

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
1		Administration of the Department											
2		Office of the Chief											
3		<i>Offices</i>											
4		Chief of Police	Chf	PO-6	240	423	1	1	240	1	1	240	
5		Service area / lavatory		lav-3	80	115		1	80		1	80	
6													
7		Administrative Assistant	Civ	recept-1	120	161	1	1	120	1	1	120	
8		Guest Seating		seat-1	60	--		1	60		1	60	
9													
10		<i>Other Rooms and Areas</i>											
11		Chief's Conference Room		C-6	360	364		1	360		1	360	
12		Copy / Print Room		copy-4	90	66		1	90		1	90	Shared by Administration
13													
14		Professional Standards											
15		<i>Offices</i>											
16		Sergeant (Lead)	Sgt	PO-3	150					1	1	150	
17		Sergeant (Shared Office)	Sgt	SPO-4	180	235	2	1	180	2	1	180	
18													
19													
20		<i>Other Rooms and Areas</i>											
21		File Closet		allow	40	36		1	40		1	40	
22		Interview Room		C-2	120	--		0	0		1	120	
23													
24		Community Relations											
25		<i>Offices</i>											
26		Executive Officer	Lt	PO-4	180	185	1	1	180	1	1	180	
27		Crime Prevention Specialist	Civ	en-c	64	138	2	2	128	2	2	128	
28		Crime Prevention Specialist (P/T)	Civ	en-c	64	69	[1]	1	64	[1]	1	64	
29		CSO - Payroll	Civ	en-c	64	48	1	1	64	1	1	64	
30		Community Relations Specialist	Civ	en-c	64	--	0	0	0	2	2	128	
31		Volunteer Staff (P/T)	Civ	en-c	64	56	[10]	1	64	[10]	1	64	
32													
33													
34													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.		
35		<i>Other Rooms and Areas</i>												
36		File Area		allow	60	60		1		60		1	60	
37														
38														
39		Subtotal Net Sq. Ft., Office of the Chief				1,956	8		1,730	11		2,128		
40		Unit Circulation Allowance		unit circ-4	25%	304			432			532		
41		Total Net Sq. Ft., Dept. Admin.				2,260	8		2,162	11		2,660		
42														
43														
44		Total, Administration of the Department				2,260	8		2,162	11		2,660		
45														
46														
47		Support Services												
48		Administration												
49		<i>Offices</i>												
50		Division Administrator	Civ	PO-4	180	348	1	1	180	1	1	180	Listed as a civilian position after current individual retires	
51		Support Services Lieutenant	Lt	PO-4	180	182	1	1	180	1	1	180		
52		Fiscal Services / Facility Manager	Civ	PO-3	150	185	1	1	150	1	1	150		
53		CSO - Facilities (P/T)	Civ	en-c	64		[1]	1	64	[1]	1	64		
54		CSO Division Secretary	Civ	recept-1	120	110	1	1	120	1	1	120		
55		IT Consultant Staff		See below in Shared Department Areas										
56														
57		Subtotal Net Sq. Ft., Support Admin				825	4		694	4		694		
58		Unit Circulation Allowance		unit circ-4	25%	72			173			173		
59		Total Net Sq. Ft., Support Admin				897	4		867	4		867		
60														
61														
62														
63														
64														
65														
66														
67														
68														

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
69		Communications											
70		Communications Administration											
71		<i>Offices</i>											
72		Communications Supervisor	Civ	PO-3	150	118	1	1	150	1	1	150	
73													
74		Subtotal Net Sq. Ft., Comm Adm				118	1		150	1		150	
75		Unit Circulation Allowance		unit circ-4	25%				37			37	
76		Total Net Sq. Ft., Comm Admin				118	1		187	1		187	
77													
78													
79		Dispatch											
80		<i>Dispatch Room</i>				612			810			1,000	
81		Sr. Dispatcher	Civ	disp	80	56	3	1		3	1		
82		Dispatcher - Console	Civ	allow	80		11	6		13	8		Growth by 2 stations
83		Dispatcher (P/T) - Console	Civ				[4]			[4]			
84		Equipment											
85		Cabinet / supplies		stg cab	15			1			1		
86		Rolling File		file	5			11			12		stored under desk
87		Misc equipment / printer / etc.		allow	30			1			1		
88		Locker Area		locker-1	5			8			9		
89		Inner circulation allowance		inner circ	15%								Allows for ADA ramp access to raised floor in Dispatch Room
90													
91		<i>Other Rooms and Areas</i>											Within the Dispatch security perimeter
92		Break Room							120			120	
93		Food Prep Area		Allowance	60			1			1		
94		Seating – tables/chairs		seat-dine	25			2			2		
95		Storage / Supplies		allowance	10			1			1		
96													
97		Dispatch Sleep Room		allow	100	89		1	100		1	100	
98		Lavatories		lav-2	65			2	130		2	130	2 ADA accessible bathrooms provided
99													
100		Subtotal Net Sq. Ft., Dispatch				757	14		1,160	16		1,350	
101		Unit Circulation Allowance		unit circ-4	25%				290			337	
102		Total Net Sq. Ft., Dispatch				757	14		1,450	16		1,687	

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
103													
104		Dispatch Electronics and Support											
105		Server Room		allow	350	350	1	350	1	350			
106		UPS / Computer Room		allow	350	350	1	350	1	350			
107		Telephone Equipment Room		allow	100	102	1	100	1	100			
108		911 Telephone Equipment Room		allow	100	89	1	100	1	100			
109													
110		Subtotal Net Sq. Ft., Dispatch Electronics				891	0	900	0	900			
111		Unit Circulation Allowance		unit circ-2	15%	108		135		135			
112		Total Net Sq. Ft., Dispatch Electronics				999	0	1,035	0	1,035			
113													
114													
115		Department Operating Center											
116		<i>D.O.C. / Workroom</i>											
117		CSO - Alarms	Civ	en-c	64	45	1	64	1	64			
118		Doc Lead Workstation (as needed)		en-c	64	51	1	64	1	64			Used for DOC operation & as backuip Lt. workstation
119		This workspace requires some privacy.											
120		D.O.C Workstations		en-a	36	90	4	144	4	144			Also for use by Records Data Entry overflow work space
121													
122		RACES Room		PO-1	100	82	1	100	1	100			
123		Storage Area		allow	40	34	1	40	1	40			
124		Closet		allow	40	34	1	40	1	40			emergency supplies
125													
126		Subtotal Net Sq. Ft., DOC				336	1	452	1	452			
127		Unit Circulation Allowance		unit circ-4	25%	383		113		113			
128		Total Net Sq. Ft., DOC				719	1	565	1	565			
129													
130													
131		Total, Communications				2,593	16	3,237	18	3,474			
132													
133													
134													
135													
136													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
137		Records											
138		Main Records Office Area											
139		<i>Offices</i>											
140		Records Supervisor	Civ	PO-3	150	192	1	1	150	1	1	150	
141													
142		<i>Records Room</i>											
143		Sr. CSO	Civ	en-b	48	80	2	2	96	3	3	144	
144		CSO - Records	Civ	en-b	48	240	12	6	288	14	7	336	
145													
146		Records Equipment / Filing											
147		Fixed shelving		shv	15	90		6	90		6	90	
148		Work area / archive preparation		allow	40	37		1	40		1	40	
149		Circulation / WorkArea		allow	vary	incl		1	300		1	300	Reduction via office automation practices
150													
151		CSO - Data Entry (P/T)		en-a	36	110	[5]	4	144	[5]	4	144	
152													
153		<i>Other Rooms / Areas</i>											
154		Copy / Mail Room		allow	200	206		1	200		1	200	
155													
156		Lockers		locker	2	15		18	36		21	42	Half-height lockers (one stack per 2 staff)
157		Lavatory		lav-2	90	36		1	90		1	90	Accessible standards
158													
159		<i>Public Counter and Related Areas</i>											
160		CSO - Front Desk	Civ	cntr stn	40	200	3	3	120	3	3	120	Staff share counter stations
161		CSO - Front Desk (P/T)	Civ				[2]			[2]			Staff share counter stations
162		Note: This assumes space for a three public counters in the main lobby: two for records access, and another for general public and registration access.											
163													
164		File Storage		file	10	incl		3	30		3	30	
165		Circulation at Counter		allowance	60			1	60		1	60	
166													
167		Print Room		allow	100	101		1	100		1	100	
168		Interview Room		C-1	90	0		1	90		1	90	One interview room.
169													
170		Seating and Waiting		See Lobby area									

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
171		Counter/Receiving Area for Registrants											
172													
173		Subtotal Net Sq. Ft., Records				1,307	18		1,834	21		1,936	
174		Unit Circulation Allowance		unit circ-4	25%	952			458			484	
175		Total Net Sq. Ft., Records				2,259	18		2,292	21		2,420	
176													
177		Lobby											
178		This is listed with Department Shared Areas											
179													
180													
181		Property & Evidence											
182		P & E Office & Control											
183		<i>Reception Area</i>											
184		Reception room and counter (secure)		allow	120	incl	1	120		1	120		Serves as security vestibule ("sallyport")
185		Viewing Room (public side of counter)		C-2	120	0	1	120		1	120		
186													
187		<i>P & E Office</i>											
188		<i>Office</i>											
189		Station Officer		PO-2	120	215	1	1	120	1	1	120	
190													
191		<i>Evidence Receiving / Preparation - Staff Side</i>											
192		Two-way lockers: P&E processing Side		allow	100		1	100		1	100		
193		Evidence prep island (SS top)		allow	80		1	80		1	80		
194		Staff desk (mainly volunteers)		en-a	36		2	72		2	72		
195		Computer entry station		allow	36		1	36		1	36		
196		Work Counter - supplies and equipment		allow	12		1	12		1	12		
197		Added circulation allowance		inner circ	10%							30	
198													
199		<i>Evidence Receiving / Preparation - Officer Side</i>											
200		Two-way lockers: Officer Side		allow	100	91	1	100		1	100		
201		Preparation area / "bag & tag"											See Patrol work area.
202													
203													
204													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
205		Property Storage											
206		General Storage				1,193			1,200			1,200	Existing includes circulation.
207		Bicycles				400			700			700	Assumes bicycles remain on site.
208		Cage for receiving bulky items				0			180			180	Two-way cage for after-hours deposit. Convertible from
209													property use to evidence use as needed.
210		Evidence Storage											Must be a secure area; access limited to P&E authorized personnel or escorted guests.
211													
212		Equipment											
213		Cart Storage		allow	10	below		2	20		2	20	
214		Ladder		allow	15	below		1	15		1	15	
215		Files		allow	20	below		1	20		2	20	
216													
217		Evidence Storage											
218		General Evidence Storage		allow	vary	975			800			800	Supplement with off-site storage.
219													Existing includes circulation; see total lines below.
220		Refrigerator		allow	20	above		2	40		2	40	
221		Walk-in Freezer		allow	240	180		1	240		1	240	
222		Bio-hazard processing / drying				n/a							Listed with CSI (Detectives area)
223		Narcotics cage		allow	90	58		1	90		1	90	Must be independently vented; secure
224		Weapons cage (hand guns, long guns)		allow	120	102		1	120		1	120	
225													
226		Vehicle (evidence) bays		bay	200			2	400		2	400	For interim storage, CSI processing, secure holding.
227													
228		Subtotal Net Sq. Ft., Property & Evidence				3,214	1		4,615	1		4,615	
229		Unit Circulation Allowance		unit circ-1	10%	incl			461			461	
230		Total Net Sq. Ft., Property & Evidence				3,214	1		5,076	1		5,076	
231													
232													
233		Total, Records (Records and P&E)				5,473	19		7,368	22		7,496	
234													
235													
236													
237													
238													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
239		Personnel & Training											
240		Office Areas											
241		<i>Offices</i>											
242		Personnel & Training Sergeant	Sgt	PO-3	150	110	1	1	150	1	1	150	
243													
244		<i>Staff Workroom</i>											
245		Background Investigations Officer	Ofc	en-c	64	85	1	1	64	1	1	64	
246		Training Officer	Ofc	en-c	64	--	0	0	0	1	1	64	
247		CSO - Planning and Research	Civ	en-c	64	120	1	1	64	1	1	64	
248		File Area		allow	40	incl above		1	40		1	40	
249		CSO-Video Tape (See Patrol Areas)											
250		Polygraph Staff Workstation		en-c	64	80		1	64		1	64	
251		Cadet (P/T)	Civ	en-c	64	40	[2]	1	64	[2]	1	64	
252		Explorer (P/T)	Civ				[15]	1		[15]	1		See Explorer room under "Other Rooms" below.
253													
254		<i>Electronics Workroom</i>											
255		Electronics Specialist/Workroom	Civ	allow	180	146	1	1	180	1	1	180	Radio repair and equipment maintenance
256		Storage		closet	60	64		1	60		1	60	Also used for investigations storage.
257													
258		<i>Polygraph</i>											
259		Polygraph Office		PO-1	100	215							Space not needed for current funtional requirements
260		Guest Seating		seat-1	60	incl above							Space not needed for current funtional requirements
261		Polygraph Test Room		allow	150	100		1	150		1	150	
262		Observation Room		C-1	90	76		1	90		1	90	
263													
264		<i>Other Rooms and Areas</i>											
265		Library		C-5	300	253		1	300		1	300	Can double as a conference space
266		Explorer Office		PO-2	120	87		1	120		1	150	
267		Existing Vacant Space				87							
268		Subtotal Net Sq. Ft., Personnel & Training				1,463	4		1,346	5		1,440	
269		Unit Circulation Allowance		unit circ-4	25%	342			336			360	
270		Total Net Sq. Ft., Personnel & Training, Ofcs				1,805	4		1,682	5		1,800	
271													
272													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
273		Firearms Training											
274		<u>Office Areas</u>											
275		Rangemaster Office		PO-3	120	92	1	1	120	1	1	120	Red items (space only) included in separate structure
276													Staff position is included in HQ staff count.
277		<u>Support Areas</u>											
278		Preparation / Cleaning Work Room		allow	90	incl.		1	90		1	90	
279		Armory / Weapon Repair and Support		allow	180	175		1	180		1	180	
280													
281		<u>Range</u>											
282		Access Control / Acoustic Vestibule											
283		Vestibule		allowance	90	146		1	90		1	90	Existing area also includes cleaning counter.
284													
285		Range Calculation: 6 lanes at 50 yards											
286		Width assumption (feet)		lanewa	4.5								
287		Length assumption (yards)		lanela	50.0								
288													
289		Total Area Allowance				1,481						4,844	
290		Firing Line (per lane)		4' x 4.5'	18						6		
291		Circulation Zone/Rangemaster control		10' x 4.5'	45						6		
292		Firing Lane @ 50 yd		150' x 4.5'	675						6		
293		Bullet Trap and Stop		8' x 4.5'	36						6		
294		Mechanical Air Handler Allowance		allowance	200						1		
295													
296		Range Support Areas											
297		Storage Room (targets, etc.)		allowance	200			1	200		1	200	
298													
299		<u>Range Option: 4+1 lanes at 25 yards</u>											Eight lanes gives 36' width. Minimal for 100 yard range.
300		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)											
301		Width assumption (feet)		lanewb	4.5								
302		Length assumption (yards)		lanelb	25.0								
303													
304		Total Area Allowance							2,383				
305		Firing Line (per lane)		4' x 4.5'	18			5					Total width is about 22 ft.
306		Circulation Zone/Rangemaster control		10' x 4.5'	45			5					

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
307		Firing Lane @ 25 yd		75' x 4.5'	338		5						
308		Bullet Trap and Stop		8' x 4.5'	36		5						
309		Mechanical Air Handler Allowance		allowance	200		1						
310													
311		<i>Range Option 2 (For REFERENCE ONLY): 8 lanes at 100 yards</i>											Eight lanes gives 36' width. Minimal for 100 yard range.
312		8-Lane Range (flexible lane layout for scenario building) at 100 yards. Each lane nominally 4' wide (4'-6" on center)											
313		Width assumption (feet)		lanew	4.5								
314		Length assumption (yards)		lenel	100								
315													
316		Total Area Allowance											
317		Firing Line (per lane)		4' x 4.5'	18								
318		Circulation Zone		10' x 4.5'	45								
319		Firing Lane @ 100 yd		300' x 4.5'	1,350								
320		Bullet Trap and Stop		8' x 4.5'	36								
321		Mechanical Air Handler Allowance		allowance	200								
322													
323													
324		Subtotal Assigned Square Feet					1,894	1	3,063	1	5,524		
325		Unit Circulation Allowance				unit circ-1	10%	0	306		552		
326		Total Net Square Feet					1,894	1	3,369	1	6,076	Red figures not in HQ total, but included separately. See bel	
327													
328													
329		Training Room / Assembly / Backup EOC											
330		<i>Assembly and Meeting Area</i>					1,056		1,200		1,200		Seats 60 in row seating; 40-45 with training tables.
331		Dais/Front Area		allowance	300			1			1		
332		Seating Area (Divisible Room)		chair-lect	15			60			60		
333		This room is programmed to seat 60+ in row seating, and 40 at training table seating.											
334													
335		<i>Support Areas</i>											
336		Chair and Table Storage		Allow	180	199		1	180		1	180	
337		Hospitality / Service							Locate so as to use programmed breakroom			Currently use East Lounge	
338													
339													
340													

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				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.		
341		<u>EOC Storage</u>											The room above can serve as an alternate City EOC facility.	
342		Storage Cabinets for EOC Gear		allowance	60		2	120		2	120			
343		A nearby "administrative conference room" is needed; use a department conference room for this purpose.												
344														
345		Subtotal Assigned Square Feet				1,255	0	1,500		0	1,500			
346		Unit Circulation Allowance		unit circ-1	10%	0		150			150			
347		Total Net Square Feet				1,255	0	1,650		0	1,650			
348														
349														
350		General Training Room / Defensive Tactics												
351		<u>Main Room Area</u>												
352		Open Area		allowance	1,000	0	1	1,000		1	1,000			
353		When configured as a seated classroom with classroom tables, capacity is about 30; when configured as a classroom without tables, capacity is 50-60 persons.												
354														
355		<u>Support Areas</u>												
356		Coffee counter		cof-4	60	0	0	0		0	0		Either in room or in nearby corridor area	
357		Chair / Table Storage		Allow	200	0	1	200		1	200			
358		Training Materials Storage		allowance	80	0	1	80		1	80			
359		(Mat storage, baton training equipment, miscellaneous items, etc.)												
360														
361														
362		Subtotal Assigned Square Feet				0	0	1,280		0	1,280			
363		Unit Circulation Allowance		unit circ-1	10%	0		128			128			
364		Total Net Square Feet				0	0	1,408		0	1,408			
365														
366														
367		Total, Personnel & Training					3,060	5	4,740		6	4,858		OMITS RANGE IN THIS SUBTOTAL. SEE ADDED SPACE AT END.
368														
369														
370														
371														
372														
373														
374														

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
375		Fleet Services											
376		<i>Offices</i>											
377		Sr. Mechanic	Civ	cws	60	329	1	1	60	1	1	60	
378		Mechanic	Civ	cws	60	incl above	1	1	60	1	1	60	
379		Files, Materials, Work Area		allow	200	incl above		1	200		1	200	
380													
381		<i>Garage</i>											
382		Garage with 2 service bays		svc bay-M	600	1,207		2	1,200		2	1,200	Includes equipment and tire rotation area
383		Tire and Parts Storage		allow	150			1	150		1	150	Now store in bay work area, or yard.
384													
385		Subtotal Net Sq. Ft, Fleet Services				1,536	2		1,670	2		1,670	
386		Unit Circulation Allowance		unit circ-4	25%				417			417	
387		Total Net Sq. Ft, Fleet Services				1,536	2		2,087	2		2,087	
388													
389													
390		Total, Support Services				13,559	46		18,299	52		18,782	
391													
392													
393													
394													
395													
396													
397													
398													
399													
400													
401													
402													
403													
404													
405													
406													
407													
408													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
409		Detective Division											
410		Administration											
411		<i>Offices</i>											
412		Division Captain	Cap	PO-4	180	294	1	1	180	1	1	180	
413		Division Lieutenant	Lt	PO-4	180	156	1	1	180	1	1	180	
414													
415		<i>Reception Area</i>											Include access point here for Registrant counter.
416		Reception area/Waiting		allow	180			1	180			1	180
417		CSO - Division Secretary	Civ	recept-1	120	120	1	1	120	1	1	120	Need space for 2 staff. Counter must be secure.
418													
419		Subtotal Net Sq. Ft., Detective Administration				570	3		660	3		660	
420		Unit Circulation Allowance		unit circ-4	25%	170			165			165	
421		Total Net Sq. Ft., Detective Administration				740	3		825	3		825	
422													
423													
424		General Investigations											
425		Burglary											
426		<i>Offices</i>											
427		Sergeant	Sgt	PO-3	150	60	1	1	150	1	1	150	
428													
429		<i>Staff Workroom</i>											
430		Detective / Officer	Det	en-c	64	240	4	4	256	4	4	256	
431													
432													
433		Juvenile / Sex Crime											
434		<i>Offices</i>											
435		Sergeant	Sgt	PO-3	150	60	1	1	150	1	1	150	
436													
437		<i>Staff Workroom</i>											
438		Detective / Officer	Det	en-c	64	180	3	3	192	3	3	192	
439		School Resource Officer	Det	en-c	64	120	2	2	128	2	2	128	
440		CSO - Court Liaison	Civ	en-c	64	60	1	1	64	1	1	64	
441													
442													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
443		Crimes Against Persons & Economic Crimes:											
444		<u>Offices</u>											
445		Sergeant	Sgt	PO-3	150	60	1	1	150	1	1	150	
446													
447		<u>Staff Workroom</u>											
448		CAP Detective / Officer	Det	en-c	64	180	3	3	192	3	3	192	
449		EC Detective / Officer	Det	en-c	64	120	2	2	128	2	2	128	
450		RFCL Detective	Det	en-c	64	60	1	1	64	1	1	64	Note: assigned a 6x8 cubicle.
451													
452													
453													
454		Shared by General Investigations											
455		<u>Staff Workroom</u>											
456		Crime Analyst	Civ	en-c	64	60	1	1	64	2	2	128	Set standard to 8x8 cubicle
457													
458		<u>Rooms and Areas</u>											
459		Conference / "War" Room		C-6	360	0		1	360		1	360	To seat 12-16 persons. Serves entire department. Divisible.
460		Ad-hoc Meeting Space		C-3	180			1	180		1	180	
461		Interview Room - large		C-3	180	92		1	180		1	180	
462		Interview Room - "soft" room		C-2	120			1	120		1	120	
463		Interview Room - small		C-1	90	49		1	90		1	90	
464		Interview Monitoring Room		C-1	90	46		1	90		1	90	Includes tape copy and editing equipment
465		Existing Vacant Space				120							
466													
467		Subtotal Net Sq. Ft., General Investigations				1,507	20		2,558	21		2,622	
468		Unit Circulation Allowance		unit circ-4	25%	808			639			655	
469		Total Net Sq. Ft., General Investigations				2,315	20		3,197	21		3,277	
470													
471													
472		Special Investigations											
473		Narcotics											
474		<u>Offices</u>											
475		Sergeant	Sgt	PO-3	150	117	1	1	150	1	1	150	
476													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
477		<i>Staff Workroom</i>											
478		Narcotics Detective / Officer	Det	en-c	64	180	3	3	192	5	5	320	
479													
480		<i>Other Rooms and Areas</i>											
481		Case Storage		allow	150	140		1	150		1	150	
482		Conference/Interview Room		C-2	120	87		1	120		1	120	Shared with Crime Suppression
483													
484													
485		Crime Suppression Unit (CSU)											
486		<i>Offices</i>											
487		V&L & ABC Officer	Det	en-c	64	120	2	2	128	4	4	256	
488		RNSP Detective	Det	en-c	64	60	1	0	0	2	0	0	off-site
489													
490		Subtotal Net Sq. Ft., Special Investigations				704	7		740	12		996	
491		Unit Circulation Allowance		unit circ-4	25%	161			185			249	
492		Total Net Sq. Ft., Special Investigations				865	7		925	12		1,245	
493													
494													
495													
496		Crime Scene Investiatiions											
497		<i>Workroom / "CSI Photo"</i>											
498		Sr. Crime Scene Investigator	Civ	en-c	64	60	1	1	64	1	1	64	
499		Crime Scene Investigator	Civ	en-c	64	217	4	4	256	4	4	256	
500		Counter and laydown area		allow	80	77		1	80		1	80	
501													
502		<i>Other Rooms and Areas</i>											
503		Forensic Electronics (PC) Lab		allow	150	147		1	150		1	150	
504		CSI Drying Room		C-5	300	280		1	300		1	300	Special ventilation required (forced air, non-recirculating)
505													
506		Subtotal Net Sq. Ft., Crime Scene Investigations				781	5		850	5		850	
507		Unit Circulation Allowance		unit circ-4	25%	72			212			212	
508		Total Net Sq. Ft., Crime Scene Investigations				853	5		1,062	5		1,062	
509													
510													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
511													
512		Other-Agency Space & Off-Site Ops											
513		Orange County Auto Theft Task Force (OCATT)											
514		Sergeant	Sgt				1			1			Off site. No space provided.
515		Detective	Det	shared with above		incl	1			1			
516													
517		County Agencies											
518		Parole / Probation / Social Svcs		SPO-3	150			1	150		1	150	
519													
520													
521													
522		Subtotal Net Sq. Ft., Other Agencies				0	2		150	2		150	
523		Unit Circulation Allowance		unit circ-4	25%				37			37	
524		Total Net Sq. Ft., Other Agencies				0	2		187	2		187	
525													
526													
527													
528													
529		Total, Detective Division				4,773	37		6,196	43		6,596	
530													
531													
532													
533													
534													
535													
536													
537													
538													
539													
540													
541													
542													
543													
544													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
545		Patrol Division											
546		Administration											
547		<i>Offices</i>											
548		Assistant Police Chief	Cap	PO-4	180	354	1	1	180	1	1	180	
549		CSO - Division Secretary	Civ	recept-1	120	123	1	1	120	1	1	120	
550													
551		Subtotal Net Sq. Ft., Patrol Administration				477	2		300	2		300	
552		Unit Circulation Allowance		unit circ-4	25%				75			75	
553		Total Net Sq. Ft., Patrol Administration				477	2		375	2		375	
554													
555		Patrol											
556		Patrol Staff Assumptions											
557		<i>Administration</i>											
558		Lieutenant / Watch Commander	Lt				4			4			
559													
560		<i>Patrol Shift 1</i>											
561		Sergeant	Sgt				3			3			
562		Officer	Ofc				18			19			
563													
564		<i>Patrol Shift 2</i>											
565		Sergeant	Sgt				3			3			
566		Officer	Ofc				18			19			
567													
568		<i>Patrol Shift 3</i>											
569		Sergeant	Sgt				3			3			
570		Officer	Ofc				13			15			
571		Bike Officer	Ofc				2			2			
572		K9 Officer	Ofc				2			2			
573													
574		<i>Patrol Shift 4</i>											
575		Sergeant	Sgt				3			3			
576		Officer	Ofc				17			19			
577													
578													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
579		<u>Other Staff</u>											
580		Reserve Officer	Ofc				[13]			[13]			
581		Helicopter Mechanic	Civ				3			3			Off Site
582													
583		Patrol Space Requirements											
584		<u>Watch Commander Office</u>				186			200			200	
585		Workstation	en-d	80			1			1			
586		Visitor Seating	seat	5			4			4			
587		Files	file	10			4			4			
588		Monitoring	allowance	10			4			4			
589		Added circulation allowance	inner circ	10%									
590													
591													
592		<u>Lieutenants' Offices</u>											
593		Lieutenants' Offices	PO-4	180			4	720		4	720		Separate Offices
594		No separate private interview room required since separate offices are programmed.											
595													
596													
597		<u>Sergeant's Office</u>				191			510			720	Two 360 sf rooms each with 6 36sf cubes, plus office equipm
598		Sergeant's Desk	en-a	36			8			12			(Present is based on 2 sgt desks per shift)
599		Visitor Seating	seat	5			8			12			
600		Files and equipment	allow	40			2			2			
601		Added circulation allowance	inner circ	25%									
602													
603													
604		<u>Report Writing</u>				372			480			480	
605		Report Writing Station	sws	45			8			8			Standard is 48" desk, but 60" desk is feasible depending on room shape.
606		Equipment (forms, supplies, etc.)	allowance	80			1			1			Bag & Tag area / worktable
607		Circulation inside room	inner circ	10%									Note: an alternate approach provides bag-and-tag near evide
608													report writing near Sergeants' work area/Watch Comman
609													
610		<u>Briefing Room</u>				944			1,050			1,050	
611		Seating - at Briefing Tables	per seat	25			24			24			
612		Seating - Side and back of room	chair-side	15			4			4			

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
613		Presentation / Front Area		allowance	200		1			1			
614		Monitors		allowance	5		2			2			
615		Side Table		table	40		2			2			
616		Added circulation in room		inner circ	10%								
617													
618													
619		<i>Briefing Support Rooms (Nearby)</i>											
620		Mail box Area		allowance	80	60	1	80		1	80		
621		Battery Area / Room		allowance	80	51	1	80		1	80		
622													
623													
624		<i>SWAT</i>											
625		SWAT Room		allowance	180	175	1	180		1	180		
626													
627		<i>Bike Office</i>											
628		Police Bike Support Area		allow	300	258	1	300		1	300		
629													
630		<i>Reserve Office Room</i>											
631		Office		PO-2	120		1	120		1	120		
632													
633		<i>Videotape</i>											
634		Workroom / Staff Area				379		214			214		
635		CSO - Mobile Video System (P/T)	Civ	en-c	64		[1]	1		[1]	1		
636		Dispenser / Drop-off		allowance	15		1			1			
637		DVD Cabinets		bc	10		10			10			
638		Servers		allowance	10		1			1			
639		Archive Cabinet		stg cab	15		5			5			
640		Misc Area		allowance	100		1			1			
641													
642		Tape Storage Room		allowance	120	incl	1	120		1	120		Should be located adjacent to or in equipment room
643													
644		Subtotal Net Sq. Ft., Patrol				2,616	89	4,054		95	4,144		
645		Unit Circulation Allowance		unit circ-4	25%			1,013			1,036		
646		Total Net Sq. Ft., Patrol				2,616	89	5,067		95	5,180		

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
647													
648		Traffic											
649		Administration & Support Rooms											
650		<i>Offices</i>											
651		Lieutenant	Lt	PO-4	180	240	1	1	180	1	1	180	
652		Interview Room		C-1	90	56		1	90		1	90	Used mainly by Traffic Investigators
653		Conference Room		C-5	300	259		1	300		1	300	Dedicated to Traffic
654													
655		Motors											
656		<i>Offices</i>											
657		Sergeant	Sgt	PO-3	150	166	1	1	150	1	1	150	
658													
659		Traffic Investigators	Ofc	SPO-3	150	400	2	1	150	2	1	150	Shared office with 2 workstations (standard desks)
660		Motor Officers	Ofc	SPO-4	180	incl	9	1	180	10	1	180	Shared office with 4 workstations (48" desks)
661													
662		Animal & Parking Control											
663		<i>Offices</i>											
664		Sergeant	Sgt	PO-3	150	188	1	1	150	1	1	150	
665													
666		<i>Animal Control (ACO) Office</i>		SPO-4	180			1	180		1	180	Shared office with 3 workstations (standard desks)
667		Sr. Animal Control Officer	Civ	en-b	48	incl.	1			1			
668		Animal Control Officer	Civ			incl.	2			3			
669													
670		<i>Parking Control (PCO) Office</i>		SPO-4	180			1	180		1	180	Shared office with 3 workstations (standard desks)
671		Sr. CSO - Parking Control	Civ			incl.	1			1			
672		CSO - Parking Control	Civ			incl.	4			4			
673													
674		Subtotal Net Sq. Ft., Traffic				1,309	22		1,560	24		1,560	
675		Unit Circulation Allowance		unit circ-4	25%	109			390			390	
676		Total Net Sq. Ft., Traffic				1,418	22		1,950	24		1,950	
677													
678													
679													
680													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
681		Jail											
682		Staff Count											
683		Jail Supervisor	Civ				1			1			
684		Custody Officer	Civ				8			9			
685		Future Jail staffing depends on such factors as design and layout, operations plan, State guidelines and review, and City/Police policy.											
686						5,673							
687		Existing Space											
688		Sally Port		allowance	1,000	972		1	1,000		1	1,000	Provide side-by-side parking, 2 vehicles deep.
689		Future Space Allowance							8,000			8,000	ALLOWANCE ONLY. Allows for about 40 detainees.
690													Space includes staff lockers.
691		Subtotal Assigned Square Feet				6,645	9		9,000	10		9,000	
692		Unit Circulation Allowance		Circ	incl								
693		Total Net Sq. Ft., Jail				6,645	9		9,000	10		9,000	
694													
695													
696		Total, Patrol Division				11,156	122		16,392	131		16,505	
697													
698													
699													
700													
701													
702													
703													
704													
705													
706													
707													
708													
709													
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712													
713													
714													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
715		Shared Department Areas											
716		Computer Section											
717		Supervisor		PO-2	120	193	[1]	1	120	[1]	1	120	
718		Workroom		allow	240	640	[4]	1	240	[4]	1	240	
719		Note: workroom includes storage for new equipment and bench space for equipment configurations, etc.											
720													
721		Subtotal Net Sq. Ft., Computer Section				833	0		360	0		360	
722		Unit Circulation Allowance		unit circ-4	25%				90			90	
723		Total Net Sq. Ft., Computer Section				833	0		450	0		450	
724													
725													
726		Locker Rooms											
727		Assumptions											
728		Large Locker Assignments											
729		Chief						1			0		Locker provided in chief's office
730		Captain/Asst CoP/SS Director						2			2		
731		Lieutenant						8			8		
732		Sergeant						22			23		
733		Detective						22			27		
734		Officer						82			90		
735		Reserve Officers (incl. part-time)						13			13		
736		Sr. Animal Control Officer						1			1		
737		Animal Control Officer						2			3		
738		Sr. Crime Scene Investigator						1			1		
739		Crime Scene Investigator						4			4		
740		Sr. CSO - Parking Control						1			1		
741		CSO - Parking Control						4			4		
742		CSO - Parking Control (P/T)						4			4		
743		Total						167			181		
744													
745		Standard, Full-Height Locker Assignments											
746		Division Administrator						1			1		
747		Records Supervisor						1			1		
748		Sr. CSO						2			3		

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
749		CSO - Alarms						1			1		
750		CSO - Court Liaison						1			1		
751		CSO - Division Secretary						1			1		
752		CSO - Division Secretary						1			1		
753		CSO - Division Secretary						1			1		
754		CSO - Front Desk						3			3		
755		CSO - Mobile Video System (P/T)						1			1		
756		CSO - Payroll						1			1		
757		CSO - Planning and Research						1			1		
758		CSO - Records						12			14		
759		CSO - Front Desk (P/T)						2			2		
760		CSO - Data Entry (P/T)						5			5		
761		Station Officer						1			1		
762		Communications Supervisor						1			1		
763		Sr. Dispatcher						3			3		
764		Dispatcher						11			13		
765		Dispatcher (P/T)						4			4		
766		Range Master						1			1		
767		Sr. Mechanic						1			1		
768		Mechanic						1			1		
769		Community Relations Specialist						0			2		
770		Crime Analyst						1			2		
771		Crime Prevention Specialist						2			2		
772		Crime Prevention Specialist (P/T)						1			1		
773		Administrative Assistant						1			1		
774		Electronics Specialist						1			1		
775		Fiscal Services / Facility Manager						1			1		
776		CSO - Facilities (P/T)						1			1		
777		Cadet (P/T)						2			2		
778		Volunteers (P/T)						10			10		
779		Total						77			85		
780													
781		Not Assigned Lockers in Locker Room											
782		Chief						1			1		

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
783		Jail Supervisor						1			1		
784		Custody Officers						8			9		
785		Explorers (P/T)						20			20		
786		IT Consultant Staff						5			5		
787		Helicopter Mechanic						3			3		
788		Total						38			39		
789													
790		Male/Female Distribution			% women	% men							
791		Large Lockers			25%	75%							
792		Standard, Full-Height Lockers			75%	25%							
793		Overlap / double count allowance			factor	5%							
794													
795													
796		Men's Locker Room											
797		Men's Lockers					2,131						Alt sf/locker:
798		Large Full-Ht. Lockers (up to 26" wide)			locker est	13		132	1,710		143	1,853	Standard based on test layouts; requires efficient space plan
799		Std. Full-Ht. Lockers (up to 20" wide)			locker est	8		20	162		22	179	Standard based on test layouts; requires efficient space plan
800		Gun Unloading			allow	10		1	10		1	10	
801		Boot Cleaning			allow	10		1	10		1	10	
802		Laundry Rack / Pick-up			allow	20		1	20		1	20	
803		Added circulation inside room			inner circ	10%			191			207	
804													
805		Men's Lavatories											
806		Toilet Areas (based on ratio of locker count)			ratio	33%							Factor for maximum staff present
807		WC			staff-wc	30		4	120		4	120	Count based on department estimates
808		Urinal			staff-ur	30		4	120		4	120	Count based on department estimates
809		Sink (provide adequate power)			staff-lav	15		4	60		4	60	Count based on department estimates
810		Showers & Drying Areas			staff-shw	40		3	120		4	160	Count based on department estimates
811		Circulation inside lavatory			circulation	25%			105			115	
812													
813													
814													
815													
816													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
817		Women's Locker Room											
818		Women's Lockers				972							Alt sf/locker:
819		Large Full-Ht. Lockers (up to 28" wide)		locker est	13		44	570		48	618		Standard based on test layouts; requires efficient space plan
820		Std. Full-Ht. Lockers (up to 20" wide)		locker est	8		61	485		67	536		Standard based on test layouts; requires efficient space plan
821		Gun Unloading		allow	10		1	10		1	20		
822		Boot Cleaning		allow	10		1	10		1	20		
823		Laundry Rack / Pick-up		allow	20		1	20		1	20		
824		Added circulation inside room		inner circ	10%			109			121		
825													
826													
827		Women's Lavatories											
828		Toilet Areas (based on ratio of locker count)		ratio	33%								Factor for maximum staff present
829		WC		staff-wc	30		4	120		4	120		Count based on department estimates
830		Sink (provide adequate power)		staff-lav	15		4	60		4	60		Count based on department estimates
831		Showers & Drying Areas		staff-shw	40		2	80		3	120		Count based on department estimates
832		Circulation inside lavatory		circulation	25%			65			75		
833													
834													
835		Subtotal Net Sq. Ft., Locker Rooms				3,103	0	4,156		0	4,563		
836		Unit Circulation Allowance		unit circ-1	10%			415			456		
837		Total Net Sq. Ft., Locker Rooms				3,103	0	4,571		0	5,019		
838													
839													
840		Fitness Training Room				689		850			890		
841		Exercise Station (large)		allowance	90		3			3			
842		Exercise Station (small)		allowance	40		6			7			
843		Multi-purpose open floor area / free weights		allowance	100		2			2			
844		Service (towel, water, trash, etc.)		allowance	60		1			1			
845		Note that power is required for some workout equipment, and that commercial grade is assumed. Commercial treadmills, for example, require 220v power.											
846		Added Circulation Allowance		inner circ	10%								
847													
848		Subtotal Net Sq. Ft., Exercise Room				689	0	850		0	890		
849		Unit Circulation Allowance		unit circ-2	15%			127			133		
850		Total Net Sq. Ft., Exercise Room				689	0	977		0	1,023		

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments	
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.		
851														
852		Lunchroom												
853		Central Lunch Room				857			780			840		
854		Coffee counter		cof-5	120			1				1		
855		Table and seating (per seat)		chair-dine	25			15				17	Based on 20% of civilian staff. Allows for mix of civilian and sworn.	
856		Lounge seating		seat-l	60			1				1		
857		TV cabinet		allow	15			1				1		
858		Vending Machine Area		allow	140			1				1		
859		Added circulation allowance		inner circ	10%									
860														
861														
862		Subtotal Net Sq. Ft., Lunchroom				857	0		780	0		840		
863		Unit Circulation Allowance		unit circ-2	15%				117			126		
864		Total Net Sq. Ft., Lunchroom				857	0		897	0		966		
865														
866		Distributed Meeting Spaces												
867		Meeting Space #1		allow	180			1	180			1	180	Locate within proximity of back-up EOC / Training / Assembly Room
868		Meeting Space #2		allow	180			1	180			1	180	
869														
870		<u>Existing Areas</u>												
871		Existing West Lounge				178								
872		Existing East Lounge				290								
873														
874		Subtotal Net Sq. Ft., Lunchroom				468	0		360	0		360		
875		Unit Circulation Allowance		unit circ-4	25%				90			90		
876		Total Net Sq. Ft., Lunchroom				468	0		450	0		450		
877														
878														
879														
880														
881														
882														
883														
884														

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments		
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.			
885		In-Building Storage											See separate listing below for bulk storage requirements.		
886		War Bag / Duty Bag Storage													
887		Room (accessible to Patrol parking)							267			285			
888		Bin (20 x 20 x 24 deep) stacked 4 high			per bin	3			89			95			
889		Count based on total Patrol staff (see tabulation on earlier sheet). Provide lockable doors on each bin.													
890															
891		Subtotal Assigned Square Feet						0		267	0		285		
892		Unit Circulation Allowance			unit circ-4	25%				66			71		
893		Total Net Square Feet								333			356		
894															
895		General Storage Areas													
896		Requirements Allowance			allow	180			1	180	1		180	Reduced to existing area.	
897		Existing Areas						182						Existing is 150 at Lunchroom + 32 across from Library	
898															
899		Subtotal Net Sq. Ft., Storage						182	0	180	0		180		
900		Unit Circulation Allowance			unit circ-4	25%				45			45		
901		Total Net Sq. Ft., Storage						182	0	225	0		225		
902															
903		Conference Rooms / E.O.C.													
904		See space listed with Training													
905															
906		Lobby and Lavatories													
907		Building lobby and display areas			allowance	800		619		1	800	1		800	Front desk located with Records
908															
909		Public Lavatories													
910		Men			allowance	200		132		1	200	1		200	
911		Women			allowance	200		133		1	200	1		200	
912		Janitor			allowance	20		0		1	20	1		20	
913															
914		Staff Lavatories I													
915		Men			allowance	200		197		1	200	1		200	
916		Women			allowance	200		26		1	200	1		200	
917		Janitor			allowance	60		0		1	60	1		60	Central janitor room, including supplies storage.
918															

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
919		Staff Lavatories 2											
920		Men		allowance	200	120		1	200		1	200	
921		Women		allowance	200	126		1	200		1	200	
922		Janitor		allowance	20	0		1	20		1	20	
923													
924		Other Rooms											
925		Existing Janitor Space				76							
926													
927		Assignable Sq. Ft., Lobby and Lavatories				1,429	0		2,100	0		2,100	
928		Unit Circulation Allowance		unit circ-4	25%				525			525	
929		Total Net Sq. Ft., Lobby and Lavatories				1,429	0		2,625	0		2,625	
930													
931													
932		Total, Shared Department Areas				7,561	0		10,528	0		11,114	
933													
934													
935		Total NSF, Police HQ Building				39,309	213		53,577	237		55,657	EXCLUDES RANGE AND STORAGE NOTED BELOW
936													
937													
938													
939													
940													
941													
942													
943													
944													
945													
946													
947													
948													
949													
950													
951													
952													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
953		Separate Support Structure											
954		Support Services, Personnel & Training											
955		Firearms Training											(Rangemaster staff is included with HQ building)
956		Note: Space calculations appear with the other elements of Personnel & Training, above, but totals are included here as a separate structure.											
957		<i>Office Areas</i>				92			120			120	
958		<i>Support Areas</i>				175			270			270	
959		<i>Range</i>				1,627			2,673			5,134	
960													
961		Subtotal Assigned Square Feet				1,894	0		3,063	0		5,524	
962		Unit Circulation Allowance			unit circ-1	10%	0		306			552	
963		Total Net Square Feet				1,894	0		3,369	0		6,076	
964													
965													
966		Department Shared Areas, General Storage											
967		Animal Control Storage											
968		<i>Storage Room</i>			Allowance	200		1	200		1	200	
969													
970		Community Relations Storage											
971		<i>Storage Room</i>			Allowance	300		1	300		1	300	
972													
973		Facilities Management Storage											
974		<i>Storage Room</i>			Allowance	200		1	200		1	200	Include cones, barricades, flares, misc. veh. maint. Materials, etc.
975		Presently in outdoor sheds											Note: added building storage is included above.
976													
977		Subtotal Assigned Square Feet				500	0		700	0		700	
978		Unit Circulation Allowance			unit circ-0	0%	0		0			0	
979		Total Net Square Feet				500	0		700	0		700	
980													
981													
982		Total NSF, Separate Support Structure				2,394	0		4,069	0		6,776	
983													
984													
985		Total NSF, All Building Space				41,703	213		57,646	237		62,433	
986						Existing		Required now		Future required			

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
987													
988	Total Gross SF Requirements, Newport Beach Police Facilities												
989													
990	Police HQ Facility												
991		Net SF From Above				39,309	213		53,577	237		55,657	
992													
993		Net-to-Gross Elements											
994		<i>Existing Building</i>											
995		General Circulation, Second Floor				3,322							
996		General Circulation, First Floor				3,063							
997		Mechanical, Electrical, and Equipment				531							
998		Wall thickness allowances				665							
999													
1000		<i>New Building</i>											
1001		Required Net-to-Gross			efficiency	85.0%			9,455			9,822	This is an allowance and assumes an "efficient" design
1002													
1003	Total Newport Beach Police HQ Facility												
1004		Total Sworn					137			151			Omits reserves.
1005		Gross Sq. Ft. per Sworn				342.3			460.1			433.6	See text for discussion.
1006		Gross Sq. Ft. per ft employee				220.1			295.9			276.3	
1007													
1008													
1009	Police Range and Storage Facility												
1010		Net SF From Above				2,394	0		4,069	0		6,776	
1011													
1012		Net-to-Gross Elements			efficiency	90.0%			452			753	
1013													
1014													
1015	Total Newport Beach Police Support Facility												
1016													
1017													
1018													
1019													
1020													

**Newport Beach Police Department
Facilities Needs Assessment**

line	Org'z'n	Item	Rank	Space Standard		Actual Sq. Ft.	Required Now			Fut-Concensus			Notes / Comments
				Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	
1021		Open Area Requirements											
1022		These areas are listed for site area planning, and are not included in any building component. Requirements are estimated.											
1023		<u>Site Service Areas</u>											
1024		Trash		allow	200		1	200		1	200		
1025		Loading Dock (contingency allowance)		stall	400		1	400		1	400		
1026													
1027		<u>Vehicle Service Areas</u>											
1028		Carwash (parking bay-manual wash)		std	360		1	360		1	360		
1029		Fueling Island and Tanks		allowance	1,200		2	2,400		2	2,400		
1030													
1031		<u>Building Service Areas</u>											
1032		Pad for Emergency Generator		allow	200		1	200		1	200		
1033		Generator Fuel Tank		allow	100		1	100		1	100		
1034													
1035		Total, Open Site/Light Cover						3,660			3,660		
1036													
1037													
1038													
1039													
1040													
1041													
1042													
1043													
1044													
1045													
1046													
1047													
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1051													
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1053													
1054													