1	90	
769								
770	Range Calculation: 6 lanes at 50 yards	lanewa	5					
771	*Width assumption (feet)*	lanela	50					
772	*Length assumption (yards)*							
773				1,481				
774	Total Area Allowance	4' x 4.5'	18					
775	*Firing Line (per lane)*	10' x 4.5'	45					
776	*Circulation Zone/Rangemaster control*	150' x 4.5'	675					
777	*Firing Lane @ 50 yd*	8' x 4.5'	36					
778	*Bullet Trap and Stop*	allowance	200					
779	*Mechanical Air Handler Allowance*							
780								
781	Range Support Areas	allowance	200			1	200	
782	*Storage Room (targets, etc.)*							
783								
784	4+1 Lane Range (flexible lane layout for scenario building, with vehicle access) at 25 yards. Each lane nominally 4' wide (4'-6" on center)							
785	*Width assumption (feet)*	lanewb	5					
786	*Length assumption (yards)*	lanelb	25					
787								
788	Total Area Allowance						3,692	Minimum size; included in totals
789	*Firing Line (per lane)*	4' x 4.5'	18			8		
790	*Circulation Zone/Rangemaster control*	10' x 4.5'	45			8		
791	*Firing Lane @ 25 yd*	75' x 4.5'	338			8		
792	*Bullet Trap and Stop*	8' x 4.5'	36			8		
793	*Mechanical Air Handler Allowance*	allowance	200			1		
794								
795	8-Lane Range (flexible lane layout for scenario building) at 100 yards. Each lane nominally 4' wide (4'-6" on center)							
796	*Width assumption (feet)*	lanew	5					
797	*Length assumption (yards)*	lenel	100					
798								

			Code	SF	Existing SF	Staff	Qty	SF	Notes
799	Total Area Allowance							[11992]	Ideal size, but not feasible; not included in totals
800	*Firing Line (per lane)*		4' x 4.5'	18			8		
801	*Circulation Zone*		10' x 4.5'	45			8		
802	*Firing Lane @ 100 yd*		300' x 4.5'	1,350			8		
803	*Bullet Trap and Stop*		8' x 4.5'	36			8		
804	*Mechanical Air Handler Allowance*		allowance	400			1		
805									
806		Subtotal Net SF, Patrol & Traffic / Firearms Training			1,894	1		4,372	
807		Unit Circulation Allowance	unit circ-1	10%				437	
808		Total Net SF, Patrol & Traffic / Firearms Training			1,894	1		4,809	
809									
810	**Total, Patrol & Traffic / Firearms Training**	**Total Net SF, Patrol & Traffic / Firearms Training**			**1,894**	**1**		**4,809**	
811									
812	**ORG: Support Services**								
813	**Fleet Services**								
814	*Offices*								
815	Sr. Mechanic		en-D	80	329	1	1	80	
816	Mechanic		en-D	80	incl above	1	1	80	
817	Files, materials, work area		allow	250	incl above		1	250	
818									
819	*Garage*								
820	Garage with 3 service bays		svc bay-M	600	1,207		3	1,800	Includes equipment and tire rotation area
821	Tires and parts storage		allow	150			1	150	
822									
823		Subtotal Net SF, Support Services / Fleet Services			1,536	2		2,360	
824		Unit Circulation Allowance	unit circ-4	25%				590	
825		Total Net SF, Support Services / Fleet Services			1,536	2		2,950	
826									
827	**Total, Support Services / Fleet Services**	**Total Net SF, Support Services / Fleet Services**			**1,536**	**2**		**2,950**	
828									
829	**Department Shared Areas, General Storage**								
830	**Property and Evidence**								
831	*Bike Storage*		Allowance	400	400		1	1,400	
832									
833	**Animal Control Storage**								
834	*Storage Room*		Allowance	200	200		1	200	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
835								
836	**Community Relations Storage**							
837	*Storage Room*	Allowance	300	200		1	300	
838								
839	**Facilities Management Storage**							
840	*Storage Room*	Allowance	200	100		1	200	
841								
842	Subtotal Net SF, Dept Shared Areas, General Storage			900	0		2,100	
843	Unit Circulation Allowance	unit circ-2	15%				315	
844	Total Net SF, Dept Shared Areas, General Storage			900	0		2,415	
845								
846	**Total, Dept Shared Areas, General Storage** **Total Net SF, General Storage**			**900**	**0**		**2,415**	
847								
848	**Building Subtotal, Separate Support Structure (Net)**			**4,330**	**3**		**10,174**	
849								
850	**Building Net-to-Gross Calculations**							
851								
852	**Net SF from above**			4,330	3		10,174	
853								
854	**Net-to-Gross elements**	efficiency	0.90				1,130	
855								
856	**BUILDING TOTAL, Police HQ Building (Gross)**			**4,330**	**3**		**11,305**	
857								
858	**Project Total, All Building Space (Gross)**			**49,285**	**239**		**75,303**	
859								
860	**Other Site Requirements**							
861								
862	**Open Area Requirements**							
863	These areas are listed for site area planning, and are not included in any building component. Requirements are estimated.							
864								
865	*Site Service Area*							
866	Trash	allow	200			1	200	
867	Loading Dock	stall	400			1	400	
868								
869	*Vehicle Service Areas*							
870	Carwash (parking bay - manual wash)	std	360			1	360	

		Code	SF	Existing SF	Staff	Qty	SF	Notes
871	Fueling islands and tanks	allowance	1,200			2	2,400	
872								
873	*Building Service Area*							
874	Pad for Emergency Generator	allow	200			1	200	
875	Generator Fuel Tank	allow	100			1	100	
876								
877	**Total, Open Area Requirements** **Total Net SF, General Storage**						**3,660**	
878								
879	**Parking Requirements**							
880								
881	*Parking Structure*							
882	Parking spaces			[current: 206 spaces]			275 spaces	
883	Specialty Parking: Armored vehicle, Mobile Command Post, SWAT van							
884								
885								
886								
887	**Air Support and Technology Requirements**							
888								
889	*Drone*							
890	Drone station							
891								
892	*Helicopter*							
893	Helipad							
894								
895	*Other*							
896	Rooftop electronics / antennae							
897								
898								
899								
900								