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CITY OF MILWAUKEE

FACILITIES IMPROVEMENT STUDY
POLICE ADMINISTRATION BUILDING



EPSTEIN-KELLER-UHLEN
ARCHITECTS

MOYER ASSOCIATES INC
CONSULTANTS

Volume II

Detailed Information

October 11, 1994

Summary of Existing Space Deficiencies

Section 1

City of Milwaukee

FACILITIES IMPROVEMENT STUDY

POLICE ADMINISTRATION BUILDING

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Volume II -Detailed Information

October 11, 1994

Recognition

This report is made possible through the authorization and support of:

Mayor John O. Norquist and the

City of Milwaukee Common Council:

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Lieutenant Thomas Auger
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Summary of Existing Space Deficiencies

Within the scope of this study, the Consultant team has conducted an extensive survey of existing space occupancies within the Police Administration Building. This analysis has involved the measurement of each area and the compilation of information concerning its use.

In this analysis, the number of individuals working in each area has been recorded and interviews were conducted concerning the activities performed. The manner in which space supports these activities was also noted, including the inventory of furniture and equipment and the presence or need for various technologies.

In determining the relative adequacy of existing space to accommodate the activities assigned to them, the Consultant has applied recognized space standards for specific work functions. As a part of this, the requirements of the Americans With Disabilities Act have also been applied. Certain of these space standards are illustrated in Section 3 within this Volume II -Detailed Information.

An important finding of this survey was the fact that space deficiencies within the Police Administration Building fall into two primary categories. These are:

- Space which is **too small** for the functions housed.
- Space which **does not exist**, with functions conducted in displaced and improvised settings.

In many areas, these deficiencies are more than quantitative. They involve the serious compromise of safety and security and undermine the efficiency and effectiveness of law enforcement activities and judicial processes.

In the tabulations which follow, the extent to which a function is adequately housed is indicated in a bar graph format. White space indicates absence or inadequacy.



Profile of Current Space Adequacy

Ver.1.01.1

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
I. Fire and Police Commission											
I-A. Fire and Police Commission											
A1. Staff Work Areas											
A1.1	Executive Director										
A1.2	Administrative Specialist										
A1.3	Recruiting										
A1.4	Research										
A2. Administrative Staff											
A2.1	Receptionist										
A2.2	Testing Clerk										
A2.3	Secretary										
A2.4	Testing										
A3. Support Areas											
A3.1	Public Meeting Facility										
A3.2	Conference Rooms										
A3.3	Storage										
A3.4	Files										
A3.5	Copy/Document Processing										
A3.6	Computer Room										
A3.7	Public Areas										
A4. Staff Support Areas											
A4.1	Staff Lockers										
A4.2	Breakroom										
A4.3	Staff Toilets										

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Ver:1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
II. Fire Department											
II-A. Fire Department Dispatch											
A1. Staff Work Areas											
A1.1	CO										
A1.2	Assistant CO										
A1.2	Staff										
A2. Administrative Staff											
A2.1	Chief of Police Adjutant										
A3. Support Areas											
A3.1	Conference Rooms										
A3.2	Training Room										
A3.2	Equipment Room										
A3.3	Files										
A3.4	Copy/ Document Processing										
A4. Staff Support Areas											
A4.1	Staff Lockers										
A4.2	Staff Toilets										
A4.3	Staff Check-in										
A4.4	Staff Breakroom										

Ver.1.01.1 Profile of Current Space Adequacy

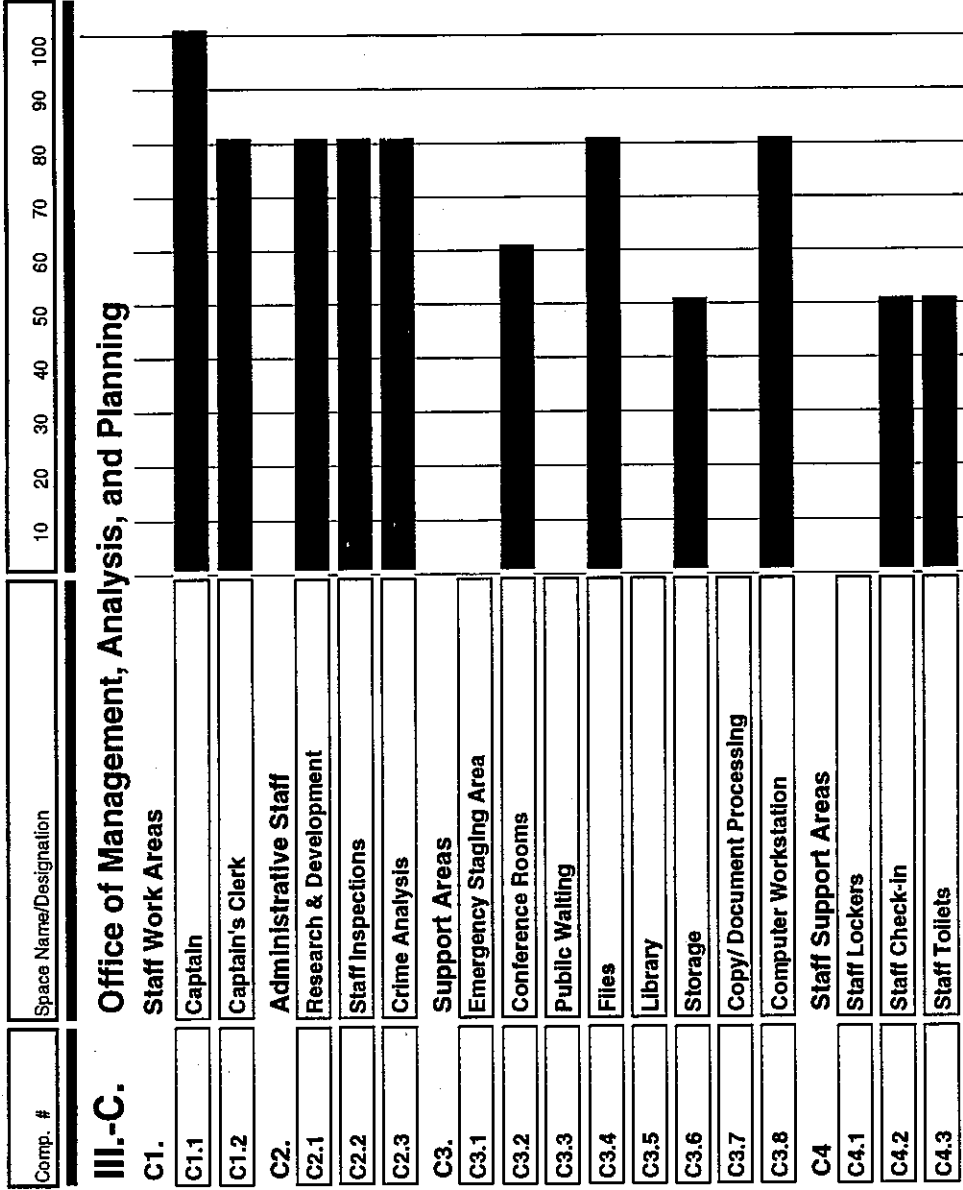
Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III. Police Department											
III.-A. Chief of Police											
A1. Staff Work Areas											
A1.1	Chief of Police	[Redacted]									
A1.2	Assistant Chief of Police	[Redacted]									
A2. Administrative Staff											
A2.1	Chief of Police Adjutant	[Redacted]									
A2.2	Lieutenant of Detectives	[Redacted]									
A2.3	Chief's Admin. Secretary	[Redacted]									
A2.4	Police Officer	[Redacted]									
A3. Support Areas											
A3.1	Conference Rooms	[Redacted]									
A3.2	Public Waiting	[Redacted]									
A3.3	Files	[Redacted]									
A3.4	Copy/ Document Processing	[Redacted]									
A3.5	Computer Workstation	[Redacted]									
A4. Staff Support Areas											
A4.1	Coat Closet	[Redacted]									
A4.2	Staff Toilets	[Redacted]									
A4.3	Coffee Bar	[Redacted]									

Ver:1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-B. Public Information Office											
B1. Staff Work Areas											
B1.1	Lieutenants										
B1.2	Sergeant										
B2. Administrative Staff											
B2.1	Clerical										
B3. Support Areas											
B3.1	News Conference Room										
B3.2	Conference Rooms										
B3.3	Files										
B3.4	Library										
B3.5	Storage										
B3.6	Copy/ Document Processing										
B3.7	Computer Workstation										
B3.8	Television Equipment										
B4. Staff Support Areas											
B4.1	Coat Closet										
B4.2	Coffee Bar										

Ver.1.01.1 **Profile of Current Space Adequacy**



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Ver. 1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-D. Administration Bureau											
D1. Staff Work Areas											
D1.1	Inspector										
D1.2	Deputy Inspector										
D1.3	Lieutenant of Police										
D2. Administrative Staff											
D2.1	Sergeant										
D2.2	Police Officer										
D2.3	Clerk Typist										
D3. Support Areas											
D3.1	Conference Rooms										
D3.2	Copy/ Document Processing										
D3.3	Storage Areas										
D4. Staff Support Areas											
D4.1	Admin. Bureau Staff Lockers										
D4.2	Staff Toilets										
D4.2	Admin. Bureau Breakroom										

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Da. Budget & Finance Section

Da1.	Staff Work Areas										
Da1.1	Budget Manager										
Da1.2	Accountant										
Da2.	Administrative Staff										
Da1.3	Account Clerk										
Da3.	Support Areas										
Da3.1	Files										
Da3.2	Records/ Archive- Vault										
Da3.3	Copy/ Document Processing										
Da3.4	Computer Workstation										
Da3.5	Storage Areas										

III.-Db. Personnel Section

Db1.	Staff Work Areas										
Db1.1	Police Personnel Administrator										
Db1.2	Personnel Officer										
Db2.	Administrative Staff										
Db2.1	Administrative Specialist										
Db2.2	Personnel Clerk										
Db2.3	Clerk Typist										
Db2.4	Police Aid										
Db2.5	Intern										
Db3.	Support Areas										
Db3.1	File Room										
Db3.2	Copy/ Document Processing										
Db3.3	Storage Areas										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Dc. Medical Section

Dc1. Staff Work Areas

Dc1.1	Health & Safety Coordinator										
Dc2.1	Clerk										
Dc2.2	Clerk Typist										
Dc3.	Support Areas										
Dc3.1	Files										
Dc3.2	Copy/Document Processing										
Dc3.3	Storage Areas										

III.-Dd. Payroll Section

Dd1. Staff Work Areas

Dd1.1	Payroll Supervisor										
Dd2.	Administrative Staff										
Dd2.1	Accounting Clerk										
Dd2.2	Clerk Typist										
Dd3.	Support Areas										
Dd3.1	Files										
Dd3.2	Copy/Document Processing										
Dd3.3	Computer Workstation										
Dd3.4	Storage Areas										

Ver. 1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-De. Property Control Section

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
De1. Staff Work Areas											
De1.1	Lieutenant										
De1.2	Sergeant										
De2. Administrative Staff											
De2.1	Narcotic Control										
De2.2	Assisting Police Officer										
De2.3	Assistant Property Custodian										
De2.4	Police Officers										
De2.5	Police Aids										
De2.6	Clerk Typist										
De3. Support Areas											
De3.1	Evidence Storage										
De3.2	Files										
De3.3	Safe										
De3.4	Refrigerated Evidence										
De3.5	Microfiche Workstation										
De3.6	Copy/ Document Processing										
De3.7	Initial Processing Area										
De3.8	Evidence/Equipment Storage										
De3.9	Public Areas										
De4. Staff Support Areas											
De4.1	Staff Lockers										
De4.2	Staff Check-In										
De4.3	Staff Toilets										

Ver 1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Dt. Maintenance Service Section											
Dt1. Staff Work Areas											
Dt1.1	Building Maint. Manager										
Dt1.2	Assistant Bldg. Maint. Manager										
Dt1.3	Bldg. Maint. Supervisor II										
Dt1.4	Bldg. Maint. Supervisor I										
Dt1.5	Sergeant										
Dt1.6	Police Officer										
Dt1.7	Clerk										
Dt2. Maintenance Staff											
Dt2.1	Heat & Vent. Mechanic II										
Dt2.2	Maintenance Mechanic										
Dt2.3	Vehicle Service Assistant										
Dt2.5	Custodial Worker II										
Dt3. Support Areas											
Dt3.1	Copy/ Document Processing										
Dt3.2	Custodian Ready Service										
Dt3.3	Equipment Storage										
Dt3.4	Welding Booth										
Dt3.5	Paint Booth										
Dt3.6	Hazardous Materials Stor.										
Dt3.7	General Storage										
Dt4. Loading Dock											
Dt4.1	Loading Docks										
Dt4.2	Office Material Recycling										
Dt4.3	Loading Dock Staging Area										

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Df. Maintenance Service Section

Df5. Staff Support Areas

Df5.1	Staff Lockers	0	0	0	0	0	0	0	0	0	0
Df5.2	Staff Toilets	0	0	0	0	0	0	0	0	0	0
Df5.3	Staff Check-In	0	0	0	0	0	0	0	0	0	0
Df5.4	Staff Breakroom	0	0	0	0	0	0	0	0	0	0

III.-Dg. License Investigation Unit

Dg1. Staff Work Areas

Dg1.1	Sergeant	0	0	0	0	0	0	0	0	0	0
Dg1.2	Police Officer	0	0	0	0	0	0	0	0	0	0
Dg2.1	Administrative Staff	0	0	0	0	0	0	0	0	0	0
Dg2.2	Clerk Typist	0	0	0	0	0	0	0	0	0	0
Dg3.1	Support Areas	0	0	0	0	0	0	0	0	0	0
Dg3.2	Interview Rooms	0	0	0	0	0	0	0	0	0	0
Dg3.3	Files	0	0	0	0	0	0	0	0	0	0
Dg3.4	Copy/ Document Processing	0	0	0	0	0	0	0	0	0	0
Dg3.5	Computer Workstations	0	0	0	0	0	0	0	0	0	0
Dg4.1	Public Areas	0	0	0	0	0	0	0	0	0	0
Dg4.2	Staff Support Areas	0	0	0	0	0	0	0	0	0	0
Dg4.3	Staff Lockers	0	0	0	0	0	0	0	0	0	0
Dg4.4	Staff Toilets	0	0	0	0	0	0	0	0	0	0

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-E. Technical Service Bureau

E1. Command Staff

E1.1 Inspector

E2. Support Areas

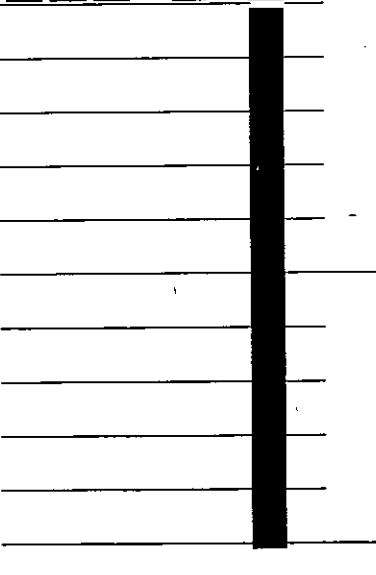
E2.1 Conference Rooms

E3. Staff Support Areas

E3.1 Roll-Call/ Training Room

E3.2 Breakroom

E3.3 Staff Toilets



III.-Ea. Court Administration Section

Ea1. Staff Work Areas

Ea1.1 Lieutenant

Ea1.2 Sergeant

Ea1.3 Court Liaison Officer

Ea1.4 Police Officer

Ea2.1 Clerk Typist

Ea3. Support Areas

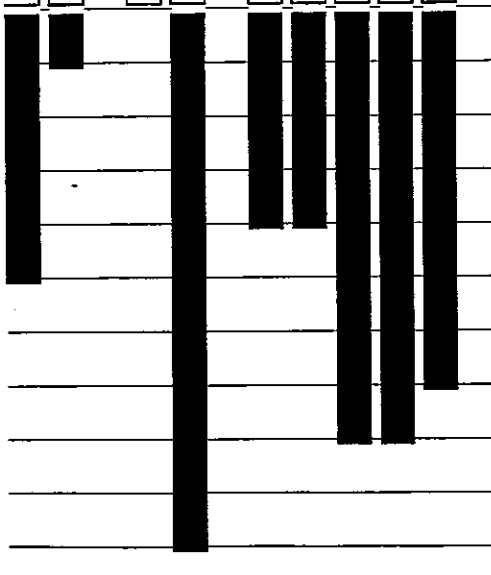
Ea3.1 Files

Ea3.2 Copy/ Document Processing

Ea4. Staff Support Areas

Ea4.1 Staff Lockers

Ea4.2 Staff Check-In



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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Eb. Communications Operations Division and Maintenance											
Eb1. Staff Work Areas											
Eb1.1	Captain	[Redacted]									
Eb1.2	Lieutenant	[Redacted]									
Eb1.3	Sergeant	[Redacted]									
Eb1.4	Telecom. Specialist	[Redacted]									
Eb1.5	Police Alarm Operators	[Redacted]									
Eb1.6	Police Telephone Operators	[Redacted]									
Eb1.7	Police Officer	[Redacted]									
Eb2. Administrative Staff											
Eb2.1	Clerk Stenographer	[Redacted]									
Eb2.2	Clerk Typist	[Redacted]									
Eb2.3	Messenger	[Redacted]									
Eb2.4	Maintenance Staff	[Redacted]									
Eb3.1	Files	[Redacted]									
Eb3.2	Equipment Room	[Redacted]									
Eb3.3	Copy/ Document Processing	[Redacted]									
Eb4. Staff Support Areas											
Eb4.1	Staff Lockers	[Redacted]									
Eb4.2	Staff Check-in	[Redacted]									
Eb4.3	Staff Toilets	[Redacted]									

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ec. Data Services Division											
Ec1. Staff Work Areas											
Ec1.1	Captain										
Ec1.2	Sergeant										
Ec1.3	Police Officers										
Ec1.4	Specialists										
Ec1.5	System Analyst										
Ec1.6	Systems Engineer/ Technician										
Ec1.7	Computer Programmers										
Ec1.8	Computer Operators										
Ec1.9	Data Entry										
Ec1.10	Trainers										
Ec2. Administrative Staff											
Ec2.1	Clerk/ Receptionist										
Ec3. Support Areas											
Ec3.1	Conference Rooms										
Ec3.2	Files										
Ec3.3	Storage Facilities										
Ec3.4	Copy/ Document Processing										
Ec3.5	Public Areas										
Ec3.6	Computer Room										
Ec3.7	Battery Backup Room										
Ec3.8	Printer Room										
Ec3.9	Cable/ Equipment Rooms										
Ec3.10	Telephone/Radio Equipment										
Ec4. Staff Support Areas											
Ec4.1	Coat Closets										
Ec4.2	Staff Check-In										
Ec4.3	Breakroom										

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Ed. Central Records Division

Ed1. Staff Work Areas

Ed1.1	Captain	[Redacted]										
Ed1.2	Administrative Specialist	[Redacted]										
Ed1.3	Tow/Auto Desk	[Redacted]										
Ed1.4	Word Processing	[Redacted]										
Ed1.5	Incident Report	[Redacted]										
Ed1.6	Telephone Report	[Redacted]										
Ed1.7	Stolen Firearms	[Redacted]										
Ed1.8	Fire/ Arson	[Redacted]										
Ed1.9	Warrant Info	[Redacted]										
Ed1.10	Microfilm Unit	[Redacted]										
Ed1.11	Night Parking	[Redacted]										
Ed1.12	Teletype/ Payroll	[Redacted]										
Ed2.	Administrative Staff											
Ed2.1	Counter Service	[Redacted]										
Ed2.2	General Clerks	[Redacted]										
Ed2.3	General Clerks	[Redacted]										
Ed3.	Support Areas											
Ed3.1	Lectriever Files	[Redacted]										
Ed3.2	Files	[Redacted]										
Ed3.3	Storage Facilities	[Redacted]										
Ed3.4	Archive Storage	[Redacted]										
Ed3.5	Copy/ Document Processing	[Redacted]										
Ed3.6	Public Areas	[Redacted]										
Ed3.7	Digital Dictation Equipment	[Redacted]										
Ed4.	Staff Support Areas											
Ed4.1	Staff Lockers	[Redacted]										
Ed4.2	Staff Check-in	[Redacted]										

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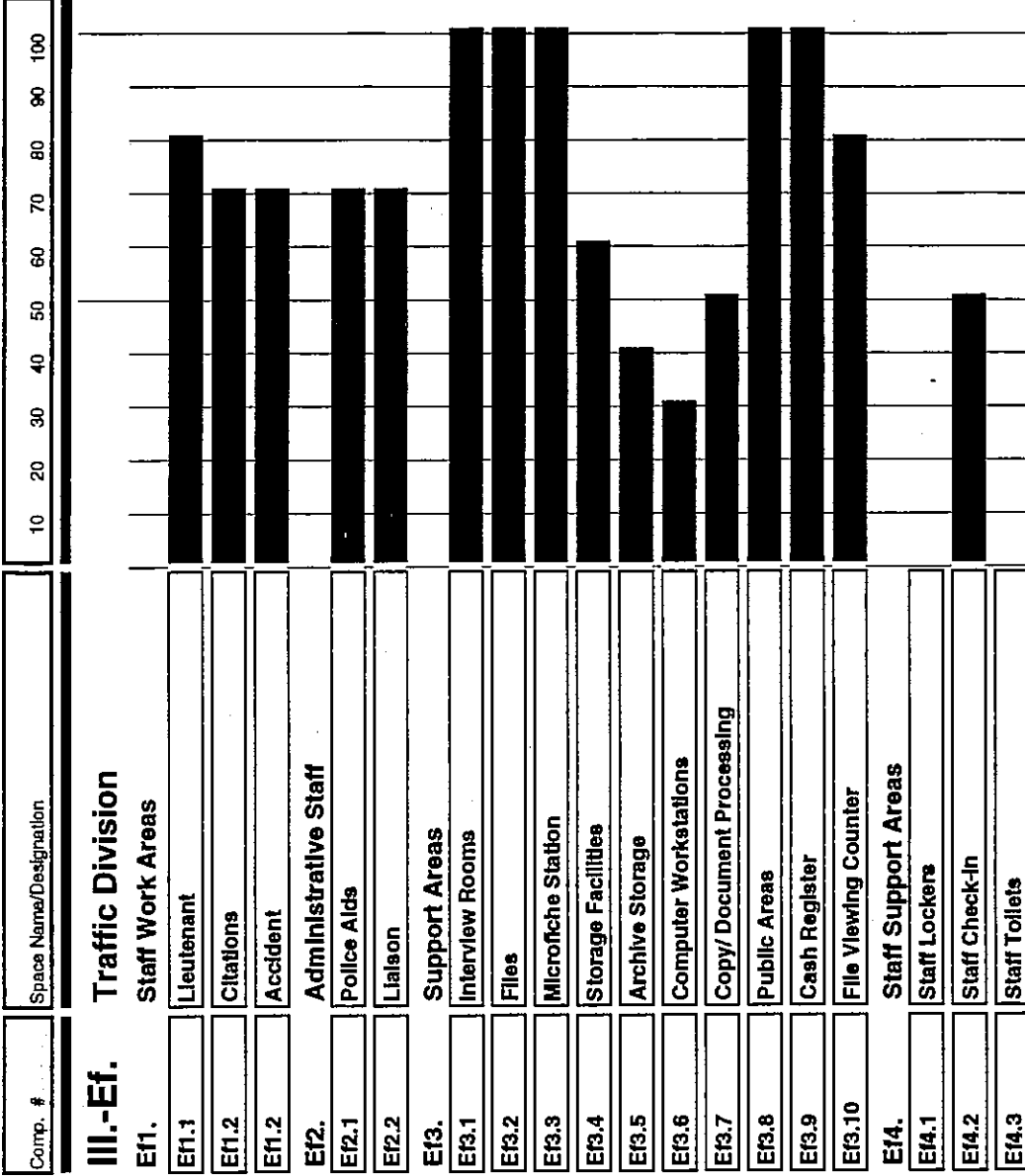
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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ee. Open Records Division											
Ee1. Staff Work Areas											
Ee1.1	Sergeants										
Ee1.2	Police Officers										
Ee1.3	Police Aid										
Ee2. Administrative Staff											
Ee2.1	Clerk										
Ee2.2	Secretary-Clerk										
Ee3. Support Areas											
Ee3.1	Files										
Ee3.3	Storage Facilities										
Ee3.4	Library										
Ee3.5	Copy/ Document Processing										
Ee4. Staff Support Areas											
Ee4.1	Staff Lockers										
Ee4.2	Staff Check-in										

Var.1.01.1

Profile of Current Space Adequacy



Ver:1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	80	80	100
III.-Eg. Identification Division												
Eg1. Staff Work Areas												
Eg1.1	Captain											
Eg1.2	Supervisor											
Eg1.3	Technicians											
Eg1.4	Forgery											
Eg1.2	Vehicle Drivers											
Eg2. Administrative Staff												
Eg2.1	Police Aids											
Eg2.2	Police Officer											
Eg2.3	Clerks											
Eg3. Support Areas												
Eg3.1	Interview Rooms											
Eg3.2	Files											
Eg3.3	Library											
Eg3.4	Storage Facilities											
Eg3.5	Evidence Lockers											
Eg3.6	Archive Storage											
Eg3.7	Computer Workstations											
Eg3.8	Video Enhancement Computer											
Eg3.9	Copy/ Document Processing											
Eg3.10	Public Areas											
Eg3.11	Fingerprinting Station											
Eg3.12	AFIS											
Eg3.13	Toxic Chemical Processing											
Eg3.14	Evidence Processing											
Eg3.15	Photo Processing Facility											
Eg3.16	Detainee Toilet											

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Eg. Identification Division

Eg4. Staff Support Areas

Eg4.1	Coat Closet										
Eg4.2	Staff Lockers										
Eg4.3	Staff Check-In										
Eg4.4	Staff Toilets										

Ver:1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-F. Criminal Investigation Bureau

F1. Staff Work Areas

F1.1	Inspector										
F1.2	Deputy Inspector										
F1.3	Shift Captains										

F2. Administrative Staff

F2.1	Clerk Typist										
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F3. Support Areas

F3.1	Conference Rooms										
F3.2	Interview Rooms										
F3.3	Interrogation Rooms										
F3.4	Polygraph Rooms										
F3.5	Polygraph Office										
F3.6	Line-Up Processing										
F3.7	Detainee Holding										
F3.8	Isolation Holding										
F3.9	Detainee Toilet										
F3.7	Files										
F3.8	Copy/Document Processing										
F3.9	Computer Room										
F3.10	Drying Room										
F3.11	Public Areas										
F4.	Staff Support Areas										
F4.1	Staff Lockers										
F4.2	Staff Check-In										
F4.3	Roll-Call Room										
F4.4	Breakroom										
F4.5	Staff Toilets										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Fa. Sensitive Crimes Division

Fa1. Staff Work Areas

Fa1.1	Captain's Office										
Fa1.2	Detective Lieutenants										
Fa1.3	Detectives										
Fa1.4	Sergeants										
Fa1.5	Police Officers										
Fa2.	Administrative Staff										
Fa2.1	Administrative Clerks										
Fa3.	Support Areas										
Fa3.1	"Livingrooms"										
Fa3.1	Files										
Fa3.2	Storage										
Fa3.2	Copy/ Document Processing										
Fa3.3	Computer Room										
Fa3.4	Public Areas										
Fa4.	Staff Support Areas										
Fa4.1	Staff Lockers										
Fa4.2	Staff Check-In										

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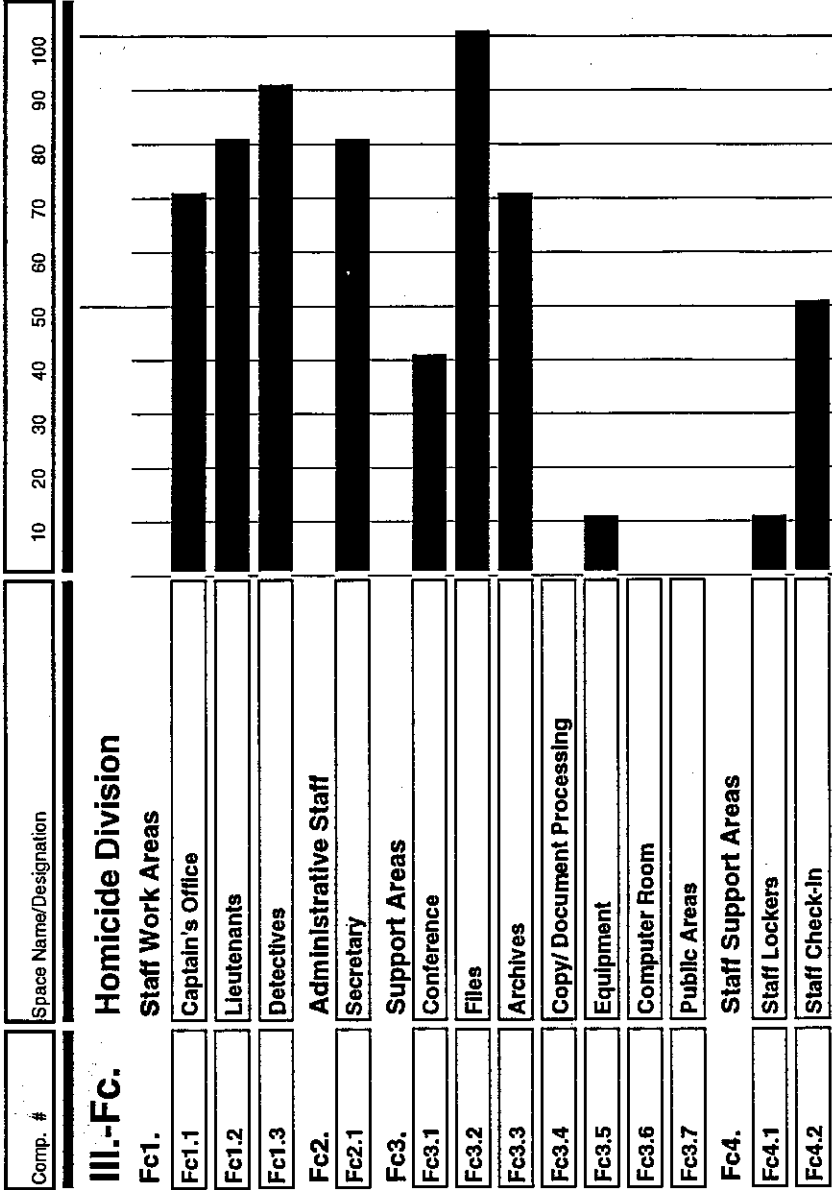
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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fb. Vice Control Section											
Fb1. Staff Work Areas											
Fb1.1	Captain's Office										
Fb1.2	Detectives										
Fb1.3	Police Officers										
Fb2. Administrative Staff											
Fb2.1	Lieutenants										
Fb2.2	Administrative Sergeant										
Fb2.3	Police Aid										
Fb2.4	Clerk										
Fb3. Support Areas											
Fb3.1	Files										
Fb3.2	Copy/ Document Processing										
Fb3.3	Computer Room										
Fb3.4	Public Areas										
Fb3.5	Drug Testing Room										
Fb3.6	Storage Areas										
Fb4. Staff Support Areas											
Fb4.1	Staff Lockers										
Fb4.2	Staff Check-in										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fd. Crimes Against Persons											
Fd1. Staff Work Areas											
Fd1.1	Captain's Office										
Fd1.2	Lieutenants										
Fd1.3	Detectives										
Fd1.4	Robbery Task Force										
Fd2. Administrative Staff											
Fd2.1	Secretary										
Fd2.2	Liaison										
Fd3. Support Areas											
Fd3.1	Copy/ Document Processing										
Fd3.2	Computer Room										
Fd4. Staff Support Areas											
Fd4.1	Staff Lockers										
Fd4.2	Staff Check-in										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fe. Crimes Against Property											
Fe1. Staff Work Areas											
Fe1.1	Captain's Office										
Fe1.2	Lieutenants										
Fe1.3	Warrants Squad										
Fe1.4	Detectives										
Fe2. Administrative Staff											
Fe2.1	Liaison										
Fe2.2	AFIS										
Fe2.3	CONSL										
Fe2.4	Secretary										
Fe3. Support Areas											
Fe3.1	Arson Files										
Fe3.2	Arson Equipment Storage										
Fe3.3	Copy/ Document Processing										
Fe3.4	Computer Room										
Fe4. Staff Support Areas											
Fe4.1	Staff Lockers										
Fe4.2	Staff Check-in										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ft. Gang Crimes Intelligence Division											
F11. Staff Work Areas											
F11.1	Captain's Office										
F11.2	Criminal Intelligence										
F11.3	Gang Crimes										
F12. Administrative Staff											
F12.1	Police Officer										
F12.2	Clerk										
F13. Support Areas											
F13.1	Conference										
F13.2	Copy/ Document Processing										
F13.3	Computer Room										
F13.4	Storage Areas										
F14. Staff Support Areas											
F14.1	Staff Lockers										
F14.2	Staff Check-in										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-G. Uniform Patrol Bureau											
G1.	Staff Work Areas	[Redacted]									
G1.1	Inspector of Police	[Redacted]									
G1.2	Field Deputy	[Redacted]									
G1.3	Operations Captains	[Redacted]									
G2.	Administrative Staff	[Redacted]									
G2.1	Inspector's Secretary	[Redacted]									
G3.	Conference Rooms	[Redacted]									
G3.1	Conference Room	[Redacted]									
G4.	Planning and Operations	[Redacted]									
G4.1	Staff Workstations	[Redacted]									
G5.	Support Areas	[Redacted]									
G5.1	Patrol Bureau Files	[Redacted]									
G5.2	Planning and Operations Files	[Redacted]									
G5.3	Copy/Document Processing	[Redacted]									
G5.4	Supplies/Storage	[Redacted]									
G5.5	Staff Lockers	[Redacted]									

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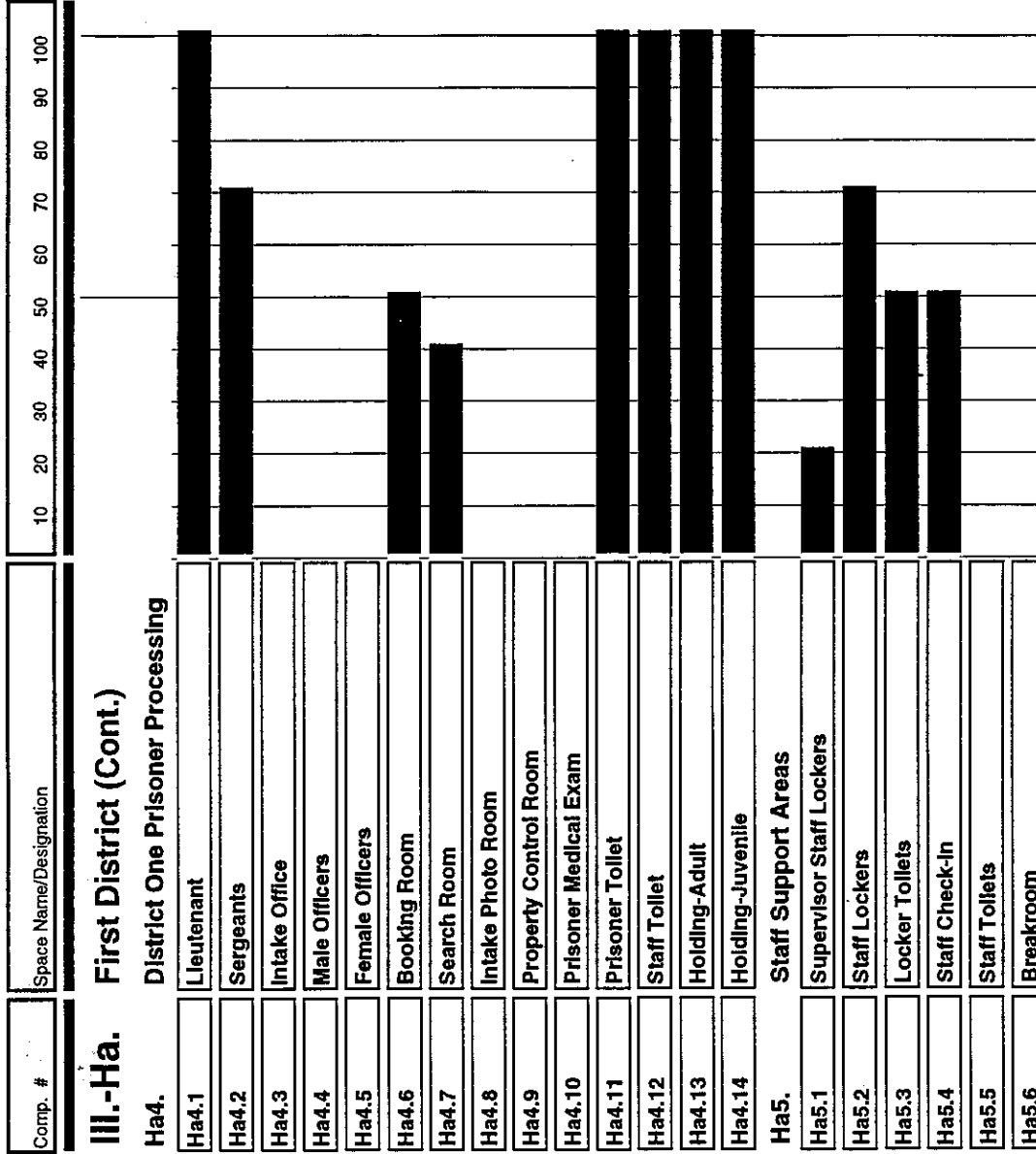
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Profile of Current Space Adequacy

Corp. #	Space Name/Designation	10	20	30	40	50	60	70	80	80	100
III.-Ha. First District											
Ha1. Staff Work Areas											
Ha1.1	District Commander	[Redacted]									
Ha1.2	Lieutenants	[Redacted]									
Ha1.3	Conference Area	[Redacted]									
Ha1.4	Patrol Sergeants	[Redacted]									
Ha2. Administrative Staff											
Ha2.1	Shift Sergeant	[Redacted]									
Ha2.2	Desk Officer	[Redacted]									
Ha2.3	Station Security Officer	[Redacted]									
Ha2.4	Clerks	[Redacted]									
Ha2.4	Civilian Checker	[Redacted]									
Ha3. Administrative Staff											
Ha3.1	Assembly	[Redacted]									
Ha3.2	Storage	[Redacted]									
Ha3.3	Copy/Document Processing	[Redacted]									

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Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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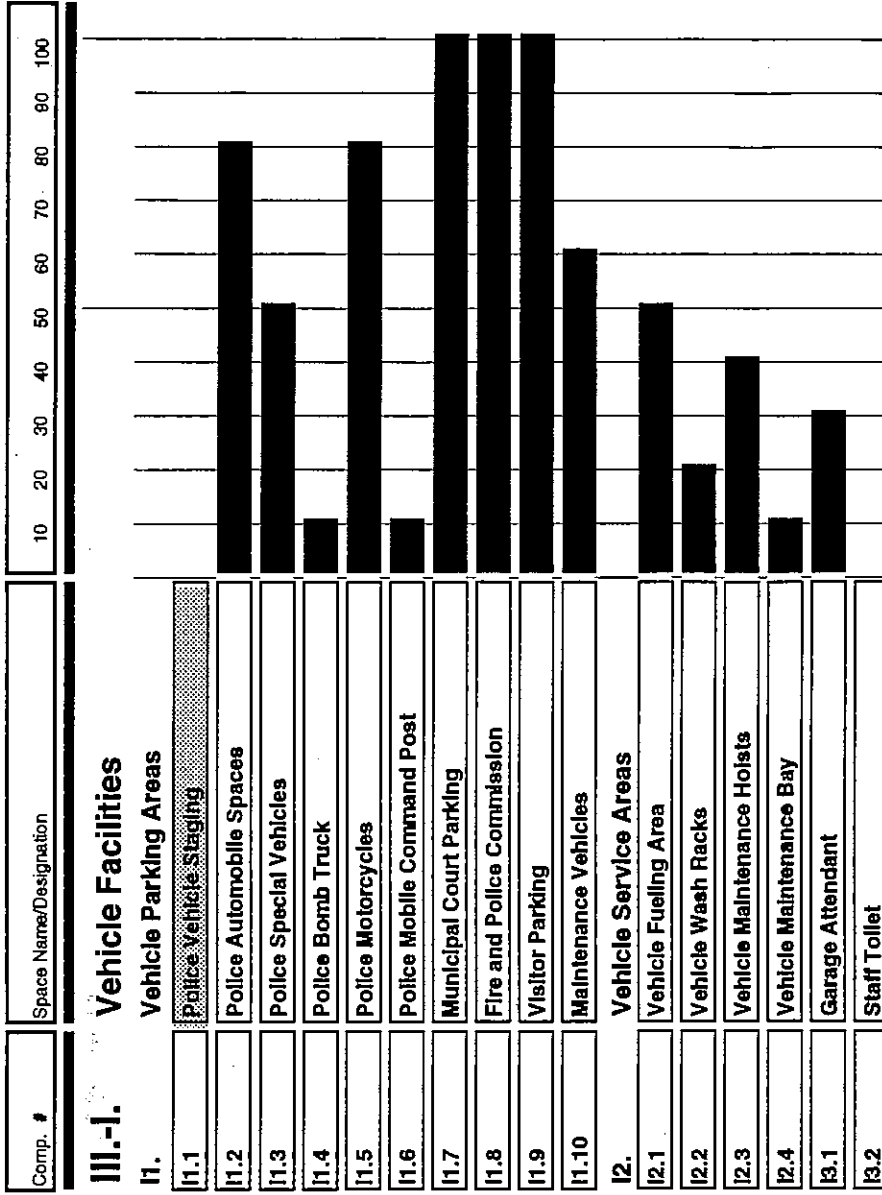
III.-Hb. Metropolitan Section

Hb1. Tactical Enforcement Unit

Hb1.1	Sectional Commander										
Hb1.2	Sergeants										
Hb1.3	TEU Operations Area										
Hb1.4	TEU Ready Room										
Hb2.	Canine Unit										
Hb2.1	Canine Equipment Storage										
Hb3.	Traffic Enforcement Unit										
Hb3.1	Sergeants										
Hb3.2	TEU Operations Area										
Hb4.	Harbor Patrol Unit										
Hb4.1	TEU Operations Area										
Hb5.	Underwater Investigation Unit										
Hb5.1	Sergeants										
Hb5.2	UIU Ready Room										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
IV. City Attorney/ Prosecution Department											
IV.-A. City Attorney/ Prosecution Department											
A1. Staff Work Areas											
A1.1	Attorney										
A1.2	Interns										
A1.2	Field Study School										
A1.2	Health Department										
A1.2	Parking										
A2. Administrative Staff											
A2.1	Receptionist/ Clerk										
A3. Support Areas											
A3.1	Conference Rooms										
A3.7	Files										
A3.8	Copy/ Document Processing										
A3.9	Computer Area										
A3.10	Public Areas										
A4.1	Coat Closet										
A4.2	Breakroom										
A4.3	Staff Toilets										

Profile of Current Space Adequacy

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Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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V. Municipal Court

V.-A Municipal Court-Administration

A1. Staff Work Areas											
A1.1	Chief Court Administrator										
A1.2	Asst. Chief Court Admnl.										
A1.3	Automated Services Admin.										
A1.4	Admin. Services Supervisor										
A2. Administrative Staff											
A2.1	Administrative Assistant										
A2.2	Administrative Secretary										
A2.3	Case Preparation										
A2.4	Motor Vehicle/ Legal Process.										
A2.5	Records										
A2.6	Student Interns										
A2.7	Special Projects Assistant										
A3.1	Conference Rooms										
A3.2	Files										
A3.3	Supplies/Forms										
A3.4	Supplies										
A3.5	Janitor/Supplies										
A3.6	Copy/ Document Processing										
A3.7	Computer Production Room										
A3.8	Computer Room										
A3.9	Computer Workstations										
A3.10	Public Areas										
A4. Staff Support Areas											
A4.1	Coat Closet										
A4.2	Breakroom										
A4.3	Staff Toilets										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V. Municipal Court											
V.-B. Municipal Court-Accounting											
B1. Staff Work Areas											
B1.1	Court Accountant										
B1.2	Head Teller										
B1.3	Tellers										
B1.4	Court Telephone Operator										
B2. Support Areas											
B2.1	Conference Room										
B2.2	Files										
B2.3	Copy/ Document Proc - Acct.										
B2.5	Computer Area										
B2.6	Public Areas										
B3. Staff Support Areas											
B3.1	Coat Closet										
B3.2	Staff Lockers										
B3.3	Coffee Bar										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V.-C. Municipal Court-WCS											
C1. Staff Support Areas											
C1.1	Program Director										
C1.2	Supervisor										
C1.3	Coordinator										
C1.4	Officers										
C2. Administrative Staff											
C2.1	Student Interns										
C3. Support Areas											
C3.1	WCS Conference Rooms										
C3.2	Copy/ Document Proc.- WCS										
C3.3	WCS Public Areas										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V. Municipal Court											
V.-D. Municipal Court-Courts											
D1. Staff Work Areas											
D1.1	Judge										
D1.2	Judges Secretary										
D1.3	Court Clerks										
D1.4	Student Interns										
D2. Support Areas											
D2.1	File Area										
D2.2	Copy/ Document Processing										
D2.3	Library/Temp. Judge										
D2.4	Reception/ Waiting										
D4. Staff Support Areas											
D4.1	Coat Closet										
D4.2	Staff Lockers										
D4.3	Coffee Bar										
D5. Court Areas											
D5.1	Courtroom										
D5.2	Holding Room										
D5.3	Attorney Conference Rooms										
D6. Public Areas											
D6.1	Public Waiting										
D6.2	Public Toilets										
D6.3	Security Screening										

Summary of Existing Space Deficiencies

Within the scope of this study, the Consultant team has conducted an extensive survey of existing space occupancies within the Police Administration Building. This analysis has involved the measurement of each area and the compilation of information concerning its use.

In this analysis, the number of individuals working in each area has been recorded and interviews were conducted concerning the activities performed. The manner in which space supports these activities was also noted, including the inventory of furniture and equipment and the presence or need for various technologies.

In determining the relative adequacy of existing space to accommodate the activities assigned to them, the Consultant has applied recognized space standards for specific work functions. As a part of this, the requirements of the Americans With Disabilities Act have also been applied. Certain of these space standards are illustrated in Section 3 within this Volume II -Detailed Information.

An important finding of this survey was the fact that space deficiencies within the Police Administration Building fall into two primary categories. These are:

- Space which is **too small** for the functions housed.
- Space which **does not exist**, with functions conducted in displaced and improvised settings.

In many areas, these deficiencies are more than quantitative. They involve the serious compromise of safety and security and undermine the efficiency and effectiveness of law enforcement activities and judicial processes.

In the tabulations which follow, the extent to which a function is adequately housed is indicated in a bar graph format. White space indicates absence or inadequacy.



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Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
I. Fire and Police Commission											
I-A. Fire and Police Commission											
A1. Staff Work Areas											
A1.1	Executive Director	[Redacted]									
A1.2	Administrative Specialist	[Redacted]									
A1.3	Recruiting	[Redacted]									
A1.4	Research	[Redacted]									
A2. Administrative Staff											
A2.1	Receptionist	[Redacted]									
A2.2	Testing Clerk	[Redacted]									
A2.3	Secretary	[Redacted]									
A2.4	Testing	[Redacted]									
A3. Support Areas											
A3.1	Public Meeting Facility	[Redacted]									
A3.2	Conference Rooms	[Redacted]									
A3.3	Storage	[Redacted]									
A3.4	Files	[Redacted]									
A3.5	Copy/ Document Processing	[Redacted]									
A3.6	Computer Room	[Redacted]									
A3.7	Public Areas	[Redacted]									
A4. Staff Support Areas											
A4.1	Staff Lockers	[Redacted]									
A4.2	Breakroom	[Redacted]									
A4.3	Staff Toilets	[Redacted]									

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
II. Fire Department											
II-A. Fire Department Dispatch											
A1. Staff Work Areas											
A1.1	CO										
A1.2	Assistant CO										
A1.2	Staff										
A2. Administrative Staff											
A2.1	Chief of Police Adjutant										
A3. Support Areas											
A3.1	Conference Rooms										
A3.2	Training Room										
A3.2	Equipment Room										
A3.3	Files										
A3.4	Copy/ Document Processing										
A4. Staff Support Areas											
A4.1	Staff Lockers										
A4.2	Staff Toilets										
A4.3	Staff Check-In										
A4.4	Staff Breakroom										

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III. Police Department

III.-A. Chief of Police

A1. Staff Work Areas

A1.1	Chief of Police										
A1.2	Assistant Chief of Police										
A2.	Administrative Staff										
A2.1	Chief of Police Adjutant										
A2.2	Lieutenant of Detectives										
A2.3	Chief's Admin. Secretary										
A2.4	Police Officer										
A3.	Support Areas										
A3.1	Conference Rooms										
A3.2	Public Waiting										
A3.3	Files										
A3.4	Copy/ Document Processing										
A3.5	Computer Workstation										
A4.	Staff Support Areas										
A4.1	Coat Closet										
A4.2	Staff Toilets										
A4.3	Coffee Bar										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-B. Public Information Office											
B1. Staff Work Areas											
B1.1	Lieutenants										
B1.2	Sergeant										
B2. Administrative Staff											
B2.1	Clerical										
B3. Support Areas											
B3.1	News Conference Room										
B3.2	Conference Rooms										
B3.3	Files										
B3.4	Library										
B3.5	Storage										
B3.6	Copy/ Document Processing										
B3.7	Computer Workstation										
B3.8	Television Equipment										
B4. Staff Support Areas											
B4.1	Coat Closet										
B4.2	Coffee Bar										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-C. Office of Management, Analysis, and Planning

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
C1. Staff Work Areas											
C1.1	Captain										
C1.2	Captain's Clerk										
C2. Administrative Staff											
C2.1	Research & Development										
C2.2	Staff Inspections										
C2.3	Crime Analysis										
C3. Support Areas											
C3.1	Emergency Staging Area										
C3.2	Conference Rooms										
C3.3	Public Waiting										
C3.4	Files										
C3.5	Library										
C3.6	Storage										
C3.7	Copy/ Document Processing										
C3.8	Computer Workstation										
C4. Staff Support Areas											
C4.1	Staff Lockers										
C4.2	Staff Check-In										
C4.3	Staff Toilets										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-D. Administration Bureau											
D1. Staff Work Areas											
D1.1	Inspector										
D1.2	Deputy Inspector										
D1.3	Leutenant of Police										
D2. Administrative Staff											
D2.1	Sergeant										
D2.2	Police Officer										
D2.3	Clerk Typist										
D3. Support Areas											
D3.1	Conference Rooms										
D3.2	Copy/ Document Processing										
D3.3	Storage Areas										
D4. Staff Support Areas											
D4.1	Admin. Bureau Staff Lockers										
D4.2	Staff Toilets										
D4.2	Admin. Bureau Breakroom										

Ver.1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Da. Budget & Finance Section											
Da1. Staff Work Areas											
Da1.1	Budget Manager										
Da1.2	Accountant										
Da2. Administrative Staff											
Da1.3	Account Clerk										
Da3. Support Areas											
Da3.1	Files										
Da3.2	Records/ Archive- Vault										
Da3.3	Copy/ Document Processing										
Da3.4	Computer Workstation										
Da3.5	Storage Areas										

III.-Db. Personnel Section											
Db1. Staff Work Areas											
Db1.1	Police Personnel Administrator										
Db1.2	Personnel Officer										
Db2. Administrative Staff											
Db2.1	Administrative Specialist										
Db2.2	Personnel Clerk										
Db2.3	Clerk Typist										
Db2.4	Police Aid										
Db2.5	Intern										
Db3. Support Areas											
Db3.1	File Room										
Db3.2	Copy/ Document Processing										
Db3.3	Storage Areas										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Dc. Medical Section											
Dc1. Staff Work Areas											
Dc1.1	Health & Safety Coordinator										
Dc2.1	Clerk										
Dc2.2	Clerk Typist										
Dc3. Support Areas											
Dc3.1	Files										
Dc3.2	Copy/ Document Processing										
Dc3.3	Storage Areas										

III.-Dd. Payroll Section											
Dd1. Staff Work Areas											
Dd1.1	Payroll Supervisor										
Dd2. Administrative Staff											
Dd2.1	Accounting Clerk										
Dd2.2	Clerk Typist										
Dd3. Support Areas											
Dd3.1	Files										
Dd3.2	Copy/ Document Processing										
Dd3.3	Computer Workstation										
Dd3.4	Storage Areas										

Ver.1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-De. Property Control Section											
De1. Staff Work Areas											
De1.1	Lieutenant	[Bar chart showing 65% adequacy]									
De1.2	Sergeant	[Bar chart showing 75% adequacy]									
De2. Administrative Staff											
De2.1	Narcotic Control	[Bar chart showing 55% adequacy]									
De2.2	Assisting Police Officer	[Bar chart showing 55% adequacy]									
De2.3	Assistant Property Custodian	[Bar chart showing 85% adequacy]									
De2.4	Police Officers	[Bar chart showing 55% adequacy]									
De2.5	Police Aids	[Bar chart showing 55% adequacy]									
De2.6	Clerk Typist	[Bar chart showing 55% adequacy]									
De3. Support Areas											
De3.1	Evidence Storage	[Bar chart showing 55% adequacy]									
De3.2	Files	[Bar chart showing 100% adequacy]									
De3.3	Safe	[Bar chart showing 100% adequacy]									
De3.4	Refrigerated Evidence	[Bar chart showing 100% adequacy]									
De3.5	Microfiche Workstation	[Bar chart showing 100% adequacy]									
De3.6	Copy/Document Processing	[Bar chart showing 45% adequacy]									
De3.7	Initial Processing Area	[Bar chart showing 85% adequacy]									
De3.8	Evidence/Equipment Storage	[Bar chart showing 85% adequacy]									
De3.9	Public Areas	[Bar chart showing 100% adequacy]									
De4. Staff Support Areas											
De4.1	Staff Lockers	[Bar chart showing 100% adequacy]									
De4.2	Staff Check-in	[Bar chart showing 100% adequacy]									
De4.3	Staff Toilets	[Bar chart showing 100% adequacy]									

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Dt. Maintenance Service Section											
Dt1. Staff Work Areas											
Dt1.1	Building Maint Manager										
Dt1.2	Asesistant Bldg. Maint Manager										
Dt1.3	Bldg. Maint Supervisor II										
Dt1.4	Bldg. Maint Supervisor I										
Dt1.5	Sergeant										
Dt1.6	Police Officer										
Dt1.7	Clerk										
Dt2. Maintenance Staff											
Dt2.1	Heat & Vent Mechanic II										
Dt2.2	Maintenance Mechanic										
Dt2.3	Vehicle Service Assasntant										
Dt2.5	Custodial Worker II										
Dt3. Support Areas											
Dt3.1	Copy/ Document Processing										
Dt3.2	Custodian Ready Service										
Dt3.3	Equipment Storage										
Dt3.4	Welding Booth										
Dt3.5	Paint Booth										
Dt3.6	Hazardous Materials Stor.										
Dt3.7	General Storage										
Dt4. Loading Dock											
Dt4.1	Loading Docks										
Dt4.2	Office Material Recycling										
Dt4.3	Loading Dock Staging Area										

Ver.1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Df. Maintenance Service Section

Df5.	Staff Support Areas										
Df5.1	Staff Lockers										55
Df5.2	Staff Toilets										45
Df5.3	Staff Check-In										45
Df5.4	Staff Breakroom										

III.-Dg. License Investigation Unit

Dg1.	Staff Work Areas										
Dg1.1	Sergeant										100
Dg1.2	Police Officer										65
Dg2.	Administrative Staff										
Dg2.1	Clerk Typist										65
Dg3.	Support Areas										
Dg3.1	Interview Rooms										
Dg3.2	Files										85
Dg3.3	Copy/ Document Processing										
Dg3.4	Computer Workstations										45
Dg3.5	Public Areas										25
Dg4.	Staff Support Areas										
Dg4.1	Staff Lockers										
Dg4.2	Staff Toilets										

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	80	100
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III.-E. Technical Service Bureau

E1. Command Staff

E1.1	Inspector	[Redacted]										
E2.	Support Areas	[Redacted]										
E2.1	Conference Rooms	[Redacted]										
E3.	Staff Support Areas	[Redacted]										
E3.1	Roll-Call/ Training Room	[Redacted]										
E3.2	Breakroom	[Redacted]										
E3.3	Staff Toilets	[Redacted]										

III.-Ea. Court Administration Section

Ea1. Staff Work Areas

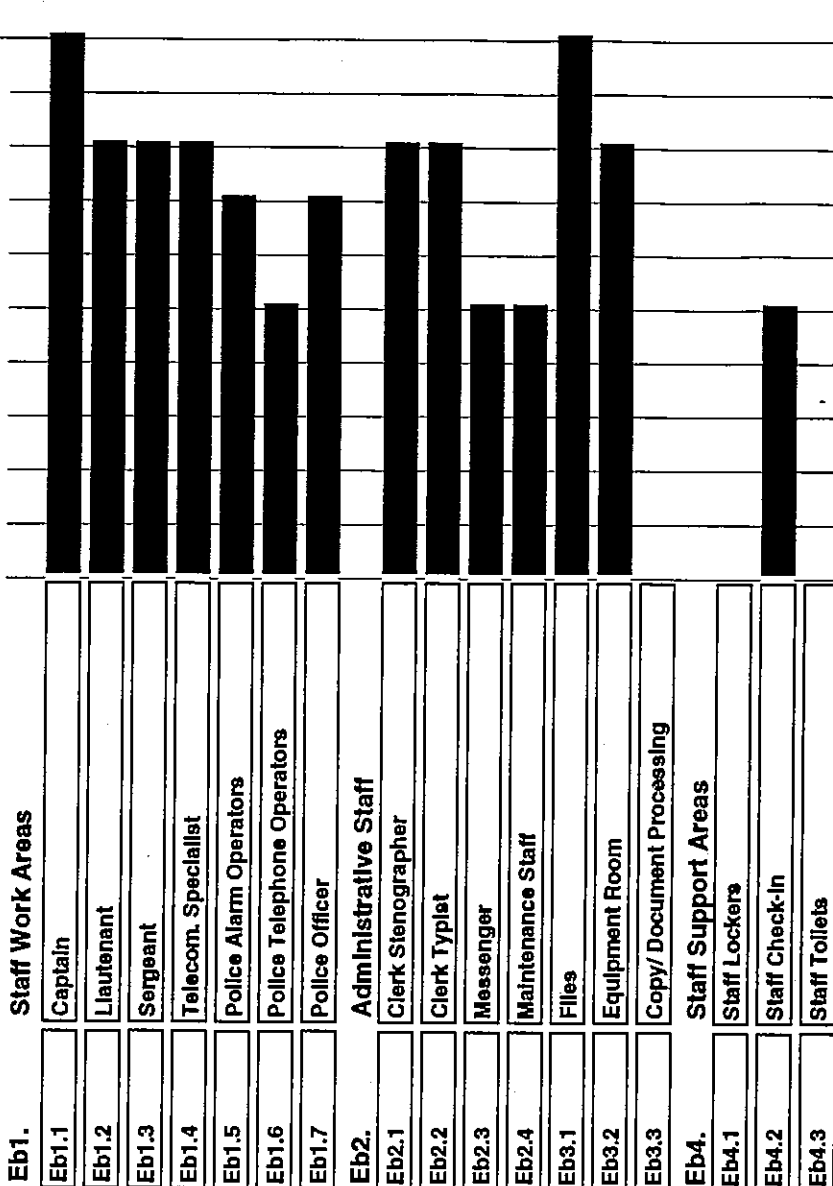
Ea1.1	Lieutenant	[Redacted]										
Ea1.2	Sergeant	[Redacted]										
Ea1.3	Court Liaison Officer	[Redacted]										
Ea1.4	Police Officer	[Redacted]										
Ea2.1	Clerk Typist	[Redacted]										
Ea3.	Support Areas	[Redacted]										
Ea3.1	Files	[Redacted]										
Ea3.2	Copy/ Document Processing	[Redacted]										
Ea4.	Staff Support Areas	[Redacted]										
Ea4.1	Staff Lockers	[Redacted]										
Ea4.2	Staff Check-in	[Redacted]										

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Eb. Communications Operations Division and Maintenance



Ver:1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	80	100
III.-Ec. Data Services Division											
Ec1. Staff Work Areas											
Ec1.1	Captain										
Ec1.2	Sergeant										
Ec1.3	Police Officers										
Ec1.4	Specialists										
Ec1.5	System Analyst										
Ec1.6	Systems Engineer/Technician										
Ec1.7	Computer Programmers										
Ec1.8	Computer Operators										
Ec1.9	Data Entry										
Ec1.10	Trainers										
Ec2. Administrative Staff											
Ec2.1	Clerk/Receptionist										
Ec3. Support Areas											
Ec3.1	Conference Rooms										
Ec3.2	Files										
Ec3.3	Storage Facilities										
Ec3.4	Copy/Document Processing										
Ec3.5	Public Areas										
Ec3.6	Computer Room										
Ec3.7	Battery Backup Room										
Ec3.8	Printer Room										
Ec3.9	Cable/Equipment Rooms										
Ec3.10	Telephone/Radio Equipment										
Ec4. Staff Support Areas											
Ec4.1	Coat Closets										
Ec4.2	Staff Check-In										
Ec4.3	Breakroom										

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ed. Central Records Division											
Ed1. Staff Work Areas											
Ed1.1	Captain	[Redacted]									
Ed1.2	Administrative Specialist	[Redacted]									
Ed1.3	Tow/Auto Desk	[Redacted]									
Ed1.4	Word Processing	[Redacted]									
Ed1.5	Incident Report	[Redacted]									
Ed1.6	Telephone Report	[Redacted]									
Ed1.7	Stolen Firearms	[Redacted]									
Ed1.8	Fire/ Arson	[Redacted]									
Ed1.9	Warrant Info	[Redacted]									
Ed1.10	Microfilm Unit	[Redacted]									
Ed1.11	Night Parking	[Redacted]									
Ed1.12	Teletype/ Payroll	[Redacted]									
Ed2. Admin Inistrative Staff											
Ed2.1	Counter Service	[Redacted]									
Ed2.2	General Clerks	[Redacted]									
Ed2.3	General Clerks	[Redacted]									
Ed3. Support Areas											
Ed3.1	Lektriver Files	[Redacted]									
Ed3.2	Files	[Redacted]									
Ed3.3	Storage Facilities	[Redacted]									
Ed3.4	Archive Storage	[Redacted]									
Ed3.5	Copy/ Document Processing	[Redacted]									
Ed3.6	Public Areas	[Redacted]									
Ed3.7	Digital Dictation Equipment	[Redacted]									
Ed4. Staff Support Areas											
Ed4.1	Staff Lockers	[Redacted]									
Ed4.2	Staff Check-In	[Redacted]									

City of Milwaukee
Police Administration Building
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Ver. 1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Ee. Open Records Division

Ee1. Staff Work Areas

Ee1.1	Sergeants	[Redacted]										
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Ee1.2	Police Officers	[Redacted]										
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Ee1.3	Police Aid	[Redacted]										
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Ee2. Administrative Staff

Ee2.1	Clerk	[Redacted]										
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Ee2.2	Secretary-Clerk	[Redacted]										
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Ee3. Support Areas

Ee3.1	Files	[Redacted]										
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Ee3.3	Storage Facilities	[Redacted]										
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Ee3.4	Library	[Redacted]										
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Ee3.5 Copy/ Document Processing

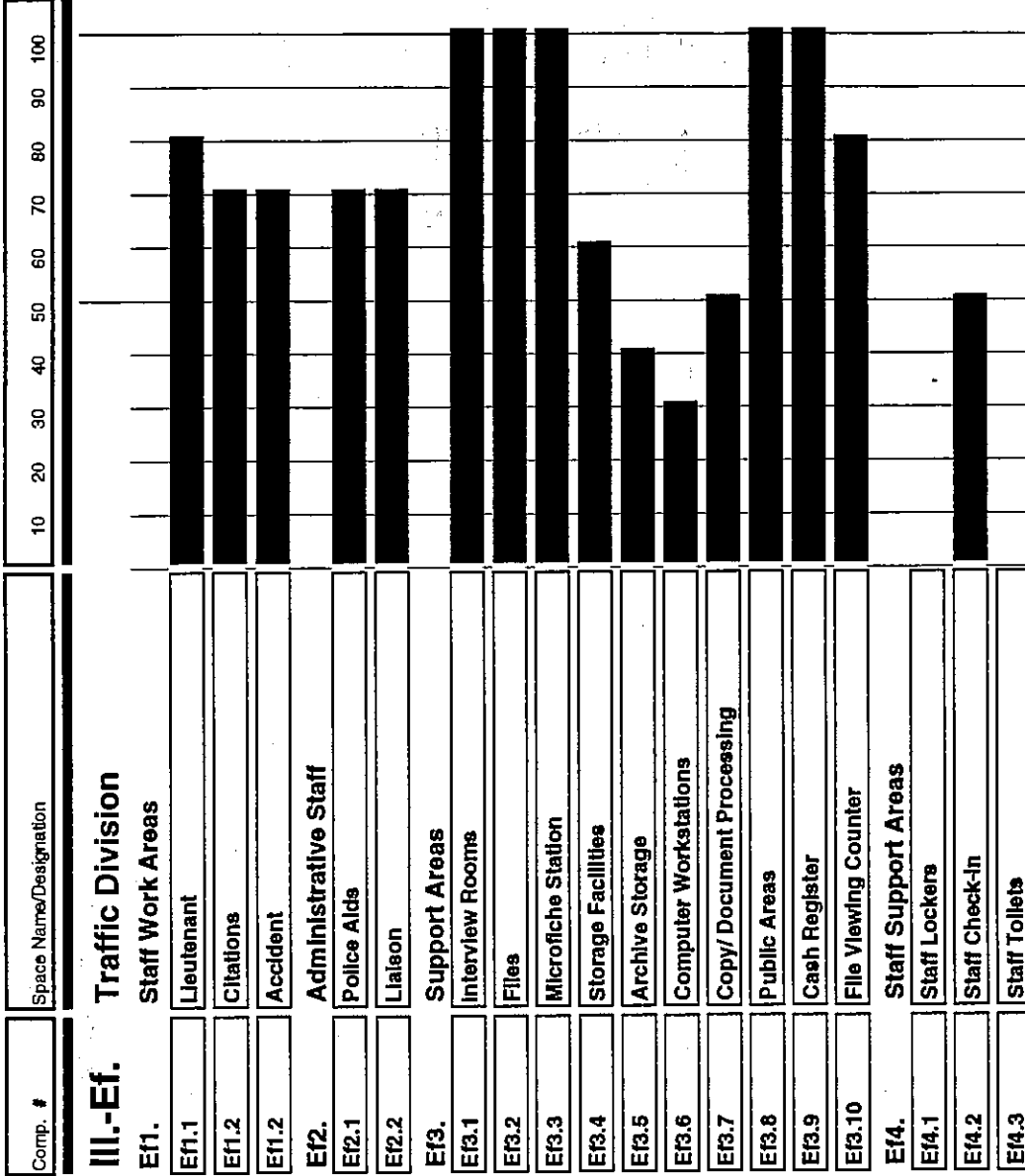
Ee4.	Staff Support Areas	[Redacted]										
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Ee4.1	Staff Lockers	[Redacted]										
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Ee4.2	Staff Check-in	[Redacted]										
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Profile of Current Space Adequacy



Ver.1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Eg. Identification Division											
Eg1. Staff Work Areas											
Eg1.1	Captain										
Eg1.2	Supervisor										
Eg1.3	Technicians										
Eg1.4	Forgery										
Eg1.2	Vehicle Drivers										
Eg2. Administrative Staff											
Eg2.1	Police Aids										
Eg2.2	Police Officer										
Eg2.3	Clerks										
Eg3. Support Areas											
Eg3.1	Interview Rooms										
Eg3.2	Files										
Eg3.3	Library										
Eg3.4	Storage Facilities										
Eg3.5	Evidence Lockers										
Eg3.6	Archive Storage										
Eg3.7	Computer Workstations										
Eg3.8	Video Enhancement Computer										
Eg3.9	Copy/ Document Processing										
Eg3.10	Public Areas										
Eg3.11	Fingerprinting Station										
Eg3.12	AFIS										
Eg3.13	Toxic Chemical Processing										
Eg3.14	Evidence Processing										
Eg3.15	Photo Processing Facilities										
Eg3.16	Detainee Toilet										

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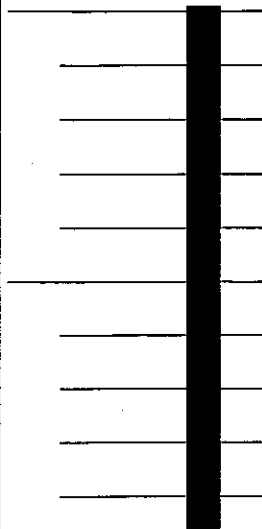
Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Eg. Identification Division

Eg4. Staff Support Areas

Eg4.1	Coat Closet										
Eg4.2	Staff Lockers										
Eg4.3	Staff Check-In										
Eg4.4	Staff Toilets										



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Profile of Current Space Adequacy

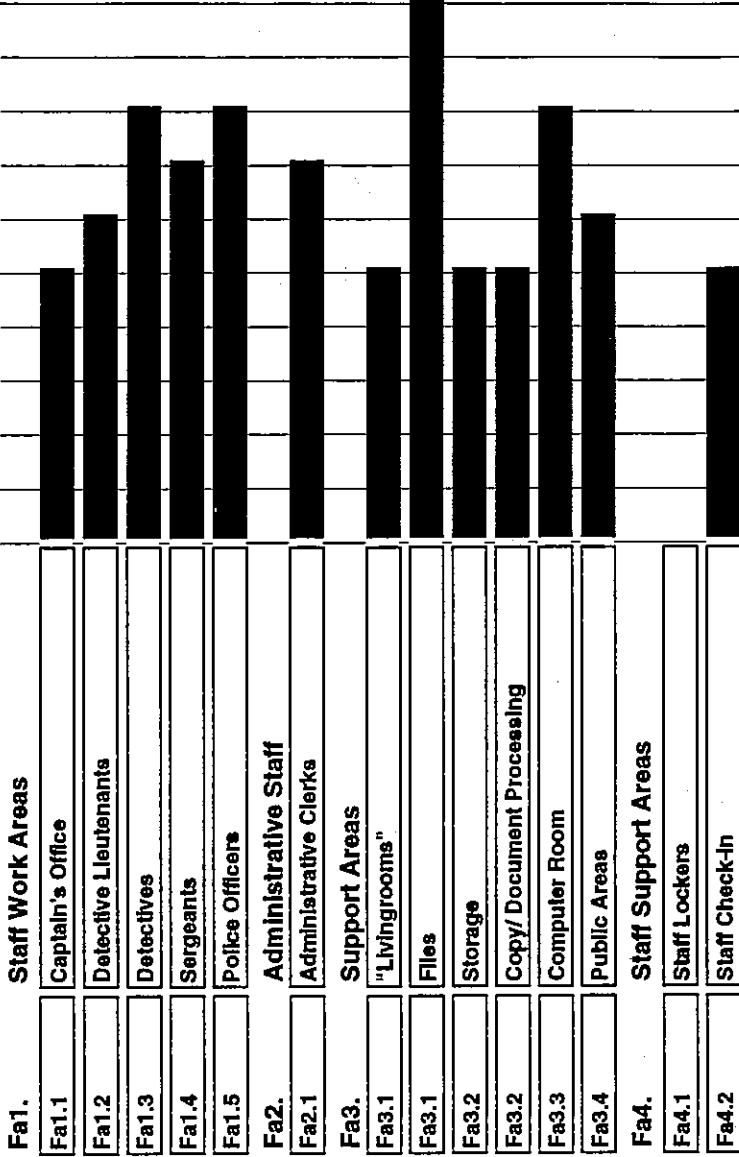
Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-F. Criminal Investigation Bureau											
F1. Staff Work Areas											
F1.1	Inspector										
F1.2	Deputy Inspector										
F1.3	Shift Captains										
F2. Administrative Staff											
F2.1	Clerk Typist										
F3. Support Areas											
F3.1	Conference Rooms										
F3.2	Interview Rooms										
F3.3	Interrogation Rooms										
F3.4	Polygraph Rooms										
F3.5	Polygraph Office										
F3.6	Line-Up Processing										
F3.7	Detainee Holding										
F3.8	Isolation Holding										
F3.9	Detainee Toilet										
F3.7	Files										
F3.8	Copy/ Document Processing										
F3.9	Computer Room										
F3.10	Drying Room										
F3.11	Public Areas										
F4. Staff Support Areas											
F4.1	Staff Lockers										
F4.2	Staff Check-In										
F4.3	Roll-Call Room										
F4.4	Breakroom										
F4.5	Staff Toilets										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Fa. Sensitive Crimes Division



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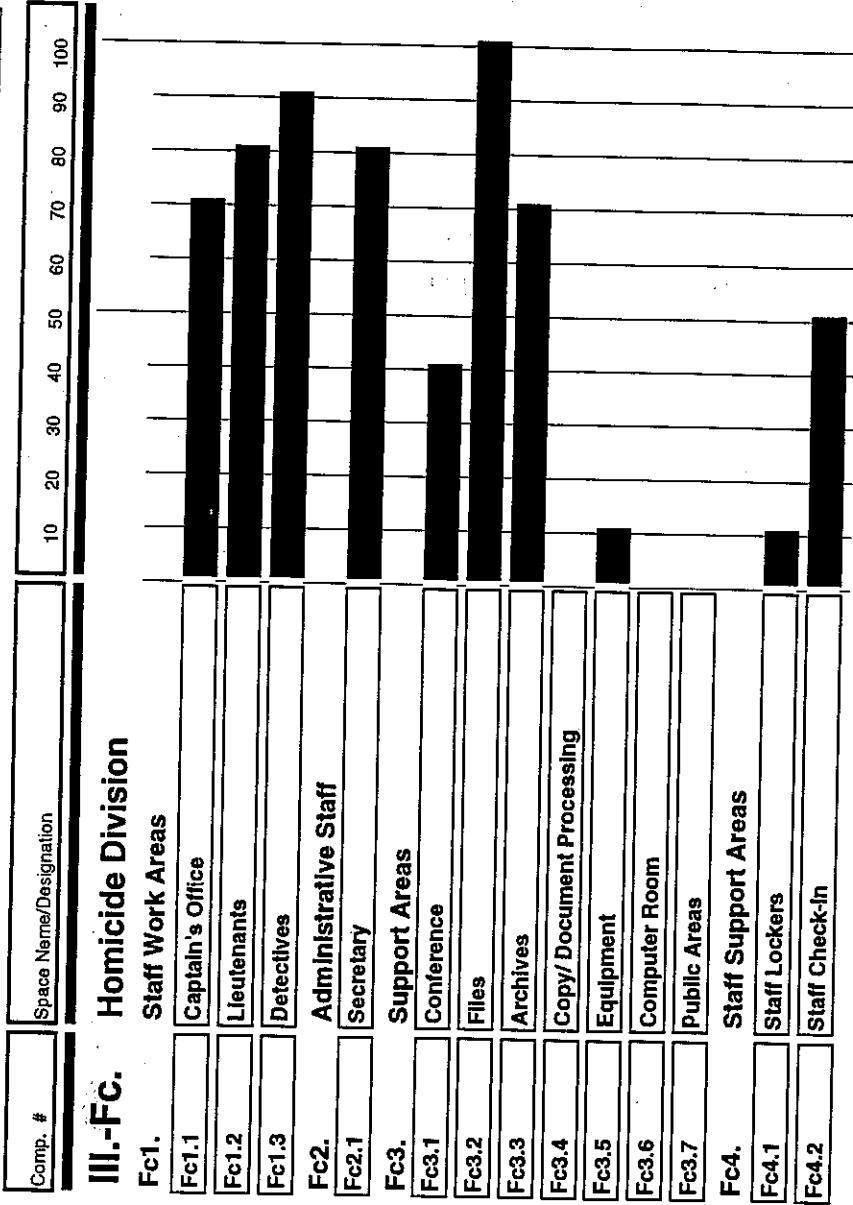
Ver:1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fb. Vice Control Section											
Fb1. Staff Work Areas											
Fb1.1	Captain's Office	█									
Fb1.2	Detectives	█	█	█	█	█	█	█	█	█	█
Fb1.3	Police Officers	█	█	█	█	█	█	█	█	█	█
Fb2. Administrative Staff											
Fb2.1	Lieutenants	█	█	█	█	█	█	█	█	█	█
Fb2.2	Administrative Sergeant	█	█	█	█	█	█	█	█	█	█
Fb2.3	Police Aid	█	█	█	█	█	█	█	█	█	█
Fb2.4	Clerk	█	█	█	█	█	█	█	█	█	█
Fb3. Support Areas											
Fb3.1	Files	█	█	█	█	█	█	█	█	█	█
Fb3.2	Copy/ Document Processing	█	█	█	█	█	█	█	█	█	█
Fb3.3	Computer Room	█	█	█	█	█	█	█	█	█	█
Fb3.4	Public Areas	█	█	█	█	█	█	█	█	█	█
Fb3.5	Drug Testing Room	█	█	█	█	█	█	█	█	█	█
Fb3.6	Storage Areas	█	█	█	█	█	█	█	█	█	█
Fb4. Staff Support Areas											
Fb4.1	Staff Lockers	█	█	█	█	█	█	█	█	█	█
Fb4.2	Staff Check-in	█	█	█	█	█	█	█	█	█	█

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Profile of Current Space Adequacy



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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fd. Crimes Against Persons											
Fd1. Staff Work Areas											
Fd1.1	Captain's Office	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd1.2	Lieutenants	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd1.3	Detectives	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd1.4	Robbery Task Force	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd2. Administrative Staff											
Fd2.1	Secretary	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd2.2	Liaison	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd3. Support Areas											
Fd3.1	Copy/ Document Processing	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd3.2	Computer Room	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd4. Staff Support Areas											
Fd4.1	Staff Lockers	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
Fd4.2	Staff Check-In	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Fe. Crimes Against Property											
Fe1. Staff Work Areas											
Fe1.1	Captain's Office										
Fe1.2	Lieutenants										
Fe1.3	Warrants Squad										
Fe1.4	Detectives										
Fe2. Administrative Staff											
Fe2.1	Liaison										
Fe2.2	AFIS										
Fe2.3	CONSL										
Fe2.4	Secretary										
Fe3. Support Areas											
Fe3.1	Arson Files										
Fe3.2	Arson Equipment Storage										
Fe3.3	Copy/ Document Processing										
Fe3.4	Computer Room										
Fe4. Staff Support Areas											
Fe4.1	Staff Lockers										
Fe4.2	Staff Check-In										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ff. Gang Crimes Intelligence Division											
Ff1. Staff Work Areas											
Ff1.1	Captain's Office										
Ff1.2	Criminal Intelligence										
Ff1.3	Gang Crimes										
Ff2. Administrative Staff											
Ff2.1	Police Officer										
Ff2.2	Clerk										
Ff3. Support Areas											
Ff3.1	Conference										
Ff3.2	Copy/ Document Processing										
Ff3.3	Computer Room										
Ff3.4	Storage Areas										
Ff4. Staff Support Areas											
Ff4.1	Staff Lockers										
Ff4.2	Staff Check-in										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-G. Uniform Patrol Bureau

G1. Staff Work Areas

G1.1	Inspector of Police	[Redacted]										
G1.2	Field Deputy	[Redacted]										
G1.3	Operations Captains	[Redacted]										

G2. Administrative Staff

G2.1	Inspector's Secretary	[Redacted]										
G3.	Conference Rooms	[Redacted]										
G3.1	Conference Room	[Redacted]										

G4. Planning and Operations

G4.1	Staff Workstations	[Redacted]										
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G5. Support Areas

G5.1	Patrol Bureau Files	[Redacted]										
G5.2	Planning and Operations Files	[Redacted]										
G5.3	Copy/Document Processing	[Redacted]										
G5.4	Supplies/Storage	[Redacted]										
G5.5	Staff Lockers	[Redacted]										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
III.-Ha. First District											
Ha1. Staff Work Areas											
Ha1.1	District Commander										
Ha1.2	Lieutenants										
Ha1.3	Conference Area										
Ha1.4	Patrol Sergeants										
Ha2. Administrative Staff											
Ha2.1	Shift Sergeant										
Ha2.2	Desk Officer										
Ha2.3	Station Security Officer										
Ha2.4	Clerks										
Ha2.4	Civilian Checker										
Ha3. Administrative Staff											
Ha3.1	Assembly										
Ha3.2	Storage										
Ha3.3	Copy/Document Processing										

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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III.-Ha. First District (Cont.)

Ha4. District One Prisoner Processing

Ha4.1	Lieutenant	[Redacted]										
Ha4.2	Sergeants	[Redacted]										
Ha4.3	Intake Office	[Redacted]										
Ha4.4	Male Officers	[Redacted]										
Ha4.5	Female Officers	[Redacted]										
Ha4.6	Booking Room	[Redacted]										
Ha4.7	Search Room	[Redacted]										
Ha4.8	Intake Photo Room	[Redacted]										
Ha4.9	Property Control Room	[Redacted]										
Ha4.10	Prisoner Medical Exam	[Redacted]										
Ha4.11	Prisoner Toilet	[Redacted]										
Ha4.12	Staff Toilet	[Redacted]										
Ha4.13	Holding-Adult	[Redacted]										
Ha4.14	Holding-Juvenile	[Redacted]										
Ha5.	Staff Support Areas	[Redacted]										
Ha5.1	Supervisor Staff Lockers	[Redacted]										
Ha5.2	Staff Lockers	[Redacted]										
Ha5.3	Locker Toilets	[Redacted]										
Ha5.4	Staff Check-In	[Redacted]										
Ha5.5	Staff Toilets	[Redacted]										
Ha5.6	Breakroom	[Redacted]										

Ver:1.01.1

Ver:1.01.1

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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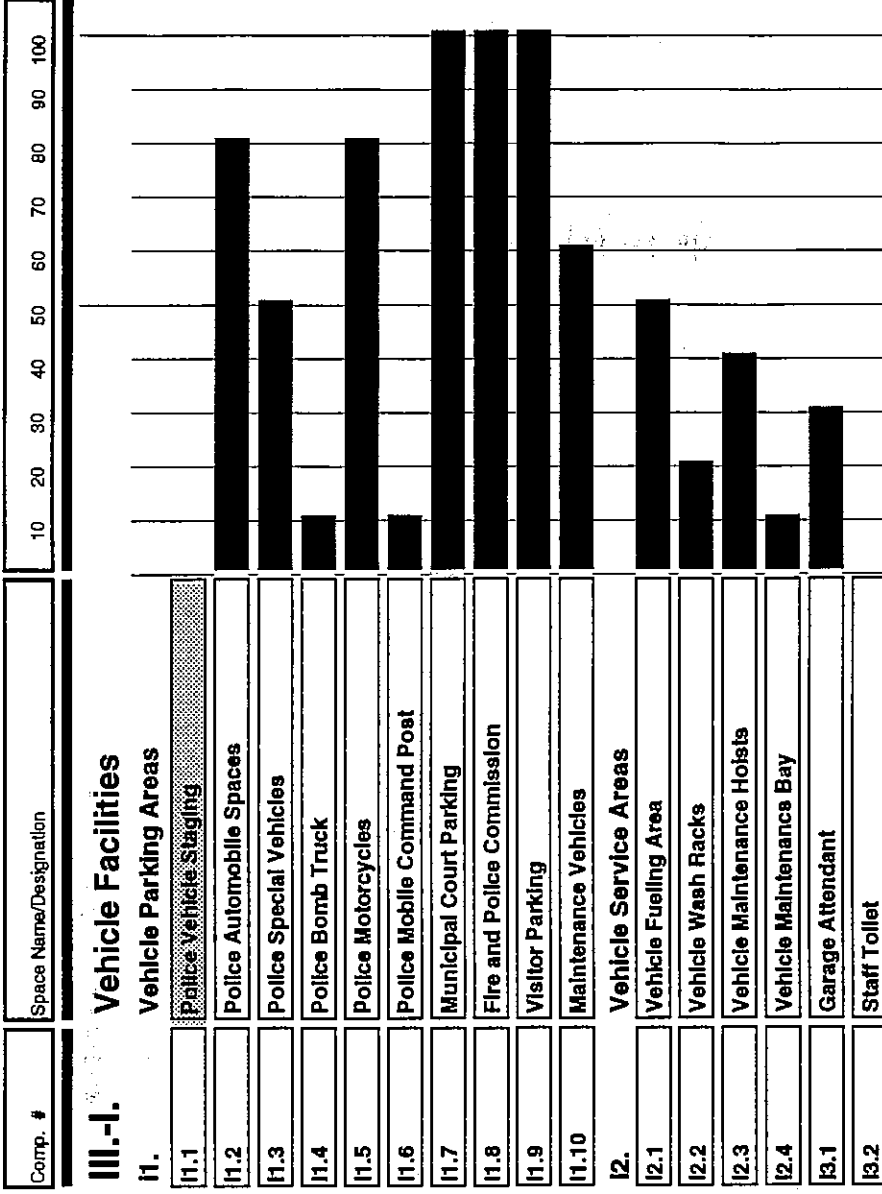
III.-Hb. Metropolitan Section

Hb1. Tactical Enforcement Unit

Hb1.1	Sectional Commander										
Hb1.2	Sergeants										
Hb1.3	TEU Operations Area										
Hb1.4	TEU Ready Room										
Hb2.	Canine Unit										
Hb2.1	Canine Equipment Storage										
Hb3.	Traffic Enforcement Unit										
Hb3.1	Sergeants										
Hb3.2	TEU Operations Area										
Hb4.	Harbor Patrol Unit										
Hb4.1	TEU Operations Area										
Hb5.	Underwater Investigation Unit										
Hb5.1	Sergeants										
Hb5.2	UIU Ready Room										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
IV. City Attorney/ Prosecution Department											
IV.-A. City Attorney/ Prosecution Department											
A1. Staff Work Areas											
A1.1	Attorney										
A1.2	Interns										
A1.2	Field Study School										
A1.2	Health Department										
A1.2	Parking										
A2. Administrative Staff											
A2.1	Receptionist/ Clerk										
A3. Support Areas											
A3.1	Conference Rooms										
A3.7	Files										
A3.8	Copy/ Document Processing										
A3.9	Computer Area										
A3.10	Public Areas										
A4.1	Coat Closet										
A4.2	Breakroom										
A4.3	Staff Toilets										

Var. 1.01.1 Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V. Municipal Court											
V.-A Municipal Court-Administration											
A1. Staff Work Areas											
A1.1	Chief Court Administrator										
A1.2	Asst. Chief Court Admin.										
A1.3	Automated Services Admin.										
A1.4	Admin. Services Supervisor										
A2. Administrative Staff											
A2.1	Administrative Assistant										
A2.2	Administrative Secretary										
A2.3	Case Preparation										
A2.4	Motor Vehicle/ Legal Process.										
A2.5	Records										
A2.6	Student Interns										
A2.7	Special Projects Assistant										
A3.1	Conference Rooms										
A3.2	Files										
A3.3	Supplies/Forms										
A3.4	Supplies										
A3.5	Janitor/Supplies										
A3.6	Copy/ Document Processing										
A3.7	Computer Production Room										
A3.8	Computer Room										
A3.9	Computer Workstations										
A3.10	Public Areas										
A4. Staff Support Areas											
A4.1	Coat Closet										
A4.2	Breakroom										
A4.3	Staff Toilets										

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Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V. Municipal Court											
V.-B. Municipal Court-Accounting											
B1. Staff Work Areas											
B1.1	Court Accountant	[Redacted]									
B1.2	Head Teller	[Redacted]									
B1.3	Tellers	[Redacted]									
B1.4	Court Telephone Operator	[Redacted]									
B2. Support Areas											
B2.1	Conference Room	[Redacted]									
B2.2	Files	[Redacted]									
B2.3	Copy/ Document Proc.- Acct.	[Redacted]									
B2.5	Computer Area	[Redacted]									
B2.6	Public Areas	[Redacted]									
B3. Staff Support Areas											
B3.1	Coat Closet	[Redacted]									
B3.2	Staff Lockers	[Redacted]									
B3.3	Coffee Bar	[Redacted]									

Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
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V.-C. Municipal Court-WCS

C1. Staff Support Areas

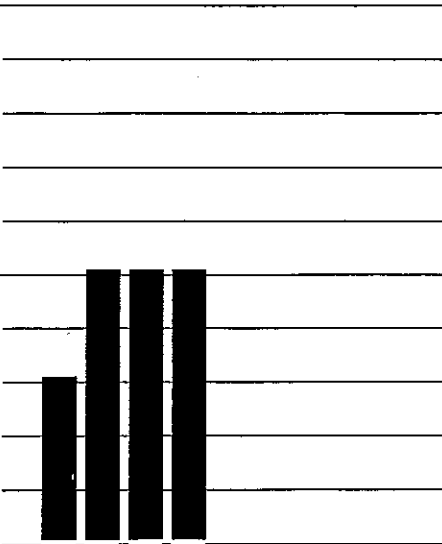
C1.1	Program Director										
C1.2	Supervisor										
C1.3	Coordinator										
C1.4	Officers										

C2. Administrative Staff

C2.1	Student Interns										
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C3. Support Areas

C3.1	WCS Conference Rooms										
C3.2	Copy/ Document Proc. - WCS										
C3.3	WCS Public Areas										



Ver.1.01.1

Profile of Current Space Adequacy

Comp. #	Space Name/Designation	10	20	30	40	50	60	70	80	90	100
V. Municipal Court											
V.-D. Municipal Court-Courts											
D1. Staff Work Areas											
D1.1	Judge										
D1.2	Judges Secretary										
D1.3	Court Clerks										
D1.4	Student Interns										
D2. Support Areas											
D2.1	File Area										
D2.2	Copy/ Document Processing										
D2.3	Library/Temp. Judge										
D2.4	Reception/Waiting										
D4. Staff Support Areas											
D4.1	Coat Closet										
D4.2	Staff Lockers										
D4.3	Coffee Bar										
D5. Court Areas											
D5.1	Courtroom										
D5.2	Holding Room										
D5.3	Attorney Conference Rooms										
D6. Public Areas											
D6.1	Public Waiting										
D6.2	Public Toilets										
D6.3	Security Screening										

Functional and Space Program

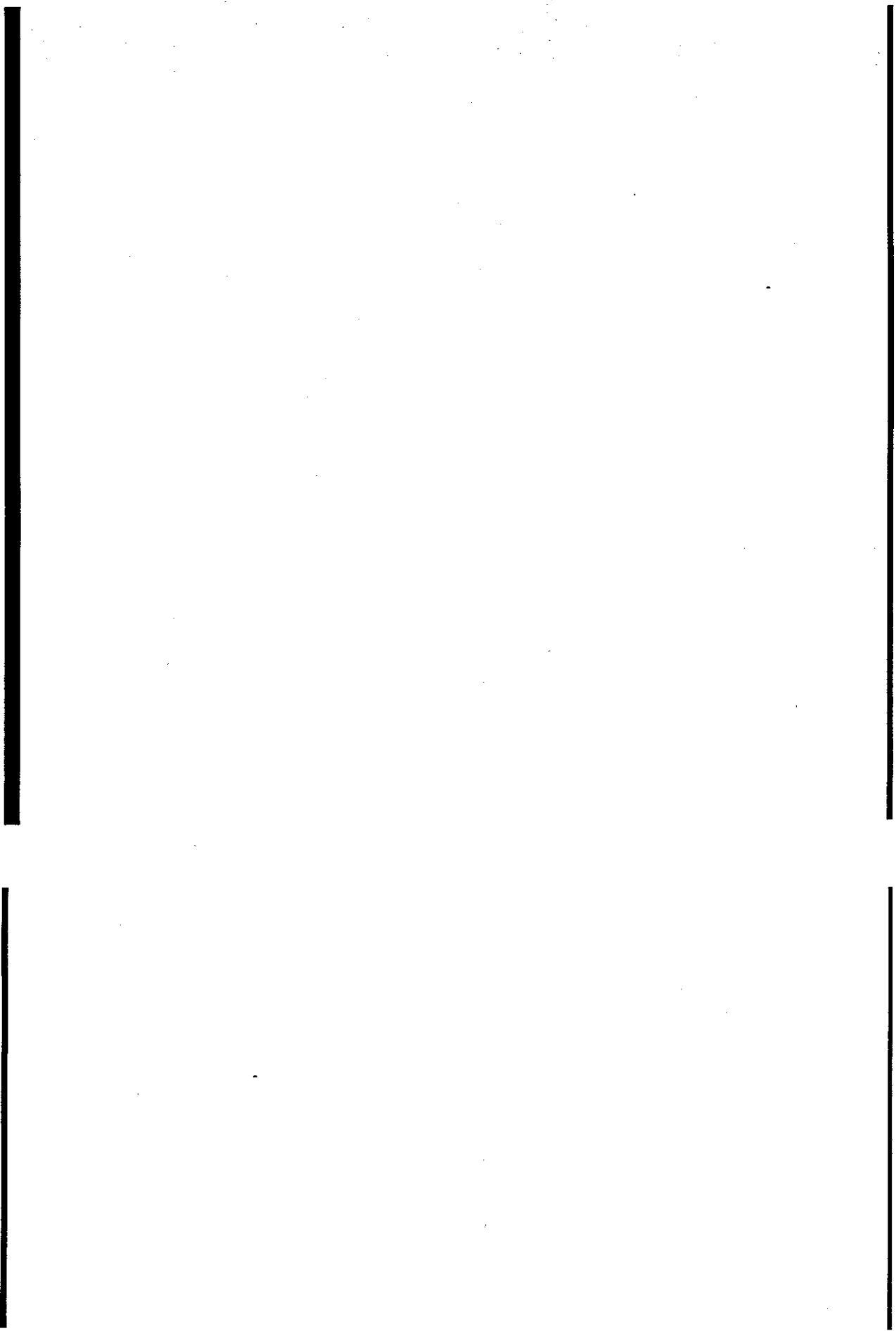
Section 2

The following material establishes the specific Functional and Space requirements for the functions presently housed in the Police Administration Building.

The information which is contained in this section identifies individual work space square footage needs and combines these according to departmental or unit subtotals. These in turn, are referenced to the Space Standards section (Section 3). This is found by way of notation in the first column following the space name, titled "STND". In addition, individual Room Finish Requirements are referenced in the next column, titled "RFC". This information is found in Section 4.

Two categories of space needs are presented. The first is Currently Needed space and the second is Projected Need. Currently Needed space is a significant category because it establishes needs which are not dependent upon projections of any future increase in levels of activity or staffing. It relates to present levels in each of these areas and is the baseline against which current adequacy has been measured. It also provides needed information relative to accommodating departments under short-term or staged implementation plans under certain options.

Projected Need is established under a fifteen year planning horizon. Projections of growth have been derived from the consideration trends within individual departments over the past several years. As a general observation, those activities related to Administration are not anticipated to present significant need for increased staff in the years ahead. Those activities related to street crime, on the other hand, have grown dramatically in recent years and are expected to continue in terms of personnel and support needs.



SPACE COMPONENT DESCRIPTIONS

I. Fire and Police Commission

The Fire and Police Commission is a civilian body which oversees general policy in the Milwaukee Fire Department and the Milwaukee Police Department. The Commission is responsible for testing and hiring, acting as the employment agency for these two City Departments and preparing testing instruments. The Fire and Police Commission also conducts hearings on various personnel matters. Responsibility for day-to-day operations within the Fire Department and the Police Department resides with their respective administrations.

Existing Space Problems:

- Lack of Storage (Office Supplies, Records)
- Lack of Filing Space (Staff, Exam Materials)
- Staff separation with no inner departmental circulation.
- Combined copy and conference room, creating conflicts and disruption.
- Lack of privacy in workstations for staff conducting interviews.
- Lack of staff workspace area (Testing, Research Analysis)
- No staff break area

Programmed Department Areas include:

A1. Staff Work Areas

There is a high degree of evening activity for this office, presenting an access and security issue for staff who may be present two to three evenings a week,

A1.1 Executive Director:

Office space for the principal administrator of the Fire and Police Commission. This area will also provide space for small conferencing.

A1.2 Administrative Specialist:

Office space for department staff.

SPACE COMPONENT DESCRIPTIONS

A1.3 Recruiting:
Office space for department staff. Located in proximity to reception area for ease of traffic flow related to candidate applications.

A1.4 Research:
Office space for department staff.

A2. Administrative Staff

A2.1 Receptionist:
Work space area located adjacent to the public counter and waiting for greeting and admitting department visitors as well as supporting department staff.

A2.2 Testing Clerk:
Work space for department staff. Located in receptionist staff area.

A2.3 Secretary:
Work space area for support staff located adjacent to the receptionist for back up as needed, as well as providing proximity to the Executive Director.

A2.4 Testing:
Office areas for staff and supervisor. This department requires space for temporary holding of large boxes for packing and unpacking as well as file storage. Staff offices need not be enclosed, however Testing requires acoustic separation from the rest of the department.

A3 Support Areas:

A3.1 Public Meeting Facility:
Bi-monthly evening meetings are called by the Commission. The meeting space must accommodate: A head table seating seven, public seating for one hundred, a media box and room for the preparation of food and coffee. Room also to have a copy area accessible.

SPACE COMPONENT DESCRIPTIONS

A3.2 Conference Room:
Space for departmental conferencing, accommodating twelve.

A3.3 Storage
Space for office supplies and poster storage, and a secured, fireproof storage area for test papers which must be retained by the commission.

A3.4 Files:
File area for the reference of the total department, located near the support staff.

A3.5 Copy/Document Processing:
Area for copy machine, collating, fax, postage meter, paper cutter, trash and temporary paper storage. Located adjacent to reception area staff.

A3.6 Computer Room:
Space for two computers/printers used by the total department staff. This area could be combined with the support staff and does not need to be enclosed.

A3.7 Public Areas
Space to accommodate department visitors. The typical traffic flow consists of four to five people, however space must be appropriated for exam time when a large number of applicants are passing through (it is possible to have 4,000-5,000 applicants). The area consists of seating, standing area and a service counter.

A4 Staff Support Areas

A4.1 Coat Closet
Area for staff coats, personal items to be stored in individual work space area using lockable storage.

A4.2 Breakroom
A breakroom containing table seating, and galley area with sink, refrigerator, and coffee area.

SPACE COMPONENT DESCRIPTIONS

A4.3 Staff Toilets

Male and Female facilities containing one fixture, handicapped accessible.

II. Fire Department

The operational area included within this study is Fire Department Dispatch. This is the only Fire Department component occupying space in the Police Administration Building.

Existing Space Problems:

- Lack of staff work surface
- Breakroom inadequate
- Insufficient equipment storage
- Lack of space for training

Programmed Department Areas Include:

A1 Staff Work Areas

A1.1 CO

Office space for departmental staff, including small conference area.

A1.2 Assistant CO

Office space for departmental staff.

A1.3 Staff

A supervisors office and workstation area for departmental staff.

SPACE COMPONENT DESCRIPTIONS

A2 Administrative Staff

A2.1 Chief of Police Adjutant
Office space for departmental staff.

A3 Support Areas

A3.1 Computer Room
Computer area, including server workstation.

A3.2 Communications
Dispatch workstations including departmental staff.

A3.3 Equipment Room
Storage for departmental equipment.

A3.4 Conference Room
A conference room accommodating ten.

A3.5 Training Room
A training area for small groups including presentation area, four workstations, a printer and equipment.

A3.6 Files
Departmental file area.

A3.7 Copy/Document Processing
Space for copy machine, collating and trash.

A4 Staff Support Areas

A4.1 Coat Closet
Area for staff coats. Personal belongings to be stored in individual work space by way of lockable storage.

SPACE COMPONENT DESCRIPTIONS

A4.2 Staff Toilets

Two handicap accessible toilet facilities, each with a shower/dry area.

A4.3 Staff Check-In

Staff entry/sign in.

A4.4 Staff Breakroom

A small break area including table seating, vending, refrigerator and sink/counter area.

III. Police Department

III.-A. Chief of Police

The office of the Chief of Police works closely with and oversees all other Police Department units and must be easily accessible to them. It also deals with highly sensitive issues involving security, confidentiality and public safety. This requires privacy for the work and conferencing areas and the control of access to them. A secondary route of circulation for the security of the Chief and staff is required.

Existing Space Problems:

- No separate, controlled entry into department, all parties must enter through Administration Department.
- No visitor waiting area., separated from administrative work areas.
- Insufficient meeting area to accommodate press briefings and the media personnel and equipment involved.
- No security circulation for the Chief and staff.

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas include:

A1 Staff Work Areas

- A1.1 Chief of Police
Office space for the Chief of Police. This space is to accommodate small conferences as well as provide a direct, separate entrance to a media room for press releases and large conferences.
- A1.2 Assistant Chiefs of Police
Office space for the two Assistant Chiefs, including area for small conferences.

A2 Administrative Staff

- A2.1 Chief of Police Adjutant
Office space for department staff
- A2.2 Lieutenant of Detectives
Work space for department staff
- A2.3 Chief's Admin. Secretary
Work space for department support staff and files, located adjacent to the Chief of Police office.
- A2.4 Police Officer
Work space for department staff, located at the department entrance.

A3. Support Areas

- A3.1 Conference Rooms
Because this component is the center of communication throughout the entire Police Department, it has a strong need for conference space of all types and functions. The Chief of Police requires conference area for small to large meetings (capacity ten to forty) as well as additional space to accommodate press releases meetings and high profile media events.

SPACE COMPONENT DESCRIPTIONS

The program includes one large space which could be sub-divided into three separate areas, providing flexibility to accommodate a wide variety of groups. These spaces could be used by other Department units as available. Because of the frequency of large meetings occurring at the same time with the Chief of Police and/or one of the Assistant Chiefs, two of the above areas are included in the program, one directly located to the Chief of Police Office.

A3.2 Public Waiting
Seating space for departmental visitors (five).

A3.3 Files
File space located in the support staff area.

A3.4 Copy/Document Processing
Area for copy machine, collating, fax, trash and temporary paper storage.

A3.5 Computer Workstation
Computer/Printer workstations located in the support staff area.

A4 Staff Support Areas

A4.1 Coat Closet
Coat area for staff and visitors

A4.2 Staff Toilets
Male and Female facilities with one fixture, handicap accessible.

A4.3 Coffee Bar
Because staff will be provided a shared break area in a different location, only a coffee area is to be provided.

SPACE COMPONENT DESCRIPTIONS

III.B Public Information Office

This unit is the liaison between the Police Department and the Media. All press relations are routed through this office including responsibility for press releases. Close interaction with the Chief's Office is required for the approval of all releases prior to distribution. This office is also responsible for the coordination of local and national media.

Existing Problems:

- Circulation into the Administration Bureau is routed through this department.
- Lack of privacy/confidentiality and constant traffic interruptions.
- No area for copying and layout of monthly flyer for distribution.

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

B1 Staff Work Areas

- B1.1 Lieutenants
Office space for department staff.
- B1.2 Sergeant
Office space for department staff.

B2 Administrative Staff

- B2.1 Clerical
Work space for support staff.

B3 Support Areas

B3.1 News Conference Room

A large space is required for very large media events including news conferences, press releases, etc. This space to accommodate a speaker's podium and seating and standing room for at least seven television stations plus radio, as well as other associated parties. This space to be located off of public circulation with reasonable accessibility to the Chief of Police Office. Space also to be functional for the daily news briefing of the media by the Public Information Office.

B3.2 Conference Room

A small conference room (capacity 6) for media conferencing and interviews is required, located adjacent to office space.

B3.3 Files

File area located in the general staff area for the retention of documents.

B3.4 Library

A small reference area to be located in the general staff area.

SPACE COMPONENT DESCRIPTIONS

B3.5 Storage

Storage space for office supplies and an area generally located for the future use of 3 VCR's to access major channels with related equipment (cable access important).

B3.6 Copy/Document Processing

Area for copy machine, collating, fax, trash and temporary paper storage. (Heavily used for the production of a monthly flyer for all news media releases)

B3.7 Computer Workstation

A computer/printer area located in the general staff area for use by total staff.

B3.8 Television Equipment

Three televisions must always be accessible to the staff in this unit and located in their general vicinity.

B4 Staff Support Areas

B4.1 Coat Closet

Coat Area for staff and visitors

B4.2 Coffee Bar

Because staff will be provided a shared break area in the Administration Bureau, only a coffee area to be provided.

SPACE COMPONENT DESCRIPTIONS

III.-C Office of Management, Analysis, and Planning

The Office of Management, Analysis, and Planning is primarily a research and development component which also deals with policy matters. The Staff Inspections Division goes to various outside located Police Department units, as well as those that are in-house, to insure that policies and procedures are being followed. The Crime Analysis Unit analyzes data in trying to predict criminal activity. Information collected is reported directly to the Chiefs Office. This office also acts as the designated operations center in the event of a major disaster.

Existing Problems:

- Space is not configured adequately to work efficiently in the event of a disaster.

Programmed Department Areas Include:

C1 Staff Work Areas

Although staff is currently working on two shifts, it is anticipated that these will be combined into one shift for the future.

C1.1 Captain

Office space for the Commander of this department.

C1.2 Captain's Clerk

Work space located adjacent to the Captain's office for support staff.

C2 Administrative Staff

The following three units should be located in separate identifiable zones, with the opportunity for cross-communication.

C2.1 Research & Development

Work space for a lieutenant, four sergeants and a clerk.

SPACE COMPONENT DESCRIPTIONS

C2.2 Staff Inspections

Work space for a lieutenant, seven sergeants, a clerk and shared computer printer area.

C2.3 Crime Analysis

Work space for a sergeant, eight police officers, a shared drafting workstation, and two computer workstations.

C3 Support Areas

C3.1 Emergency Staging Area

The Office of Management, Analysis, and planning serves as the command post during time of crisis. During such time, all commanders convene to distribute orders, media equipment is brought in and monitored, and large charts are used for plans and strategies. Space is required for such events including standing area for 20, equipment/counter area and storage for the equipment used. This congregating area could be located in conjunction with staff work space. (All office staff becomes a part of an emergency operation activity in addition to approximately 15 others who come in.)

C3.2 Conference Rooms

Because the above area will be common area, a small private conference room is required for the use of this unit, as well as OMAP day to day usage.

C3.3 Public Waiting

Waiting space for four, for departmental visitors.

C3.4 Files

Department file area.

C3.5 Library

Area for State Law books, technical reference manuals, etc. which are actively referenced.

C3.6 Storage

Equipment storage for departmental use.

SPACE COMPONENT DESCRIPTIONS

C3.7 Copy/Document Processing

This office has one of the highest volumes of copying in the Police Department. All supervisor manuals are processed here. Space is provided for copy machine, collating, trash, fax machine, paper and office supplies.

C3.8 Computer Workstation

Space for four shared computer workstations with printers. Each terminal accesses different types of information.

C4 Staff Support Areas

C4.1 Staff Lockers

Locker space for staff coats and personal belongings.

C4.2 Staff Check-in

Space for staff check-in.

C4.3 Staff Toilets

Two one fixture toilet rooms- handicap accessible.

C4.4 Coffee Bar

Because staff will be provided a shared break area in the Administration Bureau, only a coffee area is to be provided.

III.-D. Administration Bureau

The Administration Bureau consists of the following divisions: Budget and Finance, Personnel, Medical, Payroll, Property Control, Maintenance Service, and License Investigation, Recruiting and Background Investigations Division (RABID). The following areas listed under III.-D consist of the Administrative section which governs each of these divisions which, in turn, are detailed within their own sections.

Programmed Department Areas Include:

SPACE COMPONENT DESCRIPTIONS

D1. Staff Work Areas

- D1.1 Inspector
Office space for the commander of the Administration Bureau, including a small conference space.
- D1.2 Deputy Inspector
Office space for the Deputy commander of the Administration Bureau.
- D1.3 Lieutenant of Police
Work space for department staff

D2. Administrative Staff

- D2.1 Sergeant
Workspace for department staff
- D2.2 Police Officer
Workspace for department staff
- D2.3 Clerk Typist
Workspace for support staff.

D3. Support Areas

- D3.1 Conference Rooms
A small Conference room for six is provided, to be accessible to all Administration Bureau Staff.
- D3.2 Copy/Document Processing
Space for copy machine, collating, trash, and temporary paper storage. To be accessible by Budget & Finance Section and Payroll Section.

SPACE COMPONENT DESCRIPTIONS

D3.3 Storage Areas
Area for equipment and office supply storage.

D4. Staff Support Areas

D4.1 Staff Lockers/Coats
Lockers for Police staff coats, uniform and personal belongings; and a large coat closet for civilian staff- personal belongings to be stored at individual workspace through lockable storage.

D4.2 Staff Toilets
Two fixture toilets, handicap accessible.

D4.3 Breakroom
This breakroom is to service all staff of the Administration Bureau, Office of Management, Analysis, and Planning, Public Information Office, and the Chief's Office. Space includes table seating, vending, refrigerator and sink/counter area.

III-Da. Budget and Finance Division

This division is responsible for all financial matters including annual budget for the Police Department. It should be located adjacent to the Payroll Division to allow necessary close contact in work content, as well as being accessible to the Personnel Division, the Office of Management, Analysis and Planning, and the Administration Bureau Inspector.

Existing Problems:

Lack of staff privacy (enclosed space)

Da1. Staff Work Areas

Da1.1 Budget Manager
Office space for department staff.

SPACE COMPONENT DESCRIPTIONS

Da1.2 Accountant
Office space for department staff.

Da2 Administrative Staff

Da2.1 Account Clerk
Workstation space for support staff, have some degree of walk-up traffic from police officers seeking travel or minor cash advances.

Da3 Support Areas

Da3.1 Files
Departmental file area

Da3.2 Records/Archive- Vault (walk-in).

A locked storage area is required for confidential records, temporary payroll check storage, and petty cash.

Da3.3 Computer Workstation

Shared computer workstations with printers, used by other Administration Bureau sections as well.

Da3.4 Storage Areas

Storage area for office supplies.

III.-Db Personnel Section

This section requires a high level of confidentiality. It deals with personnel interviews, discrimination complaints, retirements, promotions, transfers, and Department orders from the Chief's Office. The offices should be in proximity to the Administration Bureau reception area for walk-in traffic; however, reception should not be integrated into Personnel area.

SPACE COMPONENT DESCRIPTIONS

Existing Problems:

- Lack of privacy - staff confidentiality (enclosed offices)
- Confidentiality is compromised by traffic flow from other sections passing through staff work areas.
- Lack of work surface space for group project layouts
- Lack of accessible copy/collating area

SPACE COMPONENT DESCRIPTIONS

Programmed Department Area Includes:

Db1 Staff Work Areas

Db1.1 Police Personnel Administrator
Office space for department staff including small conference area.

Db1.2 Personnel Officer
Office space for department staff.

Db2 Administrative Staff

Db2.1 Administrative Specialist
Office space for department staff.

Db2.2 Personnel Clerk
Workspace for support staff.

Db2.3 Clerk Typist
Workspace for support staff.

Db2.4 Police Aid
Workspace for support staff, located in the reception area vicinity to act as official greeter for the Section.

Db2.5 Intern
Workspace for a temporary intern position.

Db3 Support Areas

Dd3.1 File Room
Secured area for department files.

SPACE COMPONENT DESCRIPTIONS

Db3.2 Copy/Document Processing
Space for copy machine, collating, and trash. A large volume of paper is processed through this section (for which confidentiality is vital), requiring a separate copy area for the sole use of Personnel.

Db3.3 Storage Areas
Storage for office supplies.

III.-Dc. Medical Section

The medical section requires a high level of confidentiality. Other than dealing with the Personnel and Payroll sections, it could be remotely located from the rest of the Bureau. The section deals with sensitive issues such as Workers Comp. fraud, handles absenteeism reports, emergency detention reports, and the auditing of time cards.

Existing Problems:

- Lack of privacy for confidential interviews and phone calls. (no enclosed offices).
- Not compliant with mandate for medical record separation.
- Isolated from rest of Administration Bureau (namely Personnel and Payroll).

Programmed Department Areas Include:

Dc1 Staff Work Areas

Dc1.1 Health & Safety Coordinator
Office space for department staff

SPACE COMPONENT DESCRIPTIONS

Dc2 Administrative Staff

Dc2.1 Clerk
Workspace for support staff

Dc2.2 Clerk Typist
Workspace for support staff.

Dc3 Support Areas

Dc3.1 Files
Department vertical files located in secured area with limited access.

Dc3.2 Copy/Document Processing
Space for copy machine and trash.

Dc3.3 Storage Areas
Office supply storage.

III.-Dd. Payroll Division

This division is responsible for processing of payroll, takes an active role in grants and salaries, prepares wage loss letters and wages portion of fiscal budget. Close interaction with the Personnel and Medical Divisions is required.

Existing Problems:

- Lack of staff privacy (circulation to other administrative division areas crosses through area).

Programmed Department Areas Include:

SPACE COMPONENT DESCRIPTIONS

Dd1. Staff Work Areas

Dd1.1 Payroll Supervisor
Office space for department staff.

Dd2 Administrative Staff

Dd2.1 Accounting Clerk
Workspace for support staff. Staff requires acoustical separation, however direct communication and information exchange is also necessary.

Dd2.2 Clerk Typist
Workspace for support staff.

Dd3 Support Areas

Dd3.1 Files
Department files, located in monitored area.

Dd3.2 Computer Workstation
Shared computer workstations with printers, accessed by the Personnel Division as well.

Dd3.2 Storage Areas
Office supply storage.

III.-De Property Control Section

Property Control is responsible for the intake, secured storage and disbursement of criminal evidence and collected personal property. Space must be easily accessible from Public Entry/Lobby but with secured access.

SPACE COMPONENT DESCRIPTIONS

Existing Problems

- Inadequate, inaccessible property storage area.
- Lack of secure separation from Public and Section areas.

SPACE COMPONENT DESCRIPTIONS

De1 Staff Work Areas

De1.1 Lieutenant
Office space for department staff.

De1.2 Sergeant
Workspace for department staff.

De2 Administrative Staff

De2.1 Narcotic Control
Shared workspace for department staff.

De2.2 Assisting Police Officer
Shared workspace for department staff, located adjacent to evidence processing.

De2.3 Assistant Property Custodian
Workspace for department staff, located within or adjacent to evidence storage area.

De2.4 Police Officers
Shared workspace for department staff.

De2.5 Police Aids
Shared workspace for support staff, located near public counter.

De2.6 Clerk Typist
Workspace for support staff.

SPACE COMPONENT DESCRIPTIONS

De3 Support Areas

- De3.1 Evidence Storage
Secured storage for evidence storage, categorized by item type.
 - De3.2 Files
Shared departmental files.
 - De3.3 Walk-in Vault
Locked storage for evidence in the form of money, bonds or other documents.
 - De3.4 Refrigerated Evidence
Cooler storage for evidence including blood, urine or other perishable substances.
 - De3.5 Microfiche Workstation
A shared microfiche work area, located in general staff area.
 - De3.6 Copy/Document Processing
Space for copy machine and trash.
 - De3.7 Initial Processing Area
Space in which evidence is brought to be prepared for storage. Area includes large work surface, wrapping and sealing products/storage, boxes/storage and staging area for transport to storage areas.
 - De3.8 Evidence/Equipment Storage
Secured storage area for shelving/storage components of items categorized and labeled by type of item, including weapons (guns, rifles, knives, sticks, bats, etc.), alcohol, and personal property (radios, TVs, clothing, misc.). Homicide storage should be contained in separated area.
 - De3.9 Public Areas
The public area is to be separated/secured from department staff by means of controlled, keyed entrance. Space to have service counter with seating/waiting area for ten.
-

SPACE COMPONENT DESCRIPTIONS

Note: Property Control Section to be located at Ground Floor and to be provided with a Loading Dock to transport property.

De4 Staff Support Areas

De4.1 Staff Lockers
Locker area for staff coats and personal belongings.

De4.2 Staff Check-in
Staff entrance/ sign-in.

De4.3 Staff Toilets
Two one fixture toilet rooms, handicap accessible.

De4.4 Coffee Bar
Because of distance from shared breakroom for the Administration Bureau, a separate coffee area is to be provided for the Property Control Section.

III.-Df. Maintenance Service Section

The Maintenance Service Section provides support services to all divisions in the building involved in law enforcement (the Municipal Court retains a separate service).

Existing Space Problems:

- Overcrowded spaces.
- Improvised storage areas located in multiple locations as opposed to one central space (spare parts).
- Insufficient loading dock/trash area.
- Pitch at loading dock-unsafe condition.
- No direct route for equipment delivery from loading dock to garage.

SPACE COMPONENT DESCRIPTIONS

- Lack of recycling storage (Office Plan to begin Fall of '94).
- No staging area for supply delivery.
- Lack of workbenches.

Programmed Department Areas Include:

Df.1 Staff Work Areas

Df1.1 Building Maint. Manager
Office space for department staff, including small conference area.

Df1.2 Assistant Bldg. Maint. Manager
Office space for department staff.

Df1.3 Bldg Maint. Supervisor I & II
Shared office space for department staff, located in proximity to maintenance shops.

Df1.4 Sergeant
Workspace for department staff.

Df1.5 Police Officer
Shared workspace for department staff.

Df1.6 Clerk
Workspace for support staff.

Df2 Maintenance Staff

Df2.1 Heat. & Vent. Mechanic II
Shared workspace for department staff- located in shop space.

Df2.2 Maintenance Mechanic

SPACE COMPONENT DESCRIPTIONS

Shared workspace for department staff- located in shop space.

Df2.3 Vehicle Service Assistant
Workspace for department staff- located in shop space.

Df2.4 Custodial Worker II
No workspace required.

Df3 Support Areas

Df3.1 Copy/Document Processing
Space for copy machine and trash.

Df3.2 Custodian Ready Service

Df3.3 Equipment Storage
Space for maintenance equipment, storage of frequently needed repair parts.

Df3.4 Welding Booth
Work area with proper ventilation.

Df3.5 Paint Booth
Work area with proper ventilation.

Df3.6 Hazardous Materials Storage
Confined area for hazardous materials.

Df3.7 General Storage
Primary storage for office supplies, spare parts, custodial supplies, etc.

SPACE COMPONENT DESCRIPTIONS

Df4 Loading Dock

Df4.1 Loading Docks

Two bays are required, one for trash collection and disposal, the other for deliveries.

Df4.2 Office Material Recycling

Area for storage of recycling materials.

Df4.3 Loading Dock Staging Area

Space located adjacent to loading dock for temporary storing/staging incoming deliveries. A separate Loading Dock is required for the Property Control Section, if the primary loading dock area is not immediately adjacent.

Df5 Staff Support Areas

Df5.1 Staff Lockers

Locker area for staff coats and personal belongings.

Df5.2 Staff Toilets

Two (2) fixture toilet rooms each with accessible shower/dry areas, located adjacent to lockers.

Df5.3 Staff Check-in

Staff entry/ sign-in.

Df5.4 Staff Breakroom

Break area including table seating, vending, refrigerator and sink/counter area.

SPACE COMPONENT DESCRIPTIONS

III.-Dg License Investigation Unit

This Unit is responsible for all matters regarding licenses for the Police Department.

Existing Space Problems Include:

- Lack of workstations- congestion
- Inadequate circulation in space
- Lack of storage/filing area
- Insufficient meeting areas
- No direct public reception

Programmed Department Areas Include:

Dg1.1 Staff Work Areas

Dg1.1 Sergeant
Office space for department staff.

Dg1.2 Police Officer
Workspace for department staff.

Dg2 Administrative Staff

Dg2.1 Clerk Typist
Workspace for support staff.

Dg3 Support Areas

Dg3.1 Interview Rooms
Two small conference areas for the interviewing of license applicants.

SPACE COMPONENT DESCRIPTIONS

Dg3.2 Files
Department file area.

Dg3.3 Copy/Document Processing
Space for copy machine, collating, trash and temporary paper storage.

Dg3.4 Computer Workstations
Shared computer stations with printers.

Dg3.5 Public Areas
Public service counter with seating area.

SPACE COMPONENT DESCRIPTIONS

Dg4 Staff Support Areas

Dg4.1 Staff Lockers

Lockers for staff coats and personal belongings

Dg4.2 Staff Toilets

One unisex one fixture toilet room, handicap accessible.

Dg4.3 License Investigation Unit

Because staff is provided a shared breakroom within the Administration Bureau, only a coffee area is provided.

III.-E Technical Service Bureau

The Technical Service Bureau consists of seven divisions: Court Administration, Communications Operations Division and Maintenance, Data Services, Central Records, Open Records, Traffic, and Identification. The following spaces listed under III.-E consist of the Chief administrator of the bureau and shared support areas to be shared by all divisions of the Technical Service Bureau.

Programmed Department Areas Include:

E1. Command Staff

E1.1 Inspector

Office space for the Chief Administrator of the Bureau, including small conferencing area.

E2 Staff Support Areas

E2.1 Breakroom

A break area is provided for all sections of the Technical Service Bureau. Space includes table seating, vending, refrigerator and sink/counter area.

SPACE COMPONENT DESCRIPTIONS

III.-Ea Court Administration Section

The Court Administration Section functions as the Court Liaison office to the Police Department. It arranges for Officer appearances and handles the movement of paper, expediting the court process.

Existing Problems:

- Lack of staff work space (cramped and overcrowded).
- Lack of privacy for section supervisor.

Programmed Department Areas Include:

Ea1 Staff Work Areas

Ea1.1 Lieutenant
Office space for department staff supervisor.

Ea1.2 Sergeant
Workspace for department staff.

Ea1.3 Court Liaison Officer
Workspace for department staff.

Ea1.4 Police Officer
Workspace not required.

Ea2 Administrative Staff

Ea2.1 Clerk Typist
Workspace for support staff.

SPACE COMPONENT DESCRIPTIONS

Ea3 Support Areas

Ea3.1 Files
Department file area.

Ea3.2 Copy/Document Processing
Space for copy machine and trash.

Ea4 Staff Support Areas

Ea4.1 Staff Lockers
Lockers for staff coats and personal belongings.

Ea4.2 Staff Check-in
Space for Officers to report in and out, and drop off overtime cards. Involves constant traffic.

Ea4.3 Staff Toilet
Two one fixture toilet rooms, handicap accessible.

Ea4.4 Coffee Bar
Because staff are provided a shared breakroom within the Technical Service Bureau, only a coffee area is provided.

III.-Eb Communications Operations Division and Maintenance

Existing Problems:

- Lack of sufficient workspace for necessary activities.
 - Lack of secure access control by unauthorized parties (shared elevators with the public).
-

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

Eb1 Staff Work Areas

Eb1.1 Captain
Office space for department staff.

Eb1.2 Lieutenant
Workspace for department staff.

Eb1.3 Sergeant
Shared workspace for department staff.

Eb1.4 Telecom. Specialist
Workspace for department staff.

Eb1.5 Police Alarm Operators
Shared workspace for department staff.

Eb1.6 Police Telephone Operators
Shared workspace for department staff.

Eb1.7 Police Officer
Shared workspace for department staff.

Eb2 Administrative Staff

Eb2.1 Clerk Stenographer
Workspace area for support staff.

Eb2.2 Clerk Typist
Workspace area for support staff.

SPACE COMPONENT DESCRIPTIONS

Eb2.3 Messenger
Workspace area for support staff.

Eb2.4 Maintenance Staff
Workspace area for department staff.

Eb3 Support Areas

Eb3.1 Files
Department files.

Eb3.2 Equipment Room
Area for communications equipment.

Eb3.3 Copy/Document Processing
Space for copy machine and trash.

Eb4 Staff Support Areas

Eb4.1 Staff Lockers
Locker space for all staff, accommodating coats and personal belongings.

Eb4.2 Staff Check-in
Staff entry/sign-in.

Eb4.3 Staff Toilets
Two four fixture toilet rooms, handicap accessible.

Eb4.4 Coffee Bar
Because staff is provided a shared break area within the Technical Service Bureau, only a coffee area is provided.

SPACE COMPONENT DESCRIPTIONS

III.-Ec Data Services Division

Programmed Department Areas Include:

Ec1 Staff Work Areas

- Ec1.1 Captain
Office space for department staff, including small conference area.
- Ec1.2 Sergeant
Office space for department staff.
- Ec1.3 Police Officers
Workspace for department staff.
- Ec1.4 Specialists
Workspace for department staff.
- Ec1.5 System Analyst
Workspace for department staff.
- Ec1.6 Systems Engineer/Technician
Workspace for department staff.
- Ec1.7 Computer Programmers
Workspace for department staff.
- Ec1.8 Computer Operators
Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ec1.9 Data Entry
Workspace for department staff, located adjacent to Printer area.

Ec1.10 Trainers
Workspace for department staff.

Ec2 Administrative Staff

Ec2.1 Clerk/Receptionist
Workspace for support staff.

Ec3 Support Areas

Ec3.1 Conference Room
Conference room accommodating ten.

Ec3.2 Files
High density department files.

Ec3.3 Storage Facilities
Storage area for paper (this department utilizes a high volume of computer paper), computer tape, spare equipment parts, and office supplies.

Ec3.4 Copy/Document Processing
Space for copy machine, collating, trash and temporary paper storage.

Ec3.5 Public Areas
Department visiting waiting area accommodating four.

Ec3.6 Computer Room
A large enclosed area (with access flooring) for computer equipment and two monitoring workstations.

SPACE COMPONENT DESCRIPTIONS

Ec3.7 Battery Backup Room
Battery equipment space.

Ec3.8 Printer Room
Area for large printers used primarily by Data Entry.

Ec3.9 Cable/Equipment Rooms
Equipment storage.

Ec3.10 Telephone/Radio Equipment
Enclosed area for sensitive equipment monitoring telephones and radios.

Ec3.11 Building MDF
Area for cable vault.

Ec4 Staff Support Areas

Ec4.1 Coat Closet
Area for staff coats.

Ec4.2 Staff Check-in
Staff entry/sign-in.

Ec4.3 Breakroom
Because this area is to be secured and because of staff needs within the department including roll call and video viewing, a break area to be located within Section.

Ec4.4 Staff Toilets
Two (2) fixture toilet rooms, handicap accessible.

SPACE COMPONENT DESCRIPTIONS

III.-Ed. Central Records Division

This division acts as the central information center in which information is fielded, filed and accessed. It is comprised of Central Records Administration Section, Open Records Section and Traffic Section. The information in this section, III.-Ed consists of the Central Records Administration Section. In this section, incoming visitors and phone calls are processed, handling complaints, inquiries, auto/lowing, incident reports and telephone reports. It also has internal staff dealing with firearms, warrants and fire/arson as well as support staff for word processing.

Existing Problems:

- Crowded work areas
- Lack of privacy for supervising staff

Programmed Department Areas Include:

Ed1 Staff Work Areas

Staff in some units to share same workstations on alternate staff shifts.

Ed1.1 Captain

Office space for department staff.

Ed1.2 Administrative Specialist

Workspace for department staff, to have considerable degree of privacy while maintaining visual contact with the rest of staff.

Ed1.3 Tow/Auto Desk

Shared workspace for department staff.

Ed1.4 Word Processing

Shared workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ed1.5 Incident Report
Shared workspace for department staff.

Ed1.6 Telephone Report
Shared workspace for department staff.

Ed1.7 Stolen Firearms
Workspace for department staff.

Ed1.8 Fire/Arson
Workspace for department staff.

Ed1.9 Warrant Info.
Workspace for department staff.

Ed1.10 Microfilm unit
Workspace for department staff.

Ed1.11 Night Parking
Workspace for department staff.

Ed1.12 Teletype/Payroll
Workspace for department staff.

Ed2 Administrative Staff

Ed2.1 Counter Service
Workstations located adjacent to public service counter to receive visitors as needed.

Ed2.2 General Clerks
Shared workspace for police aid support staff.

SPACE COMPONENT DESCRIPTIONS

Ed2.3 General Clerks
Shared workspace for warrants support staff.

Ed3 Support Areas

Ed3.1 Lektriver Files
High density mechanized file system, centrally located.

Ed3.2 Files
General vertical departmental files as well as separate files for firearm, fire/arson and microfiche.

Ed3.3 Storage Facilities
Separate storage areas for the following: Paper storage, furniture and equipment, firearms and police equipment (secured) and general office supplies.

Ed3.4 Archive Storage
Storage space for back dated files which cannot go to general archives.

Ed3.5 Copy/Document Processing
Two areas are required; one in the central file area which includes space for copy machine and trash, used by all police parties accessing files, and another for department use including space for copy machine, trash, collating and temporary paper storage.

Ed3.6 Public Areas
The public entry/ waiting area consists of the following: Five separate counter inquiry stations for: complaints, tow/auto, stolen firearms, general information and officer reports as well as seating for eight, and a separate stand-up counter for file viewing.

Ed3.7 Digital Dictation Equipment
Storage space for equipment.

Ed4 Staff Support Areas

SPACE COMPONENT DESCRIPTIONS

- Ed4.1 Coat Closet
Area for staff coats, personal belongings to be stored in individual workspace through lockable storage.
- Ed4.2 Staff Check-In
Staff entry/sign-in.
- Ed4.3 Staff Toilets
Two (2) fixture toilet rooms, handicap accessible.
- Ed4.4 Coffee Bar
Because staff is provided a shared breakroom within the Technical Bureau, only a coffee area is provided.

III.-Ee Open Records Section

This Section is part of the Central Records Division and is responsible for checking status of Police Department records.

Existing Problems:

- No direct access/accommodations for public to view records.

Programmed Department Areas Include:

Ee1 Staff Work Areas

- Ee1.1 Sergeants
Workspace for department staff.
- Ee1.2 Police Officers
Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ee1.3 Police Aid
Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ee2 Administrative Staff

Ee2.1 Clerk
Workspace for support staff.

Ee2.2 Secretary-Clerk
Workspace for support staff.

Ee3 Support Areas

Ee3.1 Files
Department files.

Ee3.2 Storage Facilities
Storage for office supplies.

Ee3.3 Library
Department reference area, located adjacent to staff workstations.

Ee3.4 Copy/Document Processing
Space for copy machine and trash.

Ee4 Staff Support Areas

Ee4.1 Staff Lockers/Coats
Police officer lockers and coat closet for staff coats, personal belongings to be stored at individual workspace through lockable storage.

Ee4.2 Staff Check-In
Staff entry/sign-in.
(Staff to share toilet facilities and coffee bar located in Central Records area)

SPACE COMPONENT DESCRIPTIONS

III.-E1 Traffic Section

This section is part of the Central Records Division, however does not require adjacency. It consists of two units, Traffic Citations and Accident Reports. Units to share common areas with staff separation and division for public entry to each unit.

Programmed Department Area Includes:

E11 Staff Work Areas

Staff in some units to share same workstations on alternate staff shifts.

E11.1 Lieutenant

Office space for department staff.

E11.2 Citations

Shared workspace for department staff.

E11.3 Accident

Shared workspace for department staff located in grouped area.

E12 Administrative Staff

E12.1 Police Aids

Workspace for support staff.

E12.2 Liaison

Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ef3 Support Areas

Ef3.1 Interview Rooms

A small conference room accommodating four.

Ef3.2 Files

Department files, centrally located consisting of general, traffic citations and accident reports.

Ef3.3 Microfiche Station

A shared microfiche workstation.

Ef3.4 Storage Facilities

Storage for office supplies, and a separate open bin, centrally located for pending files.

Ef3.5 Archive Storage

Storage for back dated files.

Ef3.6 Computer Workstations

Shared computer workstations with printers, centrally located.

Ef3.7 Copy/Document Processing

Space for copy machine and trash.

Ef3.8 Public Areas

Entry area includes a service counter for each unit, a file viewing area (mentioned below) and visitor seating for eight.

Ef3.9 Cash Register

Two cash registers are required, one at the public counter and another space for a second machine away from the public counter.

Ef3.10 File Viewing Counter

This space to be located in the public waiting area, includes a stand up counter for temporary file viewing.

SPACE COMPONENT DESCRIPTIONS

E14 Staff Support Areas

E14.1 Staff Lockers/Coats
Police officer lockers and coat closet for staff coats, personal belongings to be stored at individual work space through lockable storage.

E14.2 Staff Check-in
Staff entry/sign-in.

E14.3 Staff Toilet
Two (2) fixture toilet rooms, handicap accessible.

E14.4 Coffee Bar
Because staff is provided a shared breakroom within the Technical Service Bureau, a coffee area is provided.

III.-Eg Identification Division

This Division is responsible for all tasks involving identification including: crime site investigation, evidence collection and photography, criminal (including juvenile) and citizen fingerprint and photography, suspect identification verification and evidence processing.

Existing Problems:

- Inadequate conditions for evidence processing (currently in stairwell).
- Not accessible to holding area.
- No toilet facilities for defendants.
- Lack of private area for Identification verification computer and witnesses.
- Defendant files unsecured- vulnerable to "disappear".
- Inadequate conditions for toxic chemical processing.
- Lack of storage.
- No staff toilets-wash area.

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

Eg1 Staff Work Areas

Positions with staff shift change to share same workstations.

Eg1.1 Captain
Office space for department staff.

Eg1.2 Supervisor
Workspace for department staff.

Eg1.3 Technicians
Shared workspace for department staff.

Eg1.4 Forgery
Workspace for department staff, located near interview rooms with direct public access.

Eg1.5 Vehicle Drivers
Shared workspace for department staff.

Eg2 Administrative Staff

Eg2.1 Police Aids
Shared workspace for support staff, located at public service counter.

Eg2.2 Police Officer
Shared workspace for support staff, located at public service counter.

Eg2.3 Clerks
Workspace for support staff.

SPACE COMPONENT DESCRIPTIONS

Eg3 Support Areas

Eg3.1 Interview Rooms

Two small conference rooms accommodating four, located adjacent to public waiting.

Eg3.2 Files

Department files to be incorporated into the following areas: forgery, fingerprint, clerk stations and technician stations.

Eg3.3 Library

Department reference material.

Eg3.4 Storage Facilities

Storage for office supplies.

Eg3.5 Evidence Lockers

Temporary storage of evidence as it is received.

Eg3.6 Archive Storage

Storage for back dated files.

Eg3.7 Computer Workstation

Computer workstations used by department as well as witnesses brought in to verify or select persons from identification charts.

Eg3.8 Video Enhancement Computer

Shared computer station.

Eg3.9 Copy/Document Processing

Space for copy machine, trash, collating and temporary paper storage.

SPACE COMPONENT DESCRIPTIONS

Eg3.10 Public Areas

Public entry including service counter and seating for eight.

Eg3.11 Fingerprinting Station

Fingerprinting area located in proximity to entry, includes counter and ink/detergent supplies.

Eg3.12 AFIS

This area houses the Automated Fingerprint Identification System, a computer system used in the enhancement of fingerprints. A controlled computer environment with access flooring is required.

Eg3.13 Toxic Chemical Processing

Area with appropriate ventilation for the use of toxic chemical processing, with worksurface and safe storage of chemicals and supplies.

Eg3.14 Evidence Processing

Work area with worksurface, supply storage and appropriate ventilation for the dusting and testing of evidence.

Eg3.15 Photo Processing Facilities

This space processes all photographic evidence received from crime/hazard sites as well as personal identification of juveniles. The space includes: black and white dark room/processing, color film dark room/processing, crimping machines, finished machine area in which a high volume of chemicals are used- sink is required, chemical storage adjacent to finished machine area, personal identification photo area, camera equipment storage with freezer for film, and record/negative files.

Eg3.16 Detainee Toilet

A separate one fixture, handicap accessible toilet is required for detainees.

Eg4 Staff Support Areas

Eg4.1 Coat Closet

Coat closet for staff and department visitors.

SPACE COMPONENT DESCRIPTIONS

Eg4.2 Staff Lockers
Lockers for police officer clothing and personal belongings.

Eg4.3 Staff Check-in
Staff entry/sign-in including staff mail/in-trays.

Eg4.4 Staff Toilets
Two (2) fixture toilet rooms, handicap accessible with shower area (needed on occasion upon return from crime site).

Eg4.5 Coffee Bar
Because staff is provided a shared breakroom within the Technical Service Bureau, a coffee area is provided.

III.-F Criminal Investigation Bureau

The Criminal Investigation Bureau is responsible for all major criminal investigations in the City of Milwaukee. It consists of six divisions: Sensitive Crimes , Vice Control, Homicide, Crimes against Persons, Crimes against Property and Gang Crimes Intelligence. The following spaces listed under III-F consist of the Chief Administrative staff of the bureau and support areas to be shared by all divisions under Criminal Investigation. Although the Bureau is not completely computerized at this time, it is forecasted to evolve in the near future and space should be designed accordingly.

Overall Existing Space Problems:

- Lack of work area/privacy- noise problem.
 - Inadequate access by Public.
 - Reports/resources not easily accessible to detective staff.
 - Lack of continuity between divisions (some divisions blended together, others isolated on separate floor).
 - Inadequate area for citizen interviews-lack of confidentiality.
 - Non-secured detainee circulation.
 - Merge of detainee and citizen traffic.
-

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

F1 Staff Work Areas

- F1.1 Inspector
Office space for the Chief Administrator of the Bureau, including small conference area.
- F1.2 Deputy Inspector
Office space for department staff, including small conference area.
- F1.3 Shift Captains
Shared office space for department staff, including small conference area.

F2 Administrative Staff

- F2.1 Clerk Typist
Workspace for support staff.

F3 Support Areas

- F3.1 Conference Rooms
The Criminal Investigation Bureau has a range of needs for conferencing, from small areas approximately six to ten for group or team meetings as well as a need for a large area accommodating fifty or more for briefing/training complete divisions concerning special cases. For this reason one large area is programmed which could be subdivided into three separate conference areas as required.
 - F3.2 Interview Rooms
Twelve interview rooms accommodating four are to be shared among the divisions for conferencing with witnesses and related parties.
 - F3.3 Interrogation Rooms
Fourteen secured rooms accommodating four are to be located within the temporary holding area for detainee questioning.
-

SPACE COMPONENT DESCRIPTIONS

F3.4 Polygraph Rooms

Three secured areas are designated for polygraph testing adjacent to the polygraph office.

F3.5 Polygraph Office

A office located adjacent to the polygraph rooms with one way glass is required for test monitoring.

F3.6 Line-Up Processing

This area includes a line-up area for eight, adjacent to temporary holding, with one way glass leading into a witness viewing area accommodating twelve. Because some cases involve large numbers of witnesses, a witness waiting area accommodating twelve should be located adjacent to the viewing area. There should be provisions for additional waiting, as needed, incorporated into other adjacent spaces. Toilets for witnesses shall be located nearby.

F3.7 Detainee Holding

Male and Female holding areas, each accommodating fifteen.

F3.8 Isolation holding

Two isolation holding areas.

F3.9 Detainee Toilet

Toilet for use of detainees, located outside of holding area.

F3.10 Files

Files located in administrative staff area.

F3.11 Copy/Document Processing

Space for copy machine, trash, collating and temporary paper storage.

F3.12 Computer Room

Computer workstations located in the administrative staff area.

SPACE COMPONENT DESCRIPTIONS

F3.13 Drying Room
Secured area for the drying of soiled evidence.

F3.14 Public Areas
This area consists of a service counter and visitor waiting for ten.

F4 Staff Support Areas

F4.1 Staff Lockers
Locker space for staff coats, uniform and personal belongings.

F4.2 Staff Check-In
Staff entry/sign-in.

F4.3 Breakroom
One large breakroom accommodating 60 to be shared by all divisions.

F4.4 Staff Toilets
Two toilet rooms each with four fixtures for staff use.

SPACE COMPONENT DESCRIPTIONS

III.-Fa Sensitive Crimes Division

This division handles Child Abuse and Sexual Assault Cases. The Juvenile Unit has seen a recent increase in activity which is expected to continue into the next five years, and should be planned to accommodate such change in case load and personnel. The division should be located adjacent to the other CIB divisions to share in the holding and staff support areas, however should have a separate entrance/waiting area for victims. There is a high volume of paper flow between this unit and the District Attorney's Office and the Juvenile section.

Existing Problems:

- Overcrowded work areas.
- Lack of interview area.
- Inadequate storage areas (equipment, uniforms, weapons, records, office supplies).
- Undersized reception area.
- Lack of staff toilets.
- No separate toilet facilities for detainees.
- Security problem- CIB holding/line-up on separate floor.

Fa1 Staff Work Areas

Day shift staff to have designated workstation, late and early shifts to share station.

Fa1.1 Captain

Office space for department staff.

Fa1.2 Detective Lieutenant

Shared workspace for department staff.

Fa1.3 Detectives

Shared workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Fa1.4 Sergeants
Shared workspace for department staff.

Fa1.4 Police Officers
Shared workspace for department staff.

Fa2 Administrative Staff

Fa2.1 Administrative Clerks
Shared workspace for support staff.

Fa3 Support Areas

Fa3.1 "Living rooms"

Because of the sensitive nature of the cases handled by this division, two conference rooms are set in the style of lounge furniture for victims comfort and to facilitate interviewing. This section also includes a children's play area and storage for observation equipment.

Fa3.2 Files
Department files.

Fa3.3 Storage
Storage for archive files, office supplies and equipment.

Fa3.4 Copy/Document Processing
Space for copy machine and trash.

Fa3.5 Computer Room
Shared computer stations with printers.

SPACE COMPONENT DESCRIPTIONS

Fa3.6 Public Areas

The Sensitive Crimes Division requires a separate entrance from the CIB because of the possible encounter between victim and detainee/or family. This area contains a public counter and public waiting for fifteen. It should be located aside from central public circulation.

Fa4 Staff Support Areas

Fa4.1 Staff Lockers

Lockers for staff coats, uniforms and personal belongings.

Fa4.2 Staff Check-In

Staff entry/sign-in.

Fa4.3 Coffee Bar

Because staff is provided a break room shared by the Criminal Intelligence Bureau, only a coffee area is required within the division.

III.-Fb Vice Control Section

This Section is responsible for law enforcement services involving Narcotics (drug abatement, interdiction, general narcotics), Gambling, Prostitution and Liquor Law Violations. The section has seen a tremendous growth in the last several years, namely in drug activity (general narcotics) and is anticipated to continue in the future. Such flexibility must be planned into the workspace. The majority of staff activity is performed out in the field. There is close operation with the Patrol Bureau, Homicide and Gang/Crimes Division.

Existing Space Problems:

- Lack of staff privacy/ overcrowded workstations (noise problem).
 - Inadequate storage/file space.
 - Separation from other CIB divisions (on separate floor).
-

SPACE COMPONENT DESCRIPTIONS

- Lack of security (holding/line up facilities).
- Lack of communication (Narcotics cases frequently related to Violent Crimes, Homicide, etc.).
- Lack of interview space.
- Lack of proper facilities for chemical storage and usage.

Fb1 Staff Work Areas

Day shift staff to have designated workstations, Early and Late shifts to share station.

Fb1.1 Captain

Office Space for department staff with small conference area, safe for the storage of "buy money", and a weapons locker.

Fb1.2 Detectives

Shared workspace for department staff.

Fb1.3 Police Officers

Workspace for department staff.

Fb2 Administrative Staff

Fb2.1 Lieutenants

Workspace for department staff.

Fb2.2 Administrative Sergeant

Workspace for department staff.

Fb2.3 Police Aid

Workspace for support staff.

Fb2.4 Clerk

Shared workspace for support staff.

SPACE COMPONENT DESCRIPTIONS

Fb3 Support Areas

Fb3.1 Files
Department files with workstation.

Fb3.2 Copy/Document Processing
Space for copy machine, trash, collating and temporary paper storage.

Fb3.3 Computer Room
Shared computer stations with printers.

Fb3.4 Public Areas
A separate entrance is programmed for the Vice Control Section because of the required flow of detainee/ family traffic. This space provides a public counter and waiting for fifteen.

Fb3.5 Drug Testing Room
Area for drug testing with worksurfaces resistant to caustic chemicals, ventilation and proper components for drug processing.

Fb3.6 Storage Areas
Storage for canine unit equipment, and a secured area for storage of narcotics located adjacent to the drug testing room.

Fb4 Staff Support Areas

Fb4.1 Staff Lockers
Lockers for staff coats and personal belongings.

Fb4.2 Staff Check-In
Staff entry/sign-in.

SPACE COMPONENT DESCRIPTIONS

III.-Fc Homicide Division

This division is responsible for all Homicide Cases. Activities include interviews with victims, witnesses and families of victims as well as interrogation of suspects and briefings regarding warrants and multi-arrests. The Homicide Division has close interaction with many of the other CIB Divisions. It should be located in close proximity to the holding facilities.

Existing Problems:

- Lack of privacy for supervisor (noise problem).
- Overcrowded workstations.
- No separation between victim and suspect traffic.
- Lack of sufficient and adequate interview rooms.
- Clerical staff located on separate floor.
- No reception area/ lack of direction for visitors.
- No separate entrance for public/victims and line-up candidates.
- Lack of waiting area for line-up victims/ witnesses.
- Lack of security/privacy for large line-ups.
- Inadequate storage area/equipment.
- Copy facilities located on separate floor.

Programmed Department Areas Include:

Fc1 Staff Work Areas

Day shift to have designated workstation, late and early shift to share station.

Fc1.1 Captain

Office space for department staff, could be located adjacent to other CIB captains for administrative purposes.

Fc1.2 Lieutenants

Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Fc1.3 Detectives
Shared workspace for department staff. Two detectives are assigned per squad as partners, and should be situated as accordingly.

Fc2 Administrative Staff

Fc2.1 Secretary
Workspace for support staff.

Fc3 Support Areas

Fc3.1 Conference
Because of the frequent need for briefing and discussing homicide cases within the division as well as with other agencies, a designated conference room accommodating ten is required.

Fc3.2 Files
Secured department files.

Fc3.3 Archives
Storage space for back dated files.

Fc3.4 Copy/Document Processing
Space for copy machine and trash.

Fc3.5 Equipment
Equipment storage.

Fc3.6 Computer Room
Shared computer workstations with printer, and separate area for site sketch computer (also used by other CIB divisions).

SPACE COMPONENT DESCRIPTIONS

Fc4 Staff Support Areas

Fc4.1 Staff Lockers
Lockers for staff coats and personal belongings.

Fc4.2 Staff Check-In
Staff entry/sign-in.

III.-Fd Crimes Against Persons

This Division handles cases involving Robbery and Violent Crime. Because of intermingling cases, proximity with the Vice Squad and Homicide Divisions is desirable.

Existing Space Problems:

- Lack of supervisor privacy, work surface, filing, meeting area.
- Overcrowded work stations/ noise problem.
- Lack of conference area.
- Inadequate storage.
- Clerical and copy facilities separated on different floor.

Programmed Department Areas Include:

Fd1 Staff Work Areas

Day shift staff to have designated work station, Early and Late shift to share work area.

Fd1.1 Captain
Office space for department staff.

SPACE COMPONENT DESCRIPTIONS

Fd1.2 Lieutenants
Shared workspace for department staff.

Fd1.3 Detectives
Shared workspace for department staff .

Fd1.4 Robbery Task Force
Workspace/ shared workspace for sergeant/ detectives and police officers.

Fd2 Administrative Staff

Fd2.1 Secretary
Workspace for support staff.

Fd2.2 Liaison
Workspace for department staff.

Fd3 Support Areas

Fd3.1 Copy/Document Processing
Space for copy machine and trash.

Fd3.2 Computer Room
Shared computer stations with printers.

Fd4 Staff Support Areas

Fd4.1 Staff Lockers
Lockers for staff coats and personal belongings.

SPACE COMPONENT DESCRIPTIONS

Fd4.2 Staff Check-In
Staff entry/sign-in.

III.-Fe Crimes Against Property

This division investigates and reviews all reports of burglary, arson, suspicious fires, auto thefts, crimes against the elderly, inter and intra-state arrests on warrants, and forgeries and frauds occurring in the City of Milwaukee. It consists of the following units: Burglary Unit, Auto Theft Squad, Arson Squad, Senior Citizen Squad, Forgery Squad, Warrant Squad, Fraud Investigator, and Gold and Silver. The division services a twenty four hour operation.

Existing Space Problems:

- Some division units are located on separate floor.
- Inadequate number of work stations/ overcrowded, noise problem.
- Lack of space for roll call-insufficient area at desks.
- Insufficient staff storage area (books, personal items, equipment).
- Lack of supervisor privacy.
- Inadequate storage area, computer equipment, files.
- Unsuitable interviewing conditions for citizens.
- Mix of client traffic with detainees.
- Lack of conference area for instructing and directing personnel.
- Inaccessible copy/fax facilities.

Programmed Department Areas Include:

Fe1 Staff Work Areas

Day shift to have designated workstation, Early and Late shift to share work area.

Fe1.1 Captain
Office space for department staff.

SPACE COMPONENT DESCRIPTIONS

Fe1.2 Lieutenants
Shared workspace for department staff.

Fe1.3 Detectives
Shared workspace for department staff.

Fe2 Administrative Staff

Fe2.1 Liaison
Shared workspace for department staff.

Fe2.2 AFIS
Workspace for department staff.

Fe2.3 CONSL
Workspace for department staff.

Fe2.4 Secretary
Workspace for support staff.

Fe3 Support Areas

Fe3.1 Arson Files
Department files located near the Arson Squad.

Fe3.2 Arson Equipment Storage
Storage area/closet located near the Arson Squad.

Fe3.3 Copy/Document Processing
Space for copy machine, trash, collating and temporary paper storage.

SPACE COMPONENT DESCRIPTIONS

Fe3.4 Computer Room
Shared computer workstations with printers.

Fe4 Staff Support Areas

Fe4.1 Staff Lockers
Lockers for staff coats and personal belongings.

Fe4.2 Staff Check-In
Staff entry/sign-in.

III.-Ff Gang Crimes Intelligence Division

This division is responsible for all cases involving gang crimes. This unit has doubled in an eight year period and it is anticipated this trend of increased activity will continue in the future.

Existing Space Problems:

- Overcrowded work areas.
- Lack of conference area.
- Inadequate number of interrogation rooms.
- No storage/file area.
- Inadequate size/number of staff lockers.
- Need area for firearms inspection (CIB-general).
- Other CIB divisions on separate floor- security problem (holding, line-up, etc.).

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

F11 Staff Work Areas

Day shift to have designated work station, Late and Early shift to share same station.

F11.1 Captain

Office space for department staff.

F11.2 Criminal Intelligence

Shared workspace for department staff.

F11.3 Gang Crimes

Shared workspace for department staff.

F12 Administrative Staff

F12.1 Police Officer

Workspace for support staff.

F12.2 Clerk

Workspace for support staff.

F13 Support Areas

F13.1 Copy/Document Processing

Space for copy machine, trash, collating and temporary paper storage.

F13.2 Computer Room

Shared computer workstation with printers.

F13.3 Storage Areas

SPACE COMPONENT DESCRIPTIONS

Storage area for equipment/radios, office supplies and a department reference area.

F14 Staff Support Areas

F14.1 Staff Lockers
Lockers for staff coats and personal belongings.

F14.2 Staff Check-in
Staff entry/sign-in.

F14.3 Coffee Bar

Because staff is provided a break room, shared by the Criminal Investigations Bureau, only a coffee area is provided in the department space.

III.-G Uniform Patrol Bureau

This section is responsible for Uniform Patrol, city-wide as well as Patrol Planning and Operations. The Planning and Operations section works in coordination with the Assistant Chief of Operations because of the planning involved with crowd control and major events, proximity to the first district is also desirable. Coordination is also required with the Criminal Intelligence Bureau in developing crime prevention tactics.

Existing Space Problems:

- Currently located in center area of First District/ congestion, disruptions.
- Lack of work space (night deputy).
- Lack of conference area.

Programmed Department Areas Include:

G1 Staff Work Areas

G1.1 Inspector of Police

SPACE COMPONENT DESCRIPTIONS

Office space for department staff, including small conference area.

G1.2 Field Deputy Inspector

Office space for department staff.

G1.3 Operations Captains

Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

G2 Administrative Staff

G2.1 Inspector's Secretary
Workspace for department staff.

G3 Conference Rooms

G3.1 Conference Room
Conference area accommodating fourteen.

G4 Planning and Operations

G4.1 Staff Workstations
Workspace for department staff.

G5 Support Areas

G5.1 Patrol Bureau Files
Department files.

G5.2 Planning and Operations Files
Department files.

G5.3 Copy/Document Processing
Space for copy machine, trash, collating and temporary paper storage.

G5.4 Supplies/Storage
Office supply storage.

G5.5 Staff Lockers
Lockers for staff coats and personal belongings.

SPACE COMPONENT DESCRIPTIONS

III.Ha First District

The First District consists of District Patrol, Prisoner Processing and the Metropolitan Section (which is discussed in further detail in section III. Hb).

Existing Space Problems:

- Lack of workstations (currently roll call room/storage closet used-needed for other functions).
- Lack of storage, records/charts/maps/confidential items/equipment.
- Overcrowded work areas- noise/privacy/congestion problem.
- No juvenile or male/female separation holding area- lack of security.
- Lockers located separate from roll call/assembly area.
- Lack of interview rooms.
- Inadequate worksurface at reception desk.
- Records not adjacent to front desk- inefficient.
- Inadequate break room.
- No staff toilets.

Programmed Department Areas Include:

Ha1 Staff Work Areas

Ha1.1 District Commander

Office space for department staff including small conference area.

Ha1.2 Lieutenants

Work space for department staff grouped together with privacy for conferences, located adjacent to district commanders office with visual access to the patrol area.

Ha1.3 Patrol Sergeants

Shared workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

Ha2 Administrative Staff

Ha2.1 Shift Sergeant
Workspace for department staff.

Ha2.2 Desk Officer
Workspace for department staff, located at reception desk.

Ha2.3 PAB Security Officer
Workspace for department staff.

Ha2.4 Clerks
Workspace for support staff.

Ha2.5 Clerk
Workspace for department staff.

Ha3 Staff Support Areas

Ha3.1 Assembly
An area consisting of seating for twenty, presentation area and storage for AV equipment.

Ha3.2 Storage
Storage area for record retention, uniform garments, police equipment and general office.

Ha3.3 Copy/Document Processing
Space for copy machine, collating, trash and temporary paper storage.

Ha3.4 Conference Area
Conference space accommodating twelve.

SPACE COMPONENT DESCRIPTIONS

Ha4 District One Prisoner Processing

Ha4.1 Lieutenant
Office space for department staff.

Ha4.2 Sergeants
Workspace for department staff.

Ha4.3 Intake Office
Area including security vestibule, service counter and waiting area for fifteen.

Ha4.4 Identification Area
Space for fingerprints and identification photos.

Ha4.5 Clothing Exchange/Shower
Male and Female facilities for shower and clothes changing, handicap accessible.

Ha4.6 Search Room
Two search areas.

Ha4.7 Interrogation Room
Secure interview areas, capacity of four.

Ha4.8 Intoxylizer Room
Area for alcohol testing.

Ha4.9 Visitation Room
Conference area, capacity of six.

Ha4.10 Property Storage
Temporary storage of detainee property.

SPACE COMPONENT DESCRIPTIONS

Ha4.11 Prisoner Medical Exam
Secure medical exam area.

Ha4.12 Staff Report Writing Room
Space consisting of ten workstations and filing area.

Ha4.13 Staff Toilets
Separate male/female facilities for staff use.

Ha4.14 Prisoner Toilet
Secure facility, handicap accessible.

Ha4.15 Holding-Adult

This area consists of a large male holding area with three small separation cells and a large female holding area with two separation cells.

Ha4.16 Holding-Juvenile

This area consists of separation cells, two for male and one female.

Ha5 Staff Support Areas

Ha5.1 Supervisor Staff Lockers

Male and female locker areas for staff supervisors.

Ha5.2 Staff Lockers

Male and female locker areas for staff.

Ha5.3 Locker Toilets

Male and female areas for staff toilets and showers, located adjacent to supervisor and staff locker areas.

Ha5.4 Staff Check-In

Staff entry/sign in area.

SPACE COMPONENT DESCRIPTIONS

Ha5.5 Staff Toilets
Toilet facilities, located adjacent to work area.

Ha5.6 Breakroom
Break area including seating for sixteen, refrigerator/sink/counter area and vending.

Ha5.7 Public Waiting
Public entry area including service counter and waiting for six.

III.-Hb Metropolitan Section

This section is part of the First District and includes the following units: Tactical Enforcement, Canine, Harbor Patrol, Underwater Investigation and Traffic Enforcement.

Programmed Department Areas Include:

Hb1 Tactical Enforcement Unit

Hb1.1 Sectional Commander
Workspace for department staff.

Hb1.2 Sergeants
Workspace for department staff.

Hb1.3 TEU Operations Area
Includes a conference area for six, computer station and printer, files and equipment storage.

Hb1.4 TEU Ready Room
Includes workstations, armory/maintenance area and a fireproof/waterproof storage area for ammunition. Area should be adjacent to parking for Tactical Command Vehicles.

SPACE COMPONENT DESCRIPTIONS

Hb2 Canine Unit

Hb2.1 Canine Equipment Storage
Area for unit storage.

Hb3 Traffic Enforcement Unit

Hb3.1 Sergeants
Workspace for department staff.

Hb3.2 TEU Operations Area
Includes conference area and equipment storage.

Hb4 Harbor Patrol Unit

Hb4.1 TEU Operations Area
Includes file area and equipment storage.

Hb5 Underwater Investigation Unit

Hb5.1 Sergeants
Office space for department staff, located adjacent to the UIU Ready Room.

Hb5.2 UIU Ready Room
Includes equipment storage and maintenance, and a boat garage, located in the facility garage area.

SPACE COMPONENT DESCRIPTIONS

IV. City Attorney/Prosecution Department

The City Attorney/Prosecution Department consists of office area and support facilities for the City's Attorneys and respective support staff.

Programmed Department Areas Include:

A1 Staff Work Areas

A1.1 Attorney
Office space for department staff.

A1.2 Interns
Workstations for temporary support staff.

A1.3 Field Study School
Workstations for temporary support staff.

A1.4 Health Department
Work space for temporary staff.

A1.5 Parking
Workstation for part time department staff.

A2 Administrative Staff

A2.1 Receptionist/Clerk
Workstation for support staff, located at public entry.

A2.2 Police
Workstation for support staff, located at public entry.

SPACE COMPONENT DESCRIPTIONS

A2.3 Clerk
Workstation for support staff, located adjacent to Attorney offices.

A3 Support Areas

A3.1 Conference Rooms
Small conference room accommodating six.

A3.2 Files
Department Files.

A3.3 Copy/Document Processing
Space for copy machine, trash, collating and temporary paper storage.

A3.4 Computer Area
Shared computer station with printer.

A3.5 Public Areas
Area includes service counter and visitor waiting for twenty.

A4 Staff Support Areas

A4.1 Coat Closet
Storage for staff coats.

A4.2 Breakroom
Staff breakroom accommodating sixteen at table seating.

A4.3 Staff Toilet
Two one fixture toilet rooms, handicap accessible.

SPACE COMPONENT DESCRIPTIONS

V. Municipal Court

The Municipal Court space components are comprised of four parts: Administration, Accounting, Court Division, and the Wisconsin Correctional Service, a private non-profit corporation.

The Municipal Court is responsible for adjudicating all city ordinance violations (approximately 115,000-120,000 per year with an estimated increase of 10%). Coordination with the Milwaukee Police, City Attorney, Health and Building Inspection Departments, County Jail Facility, Clerk of Circuit Court and House of Corrections is required.

V.-A Municipal Court- Administration

Under Administration, functions included are General Court Administration, Case Processing, Records and Filing, Motor Vehicle, and Legal Process. This office will experience additional computerization activities in the future including tele-conferencing, image processing and additional equipment which will affect the planning requirements for space, power and security.

Existing Space Problems:

- Inadequate work areas/lack of work-surface, inappropriate equipment in use.
- Inefficient space layout.
- Lack of public area- reception/ records viewing/video viewing.
- Lack of storage-equipment/supplies/janitorial.
- Additional conference space needed.
- Lack of personal storage for staff.
- Inadequate computer conditions (More extensive needs predicted for future).

Programmed Department Areas Include:

A1 Staff Work Areas

The following offices should be located away from general public circulation.

SPACE COMPONENT DESCRIPTIONS

A1.1 Chief Court Administrator
Office space for department staff, including small conference area.

A1.2 Asst. Chief Court Admin.
Office space for department staff.

A1.3 Automation Services Admin.
Office space for department staff.

A1.4 Admin. Services Supervisor
Office space for department staff.

A2 Administrative Staff

A2.1 Administrative Assistant
Workspace for support staff, should be located adjacent to Administrative Services Supervisor. Handles confidential matters such as payroll; should be situated with adequate privacy.

A2.2 Administrative Secretary
Workspace for support staff, located in proximity to Chief Court Administrator. Because of many equipment needs, plenty of work-surface space is required.

A2.3 Case Preparation
Workspace for department staff, to have access to file room transfer/tubing system. Configuration of stations must be situated such that each station has close access to case jackets.

A2.4 Motor Vehicle/Legal Process.
Workspace for department staff, located in proximity to the records area and costing. A tyme machine to be accommodated within the area.

A2.5 Records
Workspace for support staff, located within file area.

SPACE COMPONENT DESCRIPTIONS

A2.6 Student Interns
Workspace for temporary support staff.

A2.7 Special Projects Supervisor
Workspace for department staff.

A3 Support Areas

A3.1 Conference Rooms
A conference room accommodating fifteen persons is required as well as a smaller conference area accommodating six.

A3.2 Files
A file room, centrally located, consisting of high density filing including records staff workstations and a service counter for pick-up and delivery of files. Computerization of record files is planned, reducing the space requirements for the future. Records staff to be located adjacent to files, and a transfer/tubing or computer system should be investigated for the transfer of records to the Receptionist and Courts.

A3.3 Supplies/Forms
Centralized office storage area.

A3.4 Supplies
Storage area located in general work vicinity.

A3.5 Janitor/Supplies
Storage area.

A3.6 Copy/Document Processing
Space for copy machine, trash, collating, temporary paper storage, office supplies and fax machine.

A3.7 Computer Production Room
Area for layout/production of computer generated materials, and printing equipment.

SPACE COMPONENT DESCRIPTIONS

A3.8 Computer Room
Computer records and communications equipment.

A3.9 Computer Workstations
Shared computer station and printer.

A3.10 Public Areas
A small service counter and waiting for four, located in proximity to Records area, with a small area for viewing video taped instructions/presentations. Reception/waiting for four located adjacent to Administrative Secretary.

A4 Staff Support Areas

A4.1 Coat Closet
Storage for staff and visitor coats.

A4.2 Breakroom
Breakroom accommodating thirty at table seating to be shared by complete Municipal Court staff.

A4.3 Staff Toilets
Two one fixture toilet rooms, handicap accessible.

V.-B. Municipal Court- Accounting/Reception

The Accounting/Reception section is responsible for processing all City ordinance violations. There is close coordination with the Police Department, Sheriff's Department, City Attorney and Violations Bureau.

Existing Space Problems:

- Congested reception area.
- Inadequate workstation configurations-noise problem.
- Glass separation panels between public serve as communication hindrance.
- Lack of circulation/work flow between costing, teller and reception area.

SPACE COMPONENT DESCRIPTIONS

Programmed Department Areas Include:

B1 Staff Work Areas

B1.1 Court Accountant
Office Space for department staff.

B1.2 Head Teller
Workspace for department staff.

B1.3 Tellers
Workspace for department staff, located adjacent to public service window containing three printers and storage components.

B1.4 Court Telephone Operator/Receptionist
Workspace for department staff, located in order to serve as general information center to public regarding general information involving court cases, policies and procedures and building directions. Should also be accessible to teller and costing units. One operator to be located in sound secured area for the purpose of receiving outside phone calls. It is recommended that Reception, Cashier and Motor Vehicles be grouped together with separate window access to the public. An Installation Plan window should also be provided.

B2 Support Areas

B2.1 Conference Rooms
A small conference area accommodating six.

B2.2 Files
Department files.

B2.3 Copy/Document Processing
Space for copy machine and trash.

SPACE COMPONENT DESCRIPTIONS

B2.4 Computer Area
Shared computer and printer stations.

B2.5 Public Areas
Area includes service counter, with security separation, and waiting for seven, located upon exit from courtroom as well as having reception area access.

B3 Staff Support Areas

B3.1 Coat Closet
Area for staff coats, personal belongings to be stored at staff work area with locking storage.

B3.2 Coffee Bar
Because staff is provided a shared break room for all of the Municipal Court staff, a coffee area is provided.

SPACE COMPONENT DESCRIPTIONS

V.C Wisconsin Correctional Service

The Wisconsin Correctional Service is a private not for profit social service agency that provides intervention services to the Municipal Court. It is currently under contract with the City of Milwaukee. It has direct contact with the three branches of the Court and the Chief Court Administrator. In the past year the program has taken on additional responsibilities including screening defendants prior to sentencing. Such activity is scheduled to continue, affecting department space and flexibility for the future.

Existing Problems:

- Lack of workstations.
- Insufficient work areas/space/privacy-noise problem.
- Lack of storage-files/supplies (currently forced to store off-site).
- Inadequate computer area.
- Department is separated in two different areas, no connection.
- Lack of privacy for supervisors.
- Lack of security-angry clients.
- No reception/waiting area-recent additional responsibilities cannot be accommodated under existing circumstances.
- Lack of conference area for staff and larger client interviews.

Programmed Department Areas Include:

C1 Staff Work Areas

C1.1 Program Director

Office space for department staff.

C1.2 Supervisor

Workspace for department staff.

SPACE COMPONENT DESCRIPTIONS

C1.3 Coordinator
Workspace for department staff.

C1.4 Officers
Workspace for department staff, including guest seat for client, each accommodating personal computer.

C2 Administrative Staff

C2.1 Student Interns
Workspace for temporary staff.

C3 Support Areas

C3.1 WSC Conference Room
Conference area accommodating six.

C3.2 Copy/Document Processing
Area for copy machine and trash.

C3.3 Public Areas
Area includes service counter and public waiting for four.

C3.4 Coat Closet
Area for staff coats, personal belongings to be stored at individual workstations with locked storage.

C3.5 Coffee Bar
Because staff is provided a shared breakroom with the Municipal Court staff, a coffee area is provided.

C3.6 Staff Toilets
Male and Female one fixture facilities, handicap accessible.

SPACE COMPONENT DESCRIPTIONS

C3.7 Storage
Office supply/equipment storage.

V-D Municipal Court-Courts

The Municipal Court consists of three branches serving the public--including judicial and support staff with support facilities. Future growth in computerization must be accommodated.

Existing Problems:

- Two public entrances to the lobby should be centralized.
- Lack of public direction in lobby-confusion.
- Insufficient lobby space/facilities-telephones, seating, toilet rooms.
- Inadequate lobby security-lack of queuing space, no separation of exit.
- Inadequate lobby/elevator facilities.
- Insufficient seating in galley of Courtroom.
- Lack of witness waiting area.
- Pre-trial conferences being conducted in Courtroom-should be separated.
- Insufficient workspace for court clerk in Courtroom.
- Lack of space for administrative assistant.
- Insufficient reception/waiting area into judicial chambers.
- No work area for court clerks outside of Courtroom.
- One of the judicial chambers is segregated and the judge does not have good access to administrative assistant.

Programmed Department Areas Include:

D1 Staff Work Areas

D1.1 Judge
Judicial Chambers located immediately adjacent to courtrooms with restricted access.

SPACE COMPONENT DESCRIPTIONS

D1.2 Judges Secretary
Workspace for support staff, located adjacent to all judges chambers, with restricted access.

D1.3 Court Clerks
Workspace for support staff.

D1.4 Student Interns
Workspace for temporary support staff.

D2 Support Areas

D2.1 File Area
Department files, located adjacent to judge's secretary.

D2.2 Copy/Document Processing
Space for copy machine and trash.

D2.3 Library/Temp. Judge
A resource room consisting of bookshelves, computer station and work table to dual as chambers for temporary judge when needed.

D2.4 Reception/Waiting
Waiting area for four people.

D2.5 Staff Toilets
Male and Female one fixture facilities, handicap accessible.

D3 Staff Support Areas

D3.1 Coat Closet
Area for staff coats, personal belongings to be stored at individual work areas with locked storage.

SPACE COMPONENT DESCRIPTIONS

D3.2 Coffee Bar

Because staff is provided a shared break room with all Municipal Court staff, a coffee area is provided.

D4 Court Areas

D4.1 Courtroom

A dedicated Courtroom for each branch, accommodating all affiliated parties and public waiting/galley. Should accommodate three circulation patterns; public, judicial (staff), and defendant.

D4.2 Holding Rooms -Male and Female

Area adjacent to courtrooms, with small secure holding and officer station.

D3.2 Attorney Conference Rooms

Three small conference areas accommodating four, to also be used for witness waiting. Located in proximity to Courtrooms, with adequate privacy. Space to have flexibility to dual as Pre-trial conference room as needed.

D4 Public Areas

D4.1 Public Waiting

Area outside of courtroom consisting of 130 seats. Could be grouped into areas surrounding reception and courtrooms.

D4.2 Public Toilets

Two four fixture toilet rooms, handicap accessible.

D4.3 Security Screening

Security station with walk-through magnetometer and queuing space.

SPACE COMPONENT DESCRIPTIONS

VI. Facility Support/Public Spaces

VI.A Public Areas

A1.1 Lobby Security Station
Area for magnetometer station and public waiting.

A1.2 Weather Vestibule
Transition area from outside to building. CCTV to view this area.

A1.3 Public Areas-Lobby
Area includes public seating, telephones, directory and public toilets.

A1.4 Public Cafeteria
Area includes vending, table seating for forty, trash and storage area.

VII Vehicle Facilities (secured)

VII-A. Vehicle Parking Areas

A1.1 Police Vehicle Staging
Area located in an exterior lot for shift change,- is not calculated in the building square footage total.

A1.2 Police Automobile Spaces
Parking for police staff, namely those ranking Captain or above.

A1.3 Police Special Vehicles
Special use vehicle parking.

SPACE COMPONENT DESCRIPTIONS

A1.4 Police Bomb Truck
Parking for truck and trailer

A1.5 Police Motorcycles
Parking for police vehicles.

A1.6 Police Mobile Command Post
Parking for police vehicle.

A1.7 Municipal Court Parking
Parking for Municipal Court staff.

A1.8 Fire and Police Commission
Parking for Fire and Police Commission staff.

A1.9 Visitor Parking
Five visitor parking spots.

A1.10 Maintenance Vehicles
Parking space for maintenance trucks/plows

VII.-A2 Vehicle Service Areas (secured)

A2.1 Vehicle Fueling Area
Area for fuel pumps and loading

A2.2 Vehicle Wash Racks
Area for vehicle cleaning.

A2.3 Vehicle Maintenance Hoists
Area for vehicle maintenance.

SPACE COMPONENT DESCRIPTIONS

A2.4 Vehicle Maintenance Bay
Area for vehicle maintenance and equipment.

VII.-A3 Garage Office

A3.1 Garage Attendant
Workspace for department staff.

A3.2 Staff Toilet
Unisex one fixture toilet facility, handicap accessible.



Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
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I. Fire and Police Commission
I-A. Fire and Police Commission

		Currently Needed						Projected Need			
Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF	
A1.	Staff Work Areas										
A1.1	Executive Director	SO-2	B-1	1	1	1 @ 300	300	1	1 @ 300	300	
A1.2	Administrative Specialist	SO-D	B-3	1	1	1 @ 100	100	1	1 @ 100	100	
A1.3	Recruiting	SO-C	B-3	1	1	1 @ 150	150	1	1 @ 150	150	
A1.4	Research	SO-D	B-3	1	1	1 @ 100	100	1	1 @ 100	100	
	Sub-Total						1.5			1.5	
	Sub-Total						150			150	
	Sub-Total						100			100	
	Sub-Total						1.5			1.5	
	Sub-Total						375			375	
A2.	Administrative Staff										
A2.1	Receptionist	WS-E	C-1	1	1	1 @ 72	72	1	1 @ 72	72	
A2.2	Testing Clerk	WS-E	C-1	1	1	1 @ 72	72	1	1 @ 72	72	
A2.3	Secretary	WS-E	C-1	1	1	1 @ 72	72	1	1 @ 72	72	
A2.4	Testing	SO-C	B-3	1	1	1 @ 150	150	1	1 @ 150	150	
	Sub-Total						1.8			1.8	
	Sub-Total						130			130	
	Sub-Total						1.8			1.8	
	Sub-Total						130			130	
	Sub-Total						1.5			1.5	
	Sub-Total						525			525	
A3.	Support Areas										
A3.1	Public Meeting Facility	E-1	E-1	1	1	1 @ 140	140	1	1 @ 140	140	
A3.2	Conference Rooms	CF-D	E-2	1	1	1 @ 299	299	1	1 @ 299	299	
	Sub-Total						1.5			1.5	
	Sub-Total						2,295			2,295	
	Sub-Total						1.5			1.5	
	Sub-Total						449			449	

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Est. Staff	C N Staff	Number Of Units # @ NSF/	NSF	Currently Needed CF	Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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I. Fire and Police Commission
I-A. Fire and Police Commission

Currently Needed

Projected Need

A3.3	Storage													
A3.3.1	Supplies		D-1			1 @ 80	80		80		1 @ 80	80		80
A3.3.2	Test Paper Storage		D-1			1 @ 80	80		80		1 @ 80	80		80
	Sub-Total							1.5	240				1.5	240
A3.4	Files													
A3.4.1	Files- Legal Vertical		C-2			14 @ 10	140		140		14 @ 10	140		140
	Sub-Total							1.5	210				1.5	210
A3.5	Copy/ Document Processing													
A3.5.1	Copy/Doc. Processing-E	CA-E	C-2			1 @ 100	100		100		1 @ 100	100		100
	Sub-Total							1.3	130				1.3	130
A3.6	Computer Room													
A3.6.1	Computer Workstations		C-2			2 @ 36	72		72		2 @ 36	72		72
A3.6.2	Printer Station		C-2			2 @ 15	30		30		2 @ 15	30		30
	Sub-Total							1.8	184				1.8	184
A3.7	Public Areas													
A3.7.1	Public Counter		J-2			10 @ 9	90		90		10 @ 9	90		90
A3.7.2	Public Waiting		J-2			10 @ 15	150		150		10 @ 15	150		150
	Sub-Total							1.5	225				1.5	225
A4.	Staff Support Areas													
A4.1	Coat Closet													
A4.1.1	Staff Coats		G-1			1 @ 15	15		15		1 @ 15	15		15
	Sub-Total							1.5	23				1.5	23
A4.2	Breakroom													
A4.2.1	Breakroom (E)		F-1			1 @ 256	256		256		1 @ 256	256		256
	Sub-Total							1.5	384				1.5	384
A4.3	Staff Toilets													
A4.3.1	Toilet-Fixture Hnqp.	TR-1	K-1			2 @ 58	112		112		2 @ 56	112		112
	Sub-Total							1.4	157				1.4	157
	Sub-Total Fire and Police Commission								6,679					6,679
	Expansion Allowance							3%	200				5%	334
	Total Fire and Police Commission								6,879					7,013

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF Total NSF
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II. Fire Department

II-A. Fire Department Dispatch

A1. Staff Work Areas

Currently Needed											
A1.1	CO	SO-B	B-2	1	1	1 @ 225	225	1	1 @ 225	225	225
	CO										
	Sub-Total						1.5				1.5
A1.2	Assistant CO	SO-C	B-2	4	1	1 @ 150	150	4	1 @ 150	150	150
	Assistant CO										
	Sub-Total						1.5				1.5
A1.3	Staff	SO-C	B-2	1	1	1 @ 150	150	1	1 @ 150	150	150
	Supervisory Office	WSE	C-1	1	1	1 @ 72	72	1	1 @ 72	72	72
	Supervisor										
	Sub-Total						1.6				1.6

A2. Administrative Staff

A2.1	Chief of Police Adjutant	SO-C	B-2	1	1	1 @ 150	150	1	1 @ 150	150	150
	Captain's Office										
	Sub-Total						1.5				1.5

A3. Support Areas

A3.1	Computer Room	CF-E	E-2			1 @ 300	300		1 @ 300	300	300
	Server Workstation										
	Sub-Total						1.5				1.5
A3.2	Communications	CF-E	E-2	5	1	1 @ 1,152	1,152	5	1 @ 1,152	1,152	1,152
	Dispatch Workstations-7										
	Sub-Total						1.5				1.5
A3.3	Equipment Room		C-2			1 @ 120	120		1 @ 120	120	120
	Equipment Room										
	Sub-Total						1.5				1.5
A3.4	Conference Rooms	CF-E	E-2			1 @ 220	220		1 @ 220	220	220
	Conference for 10										
	Sub-Total						1.5				1.5
A3.5	Training Room	WS-G	E-2			1 @ 100	100		1 @ 100	100	100
	Presentation Area					4 @ 36	144		4 @ 36	144	144
	Training Workstations					1 @ 15	15		1 @ 15	15	15
	Printer Station					1 @ 50	50		1 @ 50	50	50
	Equipment Area										
	Sub-Total						1.8				1.8
A3.6	Files		C-2			10 @ 10	100		10 @ 10	100	100
	Files- Legal Vertical										
	Sub-Total						1.5				1.5
A3.7	Copy/ Document Processing	CAF	C-2			1 @ 54	54		1 @ 54	54	54
	Copy/Doc. Processing-F										
	Sub-Total						1.3				1.3

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number Of Units # NSF	Currently Needed NSF	CF	Total NSF	Prof. Staff	Number of Units # NSF	Projected Need NSF	CF	Total NSF
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II-A. Fire Department Dispatch (Cont.)

A4. Staff Support Areas

Currently Needed

Projected Need

A4.1	Cost Closet					1 @ 40	40		60		1 @ 40	40		60	
	Sub-Total							1.5				1.5			
A4.2	Staff Toilets					2 @ 108	216				2 @ 108	216			
	Toilet-Fixture Hcnp.	TR-1				2 @ 40	80				2 @ 40	80			
	Hcnp Shower/ Dry							1.9	562				1.9	562	
	Sub-Total														
A4.3	Staff Check-In					1 @ 80	80		120		1 @ 80	80		120	
	Staff Check-In							1.5				1.5			
	Sub-Total														
A4.4	Staff Breakroom					1 @ 256	256		384		1 @ 256	256		384	
	Breakroom (8)		C-1					1.5				1.5			
	Sub-Total														
Sub-Total Fire Department									5,733					5,733	
Expansion Allowance								5%		287				573	
Total Fire Department										6,020				6,306	
															13
															10
															13

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # NSF	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF	Projected Need NSF CF Total NSF
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III. Police Department

III.-A. Chief of Police

A1. Staff Work Areas

		Currently Needed			Projected Need						
A1.1	Chief of Police	SO-1	B-1	1	1	650	1	1	650	1.5	975
	Chief of Police Office										
	Sub-Total					650				1.5	975
A1.2	Assistant Chief of Police										
	Assistant Chief of Police Office			2	2	640	2	2	320		640
	Sub-Total					640			320	1.5	960

A2. Administrative Staff

A2.1	Chief of Police Adjutant	SO-C	B-2	1	1	150		1	1	150	1.5	225
	Captain's Office											
	Sub-Total					150			150	1.5	225	
A2.2	Lieutenant of Detectives	WS-E	C-1	1	1	72		1	1	72	1.6	115
	Lieutenant Workstation											
	Sub-Total					72			72	1.6	115	
A2.3	Chief's Admin. Secretary	WS-F	C-1	1	1	72		1	1	72	1.8	211
	Workstation											
	Files- Legal Vertical					60		6	6	10	1.8	211
	Sub-Total					72			72	1.8	211	
A2.4	Police Officer	WS-F	C-1	1	1	72		1	1	72	1.6	115
	Workstation											
	Sub-Total					72			72	1.6	115	

A3. Support Areas

A3.1	Conference Rooms	MP-C	E-1			1,056			1	1,056		
	Chief's Conference-Multi Purpose											
	Assistant Chief Conf.-Multi Purpose	MP-C	E-1			1,056			1	1,056		
	Table/Chair Storage		D-1			300			2	150		
	Sub-Total					1,056			5	27	1.5	3,616
A3.2	Public Waiting		C-1			135			5	27	1.5	203
	Executive Waiting											
	Sub-Total					135			5	27	1.5	203
A3.3	Files		C-2			50			5	10	1.5	75
	Files- Legal Vertical											
	Sub-Total					50			5	10	1.5	75
A3.4	Copy/ Document Processing	CA-E	C-2			100			1	100	1.3	130
	Copy/Doc. Processing-E											
	Sub-Total					100			1	100	1.3	130
A3.5	Computer Workstation		C-2			36			2	36		
	Computer Workstation											
	Printer Station		C-2			15			2	15		
	Sub-Total					36			2	36	1.8	184

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number of Units # NSF	Currently Needed NSF	CF	Total NSF	Proj. Staff	Number of Units # NSF	Projected Need NSF	CF	Total NSF
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III. Police Department

III.-A. Chief of Police

A4. Staff Support Areas

Currently Needed										Projected Need				
A4.1	Coat Closet					1 @ 15	15				1 @ 15	15		
	Sub-Total						15					15		
A4.2	Staff Toilets													
	Toilet-Fixture Hhqp.	TR-1				2 @ 56	112				2 @ 56	112		
	Sub-Total						112	1.4				112	1.4	
A4.3	Coffee Bar													
	Coffee/Sink Area		F-1			1 @ 40	40				1 @ 40	40		
	Sub-Total						40		1.3			40		1.3
	Sub-Total Chief of Police						6,951					7,043		
	Expansion Allowance						3%		209			5%		352
	Total Chief of Police			7	7				7,160		7			7,395

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF Total NSF
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III.-B. Public Information Office

B1. Staff Work Areas

Lieutenants		Currently Needed		Projected Need	
B1.1	Workstation	2	200	2	200
	Sub-Total	2 @ 100	1.5 300	2 @ 100	1.5 300
B1.2	Sergeant Workstation	1	100	1	100
	Sub-Total	1 @ 100	1.5 150	1 @ 100	1.5 150

B2. Administrative Staff

B2.1	Clerical Workstation	1	48	1	48
	Sub-Total	1 @ 48	1.8 88	1 @ 48	1.8 88

B3. Support Areas

B3.1	News Conference Room										
	Standing Room for 45	E-3	405	45 @ 9	1.5 689	45 @ 9	1.5 689		45 @ 9	405	1.5 689
	Podium	E-3	54	1 @ 54		1 @ 54			1 @ 54	54	
	Sub-Total										
B3.2	Conference Rooms										
	Conference for 6	E-3	143	1 @ 143	1.5 215	1 @ 143	1.5 215		1 @ 143	143	1.5 215
	Sub-Total										
B3.3	Files										
	Files- Legal Vertical	C-2	40	4 @ 10	1.5 60	4 @ 10	1.5 60		4 @ 10	40	1.5 60
	Sub-Total										
B3.4	Library										
	Single-sided Library Shelves	C-1	58	4 @ 14	1.5 84	4 @ 14	1.5 84		4 @ 14	56	1.5 84
	Sub-Total										
B3.5	Storage										
	Storage	C-1	60	1 @ 60	1.5 90	1 @ 60	1.5 90		1 @ 60	60	1.5 90
	Sub-Total										
B3.6	Copy/ Document Processing										
	Copy/Doc. Processing-E	CA-E	100	1 @ 100	1.3 130	1 @ 100	1.3 130		1 @ 100	100	1.3 130
	Sub-Total										
B3.7	Computer Workstation										
	Computer Workstation	C-2	36	1 @ 36		1 @ 36			1 @ 36	36	
	Printer Station	C-2	15	1 @ 15	1.8 92	1 @ 15	1.8 92		1 @ 15	15	1.8 92
	Sub-Total										
B3.8	Television Equipment										
	Television Equipment	C-2	36	1 @ 36	1.8 65	1 @ 36	1.8 65		1 @ 36	36	1.8 65
	Sub-Total										

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
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III.-B. Public Information Office

B4 Staff Support Areas

							Currently Needed			Projected Need			
B4.1	Coat Closet		C-1			1	15		1	15			
	Sub-Total						15	1.5		15	1.5	23	
B4.2	Coffee Bar		F-1			1	40		1	40			
	Coffee/Sink Area						40			40			
	Sub-Total						1.3			1.3		52	
Sub-Total Public Information Office												2,036	
Expansion Allowance								3%			5%	102	
Total Public Information Office							4			4			2,138

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF	Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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III.-C. Office of Management, Analysis, and Planning

Office of Management, Analysis, and Planning													
Staff Work Areas													
Currently Needed													
Projected Need													
C1.													
C1.1	Captain												
	Captain's Office	SO-C	B-2	1	1	1 @ 150	150	150	1	1 @ 150	150	1.5	225
	Sub-Total							225				1.5	225
C1.2	Captain's Clerk	WS-F	C-1	1	1	1 @ 48	48	48	1	1 @ 48	48	1.8	86
	Workstation												
	Sub-Total							86				1.8	86
C2.													
C2.1	Administrative Staff												
	Research & Development												
	Lieutenant Workstation	WS-E	C-1	1	1	1 @ 72	72	72	1	1 @ 72	72	1.8	562
	Sergeant Workstation	WS-F	C-1	4	4	4 @ 48	192	192	4	4 @ 48	192	1.8	562
	Clerk Workstation	WS-F	C-1	1	1	1 @ 48	48	48	1	1 @ 48	48	1.8	562
	Sub-Total							562				1.8	562
C2.2	Staff Inspections												
	Lieutenant Workstation	WS-E	C-1	1	1	1 @ 72	72	72	1	1 @ 72	72	1.8	616
	Sergeant Workstation	WS-F	C-1	4	4	4 @ 48	192	192	4	4 @ 48	192	1.8	616
	Printer Station	C-2		2	2	2 @ 15	30	30	2	2 @ 15	30	1.8	616
	Clerk Workstation	WS-F	C-1	1	1	1 @ 48	48	48	1	1 @ 48	48	1.8	616
	Sub-Total							616				1.8	616
C2.3	Crime Analysis												
	Sergeant Workstation	WS-E	C-1	1	1	1 @ 72	72	72	1	1 @ 72	72	1.8	1,015
	Police Officer	WS-F	C-1	8	8	8 @ 48	384	384	8	8 @ 48	384	1.8	1,015
	Drafting Workstation	WS-G	C-1	1	1	1 @ 36	36	36	1	1 @ 36	36	1.8	1,015
	Computer Workstation	WS-G	C-1	2	2	2 @ 36	72	72	2	2 @ 36	72	1.8	1,015
	Sub-Total							1,015				1.8	1,015
C3.													
C3.1	Support Areas												
	Emergency Staging Area												
	Standing Briefing Area for 20	C-2		20	20	20 @ 12	240	240	20	20 @ 12	240	1.3	566
	Equipment Counter	C-2		15	15	15 @ 9	135	135	15	15 @ 9	135	1.3	566
	Equipment Storage	C-2		1	1	1 @ 60	60	60	1	1 @ 60	60	1.3	566
	Sub-Total							566				1.3	566
C3.2	Conference Rooms												
	Conference for 6	CF-F	E-3	1	1	1 @ 143	143	143	1	1 @ 143	143	1.5	215
	Sub-Total							215				1.5	215
C3.3	Public Waiting												
	Public Waiting	C-1		4	4	4 @ 15	60	60	4	4 @ 15	60	1.5	90
	Sub-Total							90				1.5	90

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C N Staff	Number Of Units # NSF	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF	Projected Need NSF CF Total NSF
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III.-C. Office of Management, Analysis, and Planning

Support Areas (Cont.)

Currently Needed

Projected Need

C3.4	Files									
C3.4.1	Files- Legal Vertical		D-1			11 @ 10	110		11 @ 10	110
	Sub-Total						185			165
C3.5	Library		C-1			1 @ 120	120		1 @ 120	120
	Sub-Total						180			180
C3.6	Storage		D-1			1 @ 100	100		1 @ 100	100
	Equipment Storage						150			150
C3.7	Copy/ Document Processing		C-2			1 @ 150	150		1 @ 150	150
	Copy/Doc. Processing-C						225			225
C3.8	Computer Workstation		C-2			4 @ 38	144		4 @ 38	144
	Computer Workstation						60			60
	Printer Station						18			18
	Sub-Total						367			367
C4	Staff Support Areas									
C4.1	Staff Lockers		G-1			23 @ 10	230		23 @ 10	230
	Sub-Total						345			345
C4.2	Staff Check-In		C-1			1 @ 40	40		1 @ 40	40
	Staff Check-In						60			60
C4.3	Staff Toilets		K-1			2 @ 58	112		2 @ 56	112
	Toilet-Fixture Hncp.						168			168
C4.4	Coffee Bar		C-1			1 @ 40	40		1 @ 40	40
	Sink/Counter						14			14
	Sub-Total						56			56
	Sub-Total OMAP						5,091			5,091
	Expansion Allowance						509			1,018
	Total OMAP						5,600			6,109

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C N Staff	Number Of Units #	NSF	Currently Needed NSF CF	Projected Need NSF CF	Total NSF
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III.-D. Administration Bureau

D1. Staff Work Areas

		Currently Needed			Projected Need					
D1.1	Inspector	SO-2	B-2	1	1	300	300	1	300	450
	Inspector									
	Sub-Total									
D1.2	Deputy Inspector	SO-C	B-2	1	1	150	150	1	150	225
	Deputy Inspector									
	Sub-Total									
D1.3	Lieutenant of Police	WS-E	C-1	1	1	72	72	1	72	115
	Lieutenant									
	Sub-Total									

D2. Administrative Staff

D2.1	Sergeant	WS-E	C-1	4	4	288	288	4	288	461
	Workstation									
	Sub-Total									
D2.2	Police Officer	WS-F	C-1	3	3	144	144	3	144	259
	Workstation									
	Sub-Total									
D2.3	Clerk Typist	WS-F	C-1	3	3	144	144	3	144	259
	Workstation									
	Sub-Total									

D3. Support Areas

D3.1	Conference Rooms	CF-F	E-3			143	143	1	143	215
	Conference for 6									
	Sub-Total									
D3.2	Copy/ Document Processing	CA-E	C-2			100	100	1	100	130
	Copy/Doc. Processing-E									
	Sub-Total									
D3.3	Storage Areas		C-1			48	48	1	48	72
	Supplies									
	Sub-Total									

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
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III.-D. Administration Bureau

D4. Staff Support Areas

Currently Needed											Projected Need										
D4.1		Staff Lockers/Coats																			
D4.1.1	Staff Police Lockers		G-1			8 @ 10	80					8 @ 10	80								
D4.1.2	Coat Closet					1 @ 40	40					1 @ 40	40								
D4.2		Staff Toilets																			
D4.2.1	Toilet-Fixture Hincp.	TR-2	K-2			2 @ 108	216	1.9				2 @ 108	216	1.9							
D4.2		Admin. Bureau Breakroom																			
D4.2.1	Breakroom (30)		F-1			1 @ 525	525	1.5				1 @ 525	525	1.5							
D4.3		Public Areas																			
D4.3.1	Counter					7 @ 9	63					7 @ 9	63								
D4.3.2	Waiting for 4					4 @ 12	48	1.5				4 @ 12	48	1.5							
Sub-Total																					
Sub-Total Administration Bureau																					
Expansion Allowance																					
Total Administration Bureau																					

13 13

13

3,843 3,918

3%

5%

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Prof. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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III.-Da. Budget & Finance Section

Projected Need												
Currently Needed												
Da1. Staff Work Areas												
Da1.1 Budget Manager												
Da1.1.1	Budget Manager	SO-C	B-2	1	1	1 @ 150	150	1	1	150	150	225
	Sub-Total						1.5				1.5	225
Da1.2 Accountant												
Da1.2.1	Accountant	SO-D	B-3	1	1	1 @ 100	100	1	1	100	100	150
	Sub-Total						1.5				1.5	150
Da2. Administrative Staff												
Da2.3 Account Clerk												
Da2.3.1	Workstation	WS-F	C-1	2	2	2 @ 48	96	2	2	144	144	259
	Sub-Total						1.8				1.8	259
Da3. Support Areas												
Da3.1 Files												
Da3.1.1	Files- Legal Vertical		D-1			10 @ 10	100			150	150	225
	Sub-Total						1.5				1.5	225
Da3.2 Records/ Archive- Vault												
Da3.2.1	Records/Archive Vault		D-1			1 @ 100	100			100	100	150
	Sub-Total						1.5				1.5	150
Da3.3 Computer Workstation												
Da3.3.1	Computer Station		C-2			3 @ 36	108			108	108	
Da3.3.2	Printer Station		C-2			3 @ 15	45			45	45	275
	Sub-Total						1.8				1.8	275
Da3.4 Storage Areas												
Da3.4.1	Supplies		C-1			1 @ 48	48			48	48	72
	Sub-Total						1.5				1.5	72
Sub-Total Budget and Finance Sect.							1,195				1,356	
Expansion Allowance							3%				5%	68
Total Budget & Finance Section							1,231		5			1,424

Component Space Program

Comp. #	Space Name/Designation	STND	RPC	Exist. Staff	C/N Staff	Number Of Units	NSF	Currently Needed	NSF	CF	Total NSF	Prof. Staff	Number of Units	NSF	Projected Need	NSF	CF	Total NSF
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III.-Db. Personnel Section

Db1. Staff Work Areas

Db1.1	Police Personnel Administrator	SO-B	B-2	1	1	1 @ 225	225	225	1.5		338	1	1 @ 225	225	1.5		338	
	Sub-Total																	
Db1.2	Personnel Officer	SO-C	B-3	1	1	1 @ 150	150	150	1.5		225	1	1 @ 150	150	1.5		225	
	Sub-Total																	

Currently Needed

Projected Need

Db2.1	Administrative Specialist	SO-D	B-3	1	1	1 @ 100	100	100	1.5		150	1	1 @ 100	100	1.5		150	
	Sub-Total																	
Db2.2	Personnel Clerk	WS-E	C-1	1	1	1 @ 72	72	72	1.6		115	1	1 @ 72	72	1.8		115	
	Sub-Total																	
Db2.3	Clerk Typist	WS-F	C-1	1	1	1 @ 48	48	48	1.8		88	1	1 @ 48	48	1.8		88	
	Sub-Total																	
Db2.4	Police Aid	WS-F	C-1	1	1	1 @ 48	48	48	1.8		86	1	1 @ 48	48	1.8		86	
	Sub-Total																	
Db2.5	Intern	WS-G	C-1	1	1	1 @ 36	36	36	1.8		65	1	1 @ 36	36	1.8		65	
	Sub-Total																	

Support Areas

Db3.1	File Room		D-1				42 @ 10	420	1.5		630		42 @ 10	420	1.5		630	
	Sub-Total																	
Db3.2	Copy/ Document Processing	CA-E	C-2				1 @ 100	100	1.3		130		1 @ 100	100	1.3		130	
	Sub-Total																	
Db3.3	Storage Areas		C-1				2 @ 48	96					2 @ 48	96				
	Supplies		C-1				3 @ 30	90					3 @ 30	90				
	Paper Storage																	
	Sub-Total								1.3		242				1.3		242	

Sub-Total Personnel Section										2,067								2,067	
Expansion Allowance								3%		62								103	
Total Personnel Section				6		7				2,129								2,170	

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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III.-Dc. Medical Section

Dc1. Staff Work Areas

Dc1.1	Health & Safety Coordinator	SOC	B-2	1	1	1 @ 150	150	1	1 @ 150	150		225
	Sub-Total						150			150	1.5	225

Dc2. Administrative Staff

Dc2.1	Clerk	WSF	C-1	1	1	1 @ 48	48	1	1 @ 48	48		86
	Workstation											
	Sub-Total						48			48	1.8	86
Dc2.2	Clerk Typist	WSF	C-1	2	2	2 @ 48	96	2	2 @ 48	96		173
	Workstation											
	Sub-Total						96			96	1.8	173

Dc3. Support Areas

Dc3.1	Files											
	Files- Legal Vertical		D-1			16 @ 10	160		18 @ 10	180		240
	Sub-Total						160			160	1.5	240
Dc3.2	Copy/ Document Processing											
	Copy/Doc. Processing-F	CA-F	C-2			1 @ 54	54		1 @ 54	54		70
	Sub-Total						54			54	1.3	70
Dc3.3	Storage Areas											
	Supplies		C-1			1 @ 48	48		1 @ 48	48		72
	Sub-Total						48			48	1.5	72

Sub-Total Medical Section

866

Expansion Allowance

3%

28

5%

Total Medical Section

4

892

909

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C N Staff	Number Of Units # NSF	Currently Needed NSF	CF	Total NSF	Proj. Staff	Number of Units # NSF	Projected Need NSF	CF	Total NSF
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III.-Dd. Payroll Section

Staff Work Areas

Currently Needed

Dd1.1	Payroll Supervisor	SO-C	B-2	1	1	1	150	150	1.5	225	1	1	150	1.5	225
Administrative Staff															
Dd2.1	Accounting Clerk	WS-E	C-1	3	3	3	72	216	1.6	346	3	3	216	1.6	346
Dd2.2	Clerk Typist	WS-E	C-1	1	1	1	72	72	1.6	115	1	1	72	1.6	115
Support Areas															
Dd3.1	Files - Legal Vertical		C-2			9	10	90	1.5	135	9	9	90	1.5	135
Dd3.2	Computer Workstation		C-2			2	36	72			2	2	72		
Dd3.3	Storage Areas		C-1			1	48	48	1.5	72	1	1	48	1.5	72

Projected Need

Sub-Total Payroll Section															
Expansion Allowance 5%															
Total Payroll Section															
5															
1,131															
5															
1,185															

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C.N. Staff	Number Of Units #	NSF	NSF	CF	Total NSF	Proj. Staff	Number of Units #	NSF	NSF	CF	Total NSF
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III.-De. Property Control Section

De1. Staff Work Areas

		Currently Needed										Projected Need						
De1.1	Lieutenant Workstation				1	1	100					1	100					
	Sub-Total							100	1.5							100	1.5	150
De1.2	Sergeant Workstation				1	1	72					1	72					
	Sub-Total							72	1.6							72	1.6	115

De2. Administrative Staff

De2.1	Narcotic Control P. O. Workstation			2	2	1	48					2	48					
	Sub-Total							48	1.6							48	1.6	77
De2.2	Assisting Police Officer Workstation			4	4	2	48					4	48					
	Sub-Total							96	1.6							96	1.6	154
De2.3	Assistant Property Custodian Workstation			1	1	1	48					1	48					
	Sub-Total							48	1.6							48	1.6	77
De2.4	Police Officers Workstation			8	6	3	48					10	48					
	Sub-Total							144	1.6							240	1.6	384
De2.5	Police Aids Workstation			4	4	2	48					4	48					
	Sub-Total							96	1.6							96	1.6	154
De2.6	Clerk Typist Workstation			2	2	2	48					3	48					
	Sub-Total							96	1.6							96	1.6	154

De3. Support Areas

De3.1	Evidence Storage Evidence/Property Storage					1	20,000						28,000					
	Sub-Total							20,000	1.2				28,000					33,600
De3.2	Files Files- Legal Vertical					20	10					20	10					
	Sub-Total							200	1.5				200					300
De3.3	Walk-in Vault Safe					1	80					1	80					
	Sub-Total							80	1.3				80					104

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist Staff	C/N Staff	Number of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	Projected Need NSF CF Total NSF
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III.-De. Property Control Section

De3. Support Areas (Cont.)

Currently Needed

Projected Need

De3.4	Refrigerated Evidence									
De3.4.1	Refrigerators		C-2			2 @ 20	40		3 @ 20	60
De3.5	Microfiche Workstation						1.3			1.3
De3.5.1	Workstation	WS-G	C-2			1 @ 36	36		1 @ 36	36
De3.6	Copy/Document Processing						1.8			1.8
De3.6.1	Copy/Doc. Processing-F	CA-F	C-2			1 @ 100	100		1 @ 100	100
De3.7	Initial Processing Area						1.3			1.3
De3.7.1	Processing Area		C-2			1 @ 300	300		1 @ 500	500
De3.8	Evidence/Equipment Storage						1.5			1.5
De3.8.1	Storage		D-1			1 @ 300	300		1 @ 500	500
De3.9	Public Areas						1.5			1.5
De3.9.1	Public Counter		J-1			10 @ 9	90		10 @ 9	90
De3.9.2	Public Waiting		J-1			8 @ 15	120		8 @ 15	120
De4.	Staff Support Areas									
De4.1	Staff Lockers/Coats									
De4.1.1	Officer Locker		G-1			17 @ 10	170		22 @ 10	220
De4.1.2	Coat Closet					1 @ 15	15		1 @ 15	15
De4.2	Staff Check-In						1.5			1.5
De4.2.1	Staff Check-In		C-1			1 @ 80	80		1 @ 80	80
De4.3	Staff Toilets						1.5			1.5
De4.3.1	Toilet-Fixture Hhnp.	TR-1	K-1			2 @ 56	112		2 @ 56	112
De4.3	Coffee Bar						1.5			1.5
De4.3.1	Sink/Counter		K-1			1 @ 40	40		1 @ 40	40
Sub-Total							1.4			1.4
Sub-Total Property Control							27,581			38,137
Expansion Allowance							10%			20%
							2,758			7,627
Total Property Control Section							30,339			45,764

21	21	26
30,339	26	45,764

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF CF Total NSF
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III.-Df. Maintenance Service Section

Df1. Staff Work Areas

		Currently Needed			Projected Need					
Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF CF Total NSF
Df1.1	Building Maint. Manager Maint. Manager	SO-B	B-3	1	1	1 @ 225	225 1.5 338	1	1 @ 225	225 1.5 338
Df1.2	Assistant Bldg. Maint. Manager Asst. Bldg. Manager	SO-D	B-3	1	1	1 @ 100	100 1.5 150	1	1 @ 100	100 1.5 150
Df1.3	Bldg. Maint. Supervisors Supervisors I & II	SO-D	B-3	3	3	1 @ 100	100 1.6 160	3	1 @ 100	100 1.6 160
Df1.4	Sergeant Workstation	WS-F	C-1	1	1	1 @ 48	48 1.8 86	1	1 @ 48	48 1.8 86
Df1.5	Police Officer Workstation	WS-F	C-1	7	7	4 @ 48	192 1.8 346	9	6 @ 48	288 1.8 518
Df1.6	Clerk Workstation	WS-F	C-1	1	1	1 @ 48	48 1.8 86	2	2 @ 48	96 1.8 173

Df2. Maintenance Staff

		Currently Needed			Projected Need					
Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF CF Total NSF
Df2.1	Heat & Vent. Mechanic II Shop Workstation	WS-G	I-1	6	6	3 @ 36	108 1.8 194	6	3 @ 36	108 1.8 194
Df2.2	Maintenance Mechanic Shop Workstation	WS-G	I-1	4	4	2 @ 38	72 1.8 130	4	2 @ 36	72 1.8 130
Df2.3	Vehicle Service Assistant Shop Workstation	WS-G	C-1	1	1	1 @ 36	36 1.8 65	2	2 @ 36	72 1.8 130

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist Staff	C/N Staff	Number of Units # @ NSF/	NSF	Currently Needed CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF Total NSF
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III.-Df. Maintenance Service Section

Df2. Maintenance Staff (Cont.)

Currently Needed

Projected Need

Df2.4	Custodial Worker II			24	24				32			
	Sub-Total											

Df3. Support Areas

Df3.1	Copy/Document Processing	CA-E	C-2			1 @ 100	100	1.3		1 @ 100	100	1.3
	Sub-Total											
Df3.2	Custodian Ready Service		D-1			1 @ 560	560	1.5		1 @ 560	560	1.5
	Sub-Total											
Df3.3	Equipment Storage		I-1			1 @ 300	300	1.5		1 @ 300	300	1.5
	Sub-Total											
Df3.4	Welding Booth					1 @ 150	150	1.5		1 @ 150	150	1.5
	Sub-Total											
Df3.5	Paint Booth					1 @ 150	150	1.5		1 @ 150	150	1.5
	Sub-Total											
Df3.6	Hazardous Materials Stor.		I-1			1 @ 80	80	1.5		1 @ 80	80	1.5
	Sub-Total											
Df3.7	General Storage		I-1			1 @ 5,000	5,000	1.5		1 @ 5,000	5,000	1.5
	Sub-Total											
Df4.	Loading Dock											
Df4.1	Loading Docks		I-1			2 @ 720	1,440			3 @ 720	2,160	
	Sub-Total						Not In Total				Not In Total	
Df4.2	Office Material Recycling		D-1			1 @ 96	96	1.5		6 @ 96	576	1.5
	Sub-Total											
Df4.3	Loading Dock Staging Area		I-1			1 @ 200	200	1.5		1 @ 200	200	1.5
	Sub-Total											
	Sub-Total											

Component Space Program

Comp. #	Space Name/Designation	STND	RFIC	Est. Staff	C/N Staff	Number of Units NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units NSF/	Projected Need NSF CF Total NSF
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III.-Dg. License Investigation Unit

Dg1. Staff Work Areas

Dg1.1	Sergeant	SO-D	B-3	1	1	100	100	1	1	100
	Sub-Total						150			150
Dg1.2	Police Officer	WS-F	C-1	6	6	48	288	10	10	480
	Sub-Total						461			768

Currently Needed

Projected Need

Dg2.1	Clerk Typist	WS-F	C-1	1	1	48	48	1	1	48
	Sub-Total						77			77

Dg3. Support Areas

Dg3.1	Interview Rooms	CF-G	E-3			200	200			200
	Interview for 4						15			15
	Sub-Total						300			300
Dg3.2	Files		D-1			20	200			250
	Files- Legal Vertical						10			10
	Sub-Total						300			375
Dg3.3	Copy/ Document Processing	CA-E	C-2			100	100			100
	Copy/Doc. Processing-E						130			130
	Sub-Total						190			190
Dg3.4	Computer Workstations		C-2			3	108			108
	Computer Station						45			45
	Printer Station						15			15
	Sub-Total						275			275
Dg3.5	Public Areas		J-1			10	90			90
	Public Counter						13			13
	Public Waiting						120			120
	Sub-Total						180			180

Dg4. Staff Support Areas

Dg4.1	Staff Lockers		G-1			8	80			120
	Officer Locker						15			15
	Sub-Total						120			180
Dg4.2	Staff Toilets		TR-1			1	56			56
	Toilet-Fixture Hhnp.						84			84
	Sub-Total						84			84
Dg4.3	Coffee Bar		K-1			1	40			40
	Sink/Counter						40			40
	Sub-Total						56			56

Sub-Total License Investigation Unit

Expansion Allowance

Total License Investigation Unit

10%

2,250

225

20%

2,692

538

8

8

2,475

12

3,230

Ver. 4.01.03

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist Staff	CN Staff	Number Of Units			Currently Needed			Proj. Staff	Number of Units			Projected Need							
						#	@	NSF/	NSF	CF	Total NSF		#	@	NSF/	NSF	CF	Total NSF					
III.-E. Technical Service Bureau																							
E1. Command Staff																							
E1.1	Inspector																						
E1.1.1	Inspector	SO-2	B-2	1	1	1	1	1	300			1	1	300			300						
	Sub-Total																	1.5	450				
E2. Staff Support Areas																							
E2.2	Breakroom																						
E2.2.1	Breakroom-(60)		F-1						1,505					1	1,505		1,505		1.5	2,258			
	Sub-Total																			1.5	2,258		
	Sub-Total Technical Service Bureau																				2,708		
	Expansion Allowance								10%												271		
																					20%	542	
	Total Technical Service Bureau			1	1																	1	3,250

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst Staff	C N Staff	Number Of Units # NSF	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF	Projected Need NSF CF Total NSF
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III.-Ea. Court Administration Section

Staff Work Areas

Currently Needed

Projected Need

Ea1.1	Lieutenant	SO-D	B-3	1	1	1	100	100	1	100
	Workstation									
	Sub-Total						100	1.6	160	
Ea1.2	Sergeant	WS-F	C-1	1	1	1	48	48	1	48
	Workstation									
	Sub-Total						48	1.8	86	
Ea1.3	Court Liaison Officer	WS-F	C-1	2	2	2	48	96	3	144
	Workstation									
	Sub-Total						96	1.8	173	
Ea1.4	Police Officer			25	25				25	
	Police Officers									
	Sub-Total								25	

Ea2. Administrative Staff

Ea2.1	Clerk Typist	WS-F	C-1	2	2	2	48	96	3	144
	Workstation									
	Sub-Total						48	1.8	173	
Ea2.2	Police Aide	WS-F	C-1	1	1	1	48	48	1	48
	Workstation									
	Sub-Total						48	1.8	86	

Support Areas

Ea3.1	Files		C-1			5	10	50	5	10
	Files- Legal Vertical									
	Sub-Total						10	1.5	75	
Ea3.2	Copy/ Document Processing	CAF	C-2			1	54	54	1	54
	Copy/Doc. Processing-F									
	Sub-Total						54	1.3	70	

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exial. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF Total NSF
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III.-Ea. Court Administration Section (Cont.)

		Currently Needed						Projected Need						
		STND	RFC	Exial. Staff	CN Staff	Number Of Units # @ NSF/	NSF	CF	Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
Ea4.	Staff Support Areas													
Ea4.1	Staff Lockers													
Ea4.1.1	Officer Locker		G-1			6 @ 10	60	1.5	90		6 @ 10	60	1.5	90
	Sub-Total													
Ea4.2	Staff Check-In													
Ea4.2.1	Staff Check-In		C-1			1 @ 80	80	1.5	120		1 @ 80	80	1.5	120
	Sub-Total													
Ea4.3	Staff Toilet													
	Toilet-1 Fix. Hncp.		TR-1			2 @ 56	112	1.5	168		2 @ 56	112	1.5	168
	Sub-Total													
Ea4.4	Coffee Bar													
	Sink/Counter		K-1			1 @ 40	40	1.5	60		1 @ 40	40	1.5	60
	Sub-Total													
Sub-Total Court Admin. Section									1,261					1,433
Expansion Allowance									38				5%	72
Total Court Administration Section				32	32				1,299		34			1,505

Component Space Program

Comp. #	Space Name/Designation	STND	RFIC	Exst. Staff	C/N Staff	Number of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	Projected Need NSF CF Total NSF
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III.-Eb. Communications Operations Division and Maintenance

Eb1. Staff Work Areas

Currently Needed

Projected Need

Eb1.1	Captain	SO-C	B-2	1	1	1 @ 150	150	1	1 @ 150	150
	Sub-Total						150			150
Eb1.2	Lieutenant	WS-E	C-1	2	2	2 @ 72	144	2	2 @ 72	144
	Sub-Total						144			144
Eb1.3	Sergeant	WS-F	C-1	9	9	3 @ 48	144	9	3 @ 48	144
	Sub-Total						144			144
Eb1.4	Telecom. Specialist	WS-F	C-1	1	1	1 @ 48	48	1	1 @ 48	48
	Sub-Total						48			48
Eb1.5	Police Alarm Operators	WS-F	C-2	1	1	1 @ 48	48	1	1 @ 48	48
	Chief Operator Workstation						48			48
	Alarm Operator Workstation						576			576
	Sub-Total						624			624
Eb1.6	Police Telephone Operators	WS-F	C-2	6	6	2 @ 48	96	6	2 @ 48	96
	Lead Operator Workstation						96			96
	Telephone Operator Workstation						792			792
	Sub-Total						888			888
Eb1.7	Police Officer	WS-G	C-1	13	13	7 @ 36	252	13	7 @ 36	252
	Sub-Total						252			252
Eb2.	Administrative Staff									
Eb2.1	Clerk Stenographer	WS-F	C-1	1	1	1 @ 48	48	1	1 @ 48	48
	Sub-Total						48			48
Eb2.2	Clerk Typist	WS-F	C-1	1	1	1 @ 48	48	1	1 @ 48	48
	Sub-Total						48			48
Eb2.3	Messenger	WS-G	C-1	2	2	2 @ 36	72	2	2 @ 36	72
	Sub-Total						72			72
Eb2.4	Maintenance Staff	WS-F	C-2	1	1	1 @ 48	48	1	1 @ 48	48
	Police Electronics Tech. Foreman						48			48
	Police Electronics Technician						360			360
	Sub-Total						408			408
							1.8			1.8
							734			734

Component Space Program

Ver. 4.01.09

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF Total NSF
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III.-Eb. Communications Operations Division and Maintenance

Eb3. Support Areas		Currently Needed						Projected Need				
Eb3.1	Files											
	Files- Legal Vertical						50		5	10	50	
	Sub-Total											75
Eb3.2	Equipment Room											
	Communications Equipment						300		1	300	300	
	Sub-Total											450
Eb3.3	Copy/ Document Processing											
	Copy/Doc. Processing-F	CA-F					54		1	54	54	
	Sub-Total											70

Eb4. Staff Support Areas		Currently Needed						Projected Need				
Eb4.1	Staff Lockers/Coats											
	Officer Locker						180		18	10	180	
	Coat Closet						80		2	40	80	
	Sub-Total											270
Eb4.2	Staff Check-in											
	Staff Check-in						80		1	80	80	
	Sub-Total											120
Eb4.3	Staff Toilets											
	Toilet-4 fixture Hncp.	TR-4					400		2	200	400	
	Sub-Total											600
Eb4.4	Coffee Bar											
	Sink/Counter						40		1	40	40	
	Sub-Total											60

Sub-Total CODM	6,656	149	149	6,989
Expansion Allowance	333			333
Total CODM	6,656	149	149	7,322

Component Space Program

III.-EC. Data Services Division

Ec1. Staff Work Areas

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	Projected Need NSF CF Total NSF
Currently Needed										
Ec1.1	Captain	SO-B	B-2	1	1	1 @ 225	225	1	1 @ 225	225
	Sub-Total						1.5			1.5
Ec1.2	Sergeant	SO-C	B-2	1	1	1 @ 150	150	2	2 @ 150	300
	Workstation						1.5			1.5
	Sub-Total						225			450
Ec1.3	Police Officers	WS-E	C-1	1	1	1 @ 72	72	1	1 @ 72	72
	Workstation						144			144
	Statistcian	WS-E	C-1	2	2	2 @ 72	144	2	2 @ 72	144
	Sub-Total						1.6			1.6
Ec1.4	Specialists	WS-E	C-2	1	1	1 @ 72	72	1	1 @ 72	72
	Telecommunications Specialist	WS-E	C-2	1	1	1 @ 72	72	1	1 @ 72	72
	Computer Dispatch Specialist	WS-E	C-2	3	3	3 @ 72	216	4	4 @ 72	288
	Data Communications Specialist	WS-E	C-2	2	2	2 @ 72	144	4	4 @ 72	288
	Micro Computer Specialist	WS-E	C-2							
	Sub-Total						1.6			1.6
Ec1.5	System Analyst	WS-E	C-2	5	5	5 @ 72	360	5	5 @ 72	360
	Workstation						1.6			1.6
	Sub-Total						576			576
Ec1.6	Systems Engineer/ Technician	WS-E	C-2	1	1	1 @ 72	72	1	1 @ 72	72
	Workstation						1.6			1.6
	Sub-Total						115			115
Ec1.7	Computer Programmers	WS-E	C-2	3	3	3 @ 72	216	3	3 @ 72	216
	Computer Programmer	WS-E	C-2	2	2	2 @ 72	144	4	4 @ 72	288
	Micro Computer Programmer	WS-E	C-2							
	Sub-Total						1.6			1.6
Ec1.8	Computer Operators	WS-F	C-2	7	7	7 @ 48	336	7	7 @ 48	336
	Workstation						1.8			1.8
	Sub-Total						605			605
Ec1.9	Data Entry	WS-F	C-2	4	4	4 @ 48	192	6	6 @ 48	288
	Workstation						1.8			1.8
	Sub-Total						346			518
Ec1.10	Trainers	WS-E	C-2	6	6	6 @ 72	432	6	6 @ 72	432
	Workstation						1.6			1.6
	Sub-Total						691			691
Projected Need										

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number Of Units		Currently Needed		Proj. Staff	Number of Units		Projected Need	
						#	NSF	NSF	CF		Total NSF	CF	Total NSF	
III.-Ec. Data Services Division														
Ec2. Administrative Staff														
Ec2.1	Clerk/ Receptionist Workstation	WS-E	C-1	1	1	1	72	72	1.8	1	1	72	1.6	115
	Sub-Total													
Ec3. Support Areas														
Ec3.1	Conference Rooms													
	Conference for 10							220	1.5			220	1.5	330
	Sub-Total													
Ec3.2	Files													
	High Density Files							200	1.5			200	1.5	300
	Sub-Total													
Ec3.3	Storage Facilities													
	Paper Storage							200				200		
	Computer Tape Storage							400				400		
	Spare Part Storage							200				200		
	Supply Storage							200				200		
	Sub-Total								1.5				1.5	1,500
Ec3.4	Copy/ Document Processing													
	Copy/Doc. Processing E	CA-E	C-2			1	100	100			1	100		130
	Sub-Total													
Ec3.5	Public Areas													
	Public Waiting							75				75		113
	Sub-Total													
Ec3.6	Computer Room													
	Equipment Space							2,508				2,508		
	Workstations	WS-E	C-3			1	72	72			1	72		
	Workstations	WS-G	C-2			2	36	72			2	36		3,978
	Sub-Total								1.5				1.5	
Ec3.7	Battery Backup Room													
	Battery Equipment							150				150		225
	Sub-Total													
Ec3.8	Printer Room													
	Data Entry Printers							173				173		311
	Sub-Total								1.8				1.8	

Comp. #	Space Name/Designation	STND	RFC	Exist Staff	CN Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
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III.-Ec. Data Services Division

Support Areas (Cont.)

Currently Needed

Projected Need

Ec3.9	Cable/ Equipment Rooms					14 @ 130	1,820		14 @ 130	1,820	
	Remote Equipment Rooms										
	Sub-Total						1,820			1,820	
Ec3.10	Telephone/Radio Equipment					1 @ 1,050	1,050		1 @ 1,050	1,050	
	Equipment Room										
	Sub-Total						1,050			1,050	
Ec3.11	Building MDF					1 @ 540	540		1 @ 540	540	
	Cable Vault										
	Sub-Total						540			540	
Staff Support Areas											
Ec4.1	Coat Closets					2 @ 40	80		2 @ 40	80	
	Sub-Total						80			80	
	Staff Check-In					1 @ 40	40		1 @ 40	40	
Ec4.2	Staff Check-In					1 @ 40	40		1 @ 40	40	
	Sub-Total						40			40	
	Breakroom					1 @ 338	336		1 @ 336	336	
Ec4.3	Breakroom-(16)					1 @ 338	336		1 @ 336	336	
	Sub-Total						336			336	
	Staff Toilets					2 @ 108	216		2 @ 108	216	
Ec4.4	Two fix. Hanap.					2 @ 108	216		2 @ 108	216	
	Sub-Total						216			216	
	Sub-Total Data Services Division						17,749			18,722	
Expansion Allowance											
							5%			887	
							10%			1,872	
Total Data Services Division											20,594

41	41	49	18,636	20,594
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Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number of Units # NSF	Currently Needed NSF	CF Total NSF	Projected Need NSF	CF Total NSF
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III.-Ed. Central Records Division

Ed2. Administrative Staff

Currently Needed											Projected Need										
Ed2.1 Counter Service											Ed2.1 Counter Service										
Ed2.1.1	Workstation	WS-G	C-1	4	4	4 @ 36	144		4	4 @ 36	144		4	4 @ 36	144						
Sub-Total											Sub-Total										
Ed2.2 General Clerks											Ed2.2 General Clerks										
Ed2.2.1	Police Aids	WS-F	C-1	12	12	8 @ 48	288		12	6 @ 48	288		12	6 @ 48	288						
Sub-Total											Sub-Total										
Ed2.3 General Clerks											Ed2.3 General Clerks										
Ed2.3.1	Warrants	WS-F	C-1	15	15	7 @ 48	336		15	7 @ 48	336		15	7 @ 48	336						
Sub-Total											Sub-Total										
Ed3. Support Areas											Ed3. Support Areas										
Ed3.1 Lektiever Files											Ed3.1 Lektiever Files										
Ed3.1.1	Lektiever File Unit		C-2			10 @ 50	500		13	13 @ 50	650		13	13 @ 50	650						
Sub-Total											Sub-Total										
Ed3.2 Files											Ed3.2 Files										
Ed3.2.1	General Files		D-1			10 @ 14	140		10	10 @ 14	140		10	10 @ 14	140						
Ed3.2.2	Firearm Files		D-1			6 @ 14	84		6	6 @ 14	84		6	6 @ 14	84						
Ed3.2.3	File/Arson Files		D-1			7 @ 14	98		7	7 @ 14	98		7	7 @ 14	98						
Ed3.2.4	Microfiche Files		D-1			5 @ 14	70		5	5 @ 14	70		5	5 @ 14	70						
Sub-Total											Sub-Total										
Ed3.3 Storage Facilities											Ed3.3 Storage Facilities										
Ed3.3.1	Paper Storage		D-1			1 @ 100	100		1	1 @ 100	100		1	1 @ 100	100						
Ed3.3.2	Furniture/ Equipment Storage		D-1			1 @ 200	200		1	1 @ 200	200		1	1 @ 200	200						
Ed3.3.3	Equip./Firearms		D-1			1 @ 100	100		1	1 @ 100	100		1	1 @ 100	100						
Ed3.3.4	Supply Storage		D-1			1 @ 100	100		1	1 @ 100	100		1	1 @ 100	100						
Sub-Total											Sub-Total										
Ed3.4 Archive Storage											Ed3.4 Archive Storage										
Ed3.4.1	Storage		D-1			1 @ 100	100		1	1 @ 100	100		1	1 @ 100	100						
Sub-Total											Sub-Total										

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exisl Staff	C N Staff	Number Of Units		Currently Needed		Proj. Staff	Number of Units		Projected Need	
						#	@ NSF/	NSF	CF		Total NSF	#	@ NSF/	NSF
III.-Ed. Central Records Division														
Ed3. Support Areas (Cont.)														
Ed3.5	Copy/ Document Processing													
Ed3.5.1	Copy/Doc. Processing-E	CA-E	C-2			1 @ 100	100				1 @ 100	100		
Ed3.5.2	Copy/Doc. Processing-F	CA-F	C-2			1 @ 54	54				1 @ 54	54		
	Sub-Total						1.3					1.3		200
Ed3.6	Public Areas													
Ed3.6.1	Public Inquiry Stations		J-1			5 @ 50	250				5 @ 50	250		
Ed3.6.2	Public Waiting		J-1			8 @ 15	120				8 @ 15	120		
Ed3.6.3	File Viewing Counter		J-1			1 @ 36	36				1 @ 36	36		
	Sub-Total						1.5					1.5		609
Ed3.7	Digital Dictation Equipment													
Ed3.7.1	Equipment Space		C-2			1 @ 150	150				1 @ 150	150		225
	Sub-Total						1.5					1.5		225
Ed4. Staff Support Areas														
Ed4.1	Coat Closet													
Ed4.1.1	Closet		G-1			3 @ 40	120				3 @ 40	120		180
	Sub-Total						1.5					1.5		180
Ed4.2	Staff Check-in													
Ed4.2.1	Staff Check-in		C-1			1 @ 40	40				1 @ 40	40		60
	Sub-Total						1.5					1.5		60
Ed4.3	Staff Toilets													
Ed4.3.1	Toilet-2 Fix. Hancp.	TR-2	K-2			2 @ 108	216				2 @ 108	216		324
	Sub-Total						1.5					1.5		324
Ed4.4	Coffee Bar													
Ed4.4.1	Sink/Counter		K-2			1 @ 40	40				1 @ 40	40		60
	Sub-Total						1.5					1.5		60
Sub-Total Central Records Division														
											9,102	10,471		
Expansion Allowance														
											5%	910	10%	1,047
Total Central Records Division											102	10,012	130	11,518

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exst. Staff	C/N Staff	Number of Units # NSF	Currently Needed NSF CF Total NSF	Projected Need NSF CF Total NSF
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III.-Ee. Open Records Division

Ee1. Staff Work Areas

Currently Needed							Projected Need			
Ee1.1	Sergeants	WS-E	C-1	2	2	2	144	144	1.6	230
	Workstation									
	Sub-Total									
Ee1.2	Police Officers	WS-F	C-1	5	5	5	240	240	1.8	432
	Workstation									
	Sub-Total									
Ee1.3	Police Aid	WS-F	C-1	2	2	2	96	96	1.8	173
	Workstation									
	Sub-Total									

Ee2. Administrative Staff

Ee2.1	Clerk	WS-F	C-1	1	1	1	48	48	1.8	86
	Workstation									
	Sub-Total									
Ee2.2	Secretary-Clerk	WS-F	C-1	3	3	3	144	384	1.8	691
	Workstation									
	Sub-Total									

Ee3. Support Areas

Ee3.1	Files		D-1			20	280	280	1.5	420
	Files- Legal Vertical									
	Sub-Total									
Ee3.2	Storage Facilities		D-1			1	100	100	1.5	150
	Supply Storage									
	Sub-Total									
Ee3.3	Library		C-1			2	28	28	1.5	42
	Single-sided Library Shelves									
	Sub-Total									
Ee3.4	Copy/ Document Processing	CAF	C-2			1	54	54	1.3	70
	Copy/Doc. Processing-F									
	Sub-Total									

Ee4. Staff Support Areas

Ee4.1	Staff Lockers/Coats		G-1			7	70	80	1.5	138
	Staff Lockers									
	Coat Closet					1	12	12	1.5	60
	Sub-Total									
Ee4.2	Staff Check-In		C-1			1	40	40	1.5	60
	Staff Check-In									
	Sub-Total									

Sub-Total Open Records Division

Expansion Allowance

Total Open Records Division

2,045	5%	102	2,147	25	2,741
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Component Space Program

Var. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	Projected Need CF Total NSF
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III.-Ef. Traffic Division

Ef1. Staff Work Areas

		Currently Needed				Projected Need				
Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	Projected Need CF Total NSF
Ef1.1	Lieutenant	SO-C	B-3	1	1	1 @ 150	150	1	1 @ 150	150
	Sub-Total						150			150
							1.5			1.5
Ef1.2	Citations	WS-E	C-1	1	1	1 @ 72	72	2	1 @ 72	72
	Sergeant	WS-E	C-1	3	3	3 @ 72	216	3	3 @ 72	216
	Clerk 3	WS-F	C-1	7	7	7 @ 48	336	11	11 @ 48	528
	Sub-Total						1.8			1.8
Ef1.2	Accident	SO-C	B-3	1	1	1 @ 150	150	1	1 @ 150	150
	Sergeant	SO-D	B-3	4	4	4 @ 100	400	4	4 @ 100	400
	Police Officer	WS-F	C-1	2	2	2 @ 48	96	3	3 @ 48	144
	Police Officer	WS-E	C-1	1	1	1 @ 72	72	1	1 @ 72	72
	Clerk 3	WS-F	C-1	3	3	3 @ 48	144	4	4 @ 48	192
	Sub-Total						1.8			1.8
1,469										1,469

Ef2. Administrative Staff

Ef2.1	Police Aids	WSF	C-1	2	2	2 @ 48	96	2	2 @ 48	96
	Workstation									
Sub-Total							1.8			1.8
Ef2.2	Liaison	WS-E	C-1	2	2	2 @ 72	144	2	2 @ 72	144
	Workstation									
Sub-Total							1.8			1.8
259										259

Ef3. Support Areas

Ef3.1	Interview Rooms	CF-G	E-3			1 @ 100	100			100
	Conference for 4									
Sub-Total							1.5			1.5
Ef3.2	Files									
	Traffic Citations					11 @ 10	110		11 @ 10	110
	Accident Reports					15 @ 10	150		15 @ 10	150
	General Files					6 @ 10	60		6 @ 10	60
Sub-Total							1.5			1.5
Ef3.3	Microfiche Station									
	Workstation	WS-G	C-2			1 @ 36	36		1 @ 36	36
Sub-Total							1.8			1.8
65										65

Component Space Program

III.-Et. Traffic Division

Support Areas (Cont.)

Currently Needed

Projected Need

Comp. #	Space Name/Designation	STND	RFC	Excl. Staff	CN Staff	Number of Units NSF	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units NSF	Projected Need NSF CF Total NSF
E13.4	Supply Storage		D-1			1 @ 100	100		1 @ 100	100
	Pending Files		D-1			1 @ 36	36		1 @ 36	36
	Sub-Total						1.5			1.5
E13.5	Archive Storage		D-1			1 @ 100	100		1 @ 100	100
	Sub-Total						1.5			1.5
E13.6	Computer Workstations		C-2			3 @ 36	108		3 @ 36	108
	Printer Station		C-2			3 @ 15	45		3 @ 15	45
	Sub-Total						1.8			1.8
E13.7	Copy/Document Processing		C-2			2 @ 54	108		2 @ 54	108
	Sub-Total						1.3			1.3
E13.8	Public Inquiry Counter Areas		J-1			2 @ 90	180		2 @ 90	180
	Public Waiting		J-1			8 @ 15	120		8 @ 15	120
	Sub-Total						1.5			1.5
E13.9	Cash Register		C-2			2 @ 36	72		2 @ 36	72
	Sub-Total						1.8			1.8
E13.10	File Viewing Counter		J-1			1 @ 36	36		1 @ 36	36
	Sub-Total						1.8			1.8
E14.	Staff Support Areas									
	Staff Lockers/Coats		G-1			20 @ 10	200		23 @ 10	230
	Coat Closet					1 @ 20	20		1 @ 20	20
E14.2	Staff Check-in		C-1			1 @ 100	100		1 @ 100	100
	Sub-Total						1.5			1.5
E14.3	Staff Toilets		K-2			2 @ 108	216		2 @ 108	216
	Sub-Total						1.5			1.5
E14.4	Coffee Bar		C-1			1 @ 40	40		1 @ 40	40
	Sub-Total						1.5			1.5
Sub-Total Traffic Division							6,305			6,868
Expansion Allowance							5%			10%
Total Traffic Division						27	6,620	34		7,555

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units		Currently Needed		Prof. Staff	Number of Units		Projected Need	
						#	@	NSF	CF		NSF	CF	NSF	CF

III.-Eg. Identification Division

Eg1. Staff Work Areas

Eg1.1	Eg1.1.1	Captain	SO-C	1	1	1	150	1.8	150	1	150	1.8	150	1.8	270
Eg1.2	Eg1.2.1	Supervisor	WSE	3	3	3	216	1.8	216	3	72	1.8	216	1.8	389
Eg1.3	Eg1.3.1	Technicians	WS-G	28	8	8	288			28	36				
	Eg1.3.2	General Tech.	WS-F	2	2	2	72			2	36				
		Auto-Fingerprint													
		Sub-Total						1.8						1.8	778
Eg1.4	Eg1.4.1	Forgery	WS-F	4	4	4	192			4	48				
	Eg1.4.2	Detectives	WS-F	4	4	4	192			4	48				
		Document Examiners													
		Sub-Total						1.8						1.8	691
Eg1.5	Eg1.5.1	Vehicle Drivers	WS-F	9	3	3	108			12	36				
	Eg1.5.2	Marked Vehicles	WS-F	9	2	2	72			9	36				
		Unmarked Vehicles													
		Sub-Total						1.8						1.8	389

Eg2. Administrative Staff

Eg2.1	Eg2.1.1	Police Aids	WS-F	8	2	2	96			8	48				
		Workstation													
		Sub-Total						1.8						1.8	173
Eg2.2	Eg2.2.1	Police Officer	WS-F	9	3	3	144			9	48				
		Workstation													
		Sub-Total						1.8						1.8	259
Eg2.3	Eg2.3.1	Clerks	WS-F	9	5	5	240			9	48				
		Workstation													
		Sub-Total						1.8						1.8	432

Eg3. Support Areas

Eg3.1	Eg3.1.1	Interview Rooms	CF-G		2	2	200				100				
		Conference for 4													
		Sub-Total						1.5						1.5	300
Eg3.2	Eg3.2.1	Files	D-1		15	15	150				10				
	Eg3.2.2	Forgery	D-1		5	5	50				10				
	Eg3.2.3	Fingerprint	D-1		10	10	100				10				
	Eg3.2.4	Clerk Files	D-1		21	21	210				10				
		Technicians Files													
		Sub-Total						1.5						1.5	765
Eg3.3	Eg3.3.4	Library	C-1		3	3	42				14				
		Single-sided Library Shelves													
		Sub-Total						1.5						1.5	63

Component Space Program

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C/N Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
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III.-Eg. Identification Division

Eg.3 Support Areas (Cont.)

Currently Needed

Projected Need

Eg3.4	Storage Facilities									
Eg3.4.1	Supply Storage		C-1			1 @ 80	80		1 @ 80	80
	Sub-Total						1.5		1 @ 80	1.5
Eg3.5	Evidence Lockers									
Eg3.5.1	Evidence Lockers		C-2			1 @ 80	80		1 @ 80	80
	Sub-Total						1.5		1 @ 80	1.5
Eg3.6	Archive Storage									
Eg3.6.1	Archive Storage		D-1			1 @ 100	100		1 @ 100	100
	Sub-Total						1.5		1 @ 100	1.5
Eg3.7	Computer Workstations									
Eg3.7.1	Computer Station		C-2			6 @ 38	216		6 @ 36	216
Eg3.7.2	Printer Station		C-2			6 @ 15	90		6 @ 15	90
	Sub-Total						1.8		6 @ 15	1.8
Eg3.8	Video Enhancement Computer									
Eg3.8.1	Computer Station		C-2			1 @ 60	60		1 @ 60	60
	Sub-Total						1.8		1 @ 60	1.8
Eg3.9	Copy/ Document Processing									
Eg3.9.1	Copy/Doc. Processing-E	CA-E	C-2			1 @ 100	100		1 @ 100	100
	Sub-Total						1.3		1 @ 100	1.3
Eg3.10	Public Areas									
Eg3.10.1	Public Counter		J-1			10 @ 9	90		10 @ 9	90
Eg3.10.2	Public Waiting		J-1			8 @ 15	120		8 @ 15	120
	Sub-Total						1.5		8 @ 15	1.5
Eg3.11	Fingerprinting Station									
Eg3.11.1	Fingerprinting Station		J-1			1 @ 60	60		1 @ 60	60
	Sub-Total						1.5		1 @ 60	1.5
Eg3.12	AFIS									
Eg3.12.1	AFIS		C-1			1 @ 750	750		1 @ 750	750
	Sub-Total						1.5		1 @ 750	1.5
Eg3.13	Toxic Chemical Processing									
Eg3.13.1	Toxic Chemical Processing		D-1			1 @ 120	120		1 @ 120	120
	Sub-Total						1.5		1 @ 120	1.5
Eg3.14	Evidence Processing									
Eg3.14.1	Evidence Processing Area		C-2			1 @ 120	120		1 @ 120	120
	Sub-Total						1.5		1 @ 120	1.5
							180			180

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	C N Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Prof. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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III.-Eg. Identification Division

Eg3 Support Areas (Cont.)

		Projected Need										
		Currently Needed										
Eg3.15	Photo Processing Facilities											
Eg3.15.1	Black & White Processing		D-1			1 @ 150	150		1 @ 150	150	150	150
Eg3.15.2	Crimping Machines		D-1			2 @ 36	72		2 @ 36	72	72	72
Eg3.15.3	Dark Room		D-1			1 @ 150	150		1 @ 150	150	150	150
Eg3.15.4	Finished Machine Area		D-1			1 @ 200	200		1 @ 200	200	200	200
Eg3.15.5	Chemical Storage		D-1			1 @ 100	100		1 @ 100	100	100	100
Eg3.15.6	ID Room		D-1			1 @ 100	100		1 @ 100	100	100	100
Eg3.15.7	Camera Equipment Stor./ Freezer		D-1			1 @ 100	100		1 @ 100	100	100	100
Eg3.15.8	Negative Files		D-1			6 @ 15	90		6 @ 15	90	90	90
Eg3.15.9	Files		D-1			5 @ 10	50		5 @ 10	50	50	50
	Sub-Total						1,518			1,518	1,518	1,518
Eg3.16	Detainee Toilet		H-1			1 @ 56	56		1 @ 56	56	56	56
Eg3.16.1	Toilet-Fixture Hncp.											
	Sub-Total						1.4			1.4	1.4	78

Eg4. Staff Support Areas

Eg4.1	Coat Closet		C-1			2 @ 15	30		2 @ 15	30	30	45
Eg4.1.1	Coat Closet											
	Sub-Total						1.5			1.5	1.5	45
Eg4.2	Staff Lockers		G-1			47 @ 10	470		51 @ 10	510	510	765
Eg4.2.1	Staff Lockers											
	Sub-Total						1.5			1.5	1.5	765
Eg4.3	Staff Check-in		C-1			1 @ 40	40		1 @ 40	40	40	60
Eg4.3.1	Staff Check-in											
	Sub-Total						1.5			1.5	1.5	60
Eg4.4	Staff Toilets		K-2			2 @ 108	216		2 @ 108	216	216	444
Eg4.4.1	Toilet-Fixture Hncp.	TR-2										
	Hncp Shower/ Dry		K-2			2 @ 40	80		2 @ 40	80	80	444
	Sub-Total						1.5			1.5	1.5	444
Eg4.5	Coffee Bar		C-1			1 @ 40	40		1 @ 40	40	40	76
Eg4.5.1	Sink/Counter											
	Sub-Total						1.9			1.9	1.9	76

Sub-Total Identification Division							10,309			10,309		10,564
Expansion Allowance							10%				20%	2,113
Total Identification Division				84	84		11,340		87			12,677

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Est. Staff	C/N Staff	Number of Units # NSF/	Currently Needed NSF CF Total NSF	Projected Need NSF CF Total NSF
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III.-F. Criminal Investigation Bureau

F1. Staff Work Areas

Currently Needed										Projected Need									
F1.1	Inspector		B-1	1	1	1 @ 300	300			1	1	1 @ 300	300			1	1	1 @ 300	300
	Sub-Total						300	1.5	450				300	1.5	450				300
F1.2	Deputy Inspector		B-2	1	1	1 @ 225	225			1	1	1 @ 225	225			1	1	1 @ 225	225
	Sub-Total						225	1.5	338				225	1.5	338				225
F1.3	Shift Captains		B-2	2	2	1 @ 225	225			2	2	1 @ 225	225			2	2	1 @ 225	225
	Sub-Total						225	1.5	338				225	1.5	338				225
F2.	Administrative Staff																		
F2.1	Clerk Typist		C-1	2	2	2 @ 72	144			2	2	2 @ 72	144			2	2	2 @ 72	144
	Sub-Total						144	1.6	230				144	1.6	230				144
F3.	Support Areas																		
F3.1	Conference Rooms		MP-C																
	Conference-Multi Purpose		E-3	1	1	1 @ 1,056	1,056			1	1	1 @ 1,056	1,056			1	1	1 @ 1,056	1,056
	Table/Chair Storage		E-3	1	1	1 @ 200	200			1	1	1 @ 200	200			1	1	1 @ 200	200
	Sub-Total						1,256	1.5	1,884				1,256	1.5	1,884				1,256
F3.2	Interview Rooms		CF-G																
	Interview for 4		E-3	12	12	12 @ 100	1,200			12	12	12 @ 100	1,200			12	12	12 @ 100	1,200
	Sub-Total						1,200	1.5	1,800				1,200	1.5	1,800				1,200
F3.3	Interrogation Rooms		CF-G																
	Interrogation-capacity 4		E-3	14	14	14 @ 100	1,400			14	14	14 @ 100	1,400			14	14	14 @ 100	1,400
	Sub-Total						1,400	1.5	2,100				1,400	1.5	2,100				1,400
F3.4	Polygraph Rooms		E-3																
	Polygraph		E-3	3	3	3 @ 120	360			3	3	3 @ 120	360			3	3	3 @ 120	360
	Sub-Total						360	1.5	540				360	1.5	540				360
F3.5	Polygraph Office		SO-D																
	Polygraph Office		B-3	1	1	1 @ 100	100			1	1	1 @ 100	100			1	1	1 @ 100	100
	Sub-Total						100	1.5	150				100	1.5	150				100
F3.6	Line-Up Processing		C-1																
	Line-Up for 8		C-1	1	1	1 @ 240	240			1	1	1 @ 240	240			1	1	1 @ 240	240
	Witness Viewing Area for 12		C-1	1	1	1 @ 180	180			1	1	1 @ 180	180			1	1	1 @ 180	180
	Witness Waiting for 12		C-1	1	1	1 @ 180	180			1	1	1 @ 180	180			1	1	1 @ 180	180
	Sub-Total						600	1.5	900				600	1.5	900				600
F3.7	Detainee Holding		H-1																
	Holding for 15		H-1	2	2	2 @ 182	324			2	2	2 @ 182	324			2	2	2 @ 182	324
	Sub-Total						324	1.8	583				324	1.8	583				324
F3.8	Isolation Holding		H-1																
	Holding Cell		H-1	2	2	2 @ 70	140			2	2	2 @ 70	140			2	2	2 @ 70	140
	Sub-Total						140	1.8	252				140	1.8	252				140
F3.9	Detainee Toilet		H-1																
	Toilet-Fixture Hnnp.		H-1	1	1	1 @ 56	56			1	1	1 @ 56	56			1	1	1 @ 56	56
	Sub-Total						56	1.4	78				56	1.4	78				56

Component Space Program

Ver. 4.01.03

Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF
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III.-F. Criminal Investigation Bureau

F3. Support Areas (Cont.)

		Currently Needed						Projected Need					
Comp. #	Space Name/Designation	STND	RFC	Exist. Staff	CN Staff	Number Of Units # @ NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # @ NSF/	NSF	Projected Need CF	Total NSF	
F3.10	Files												
	Files-42" Lateral		C-2			5 @ 14	70		5 @ 14	70		105	
	Sub-Total						70				1.5	105	
F3.11	Copy/ Document Processing												
	Copy/Doc. Processing-E	CA-E	C-2			1 @ 100	100		1 @ 100	100		130	
	Sub-Total						100				1.3	130	
F3.12	Computer Room												
	Computer Workstations		C-2			2 @ 36	72		2 @ 38	72		234	
	Printer Station		C-2			2 @ 15	30		2 @ 15	30		225	
	Sub-Total						102				1.6	130	
F3.13	Drying Room												
	Drying Room		D-1			1 @ 160	160		1 @ 160	160		240	
	Sub-Total						160				1.5	240	
F3.14	Public Areas												
	Public Counter		J-1			20 @ 9	180		20 @ 9	180		234	
	Public Waiting		J-1			10 @ 15	150		10 @ 15	150		225	

F4. Staff Support Areas

F4.1	Staff Lockers											
	Officer Locker		G-1			6 @ 10	60		6 @ 10	60		90
	Sub-Total						60				1.5	90
F4.2	Staff Check-in											
	Staff Check-in		C-1			1 @ 40	40		1 @ 40	40		60
	Sub-Total						40				1.5	60
F4.3	Breakroom											
	Breakroom-(60)		F-1			1 @ 1,505	1,505		1 @ 1,505	1,505		2,258
	Sub-Total						1,505				1.5	2,258
F4.4	Staff Toilets											
	Toilet-4 fixture Hncp.	TR-4	K-2			2 @ 200	400		2 @ 200	400		600
	Sub-Total						400				1.5	600
Sub-Total CIB							13,715					13,715
Expansion Allowance							10%			20%		2,743
Total Criminal Investigations Bureau				6	6		15,087	6				16,458

III.-Fa. Sensitive Crimes Division

Fa1. Staff Work Areas

Currently Needed

Projected Need

Comp. #	Space Name/Designation	STNO	RFC	Exist Staff	C N Staff	Number Of Units # NSF/	Currently Needed NSF CF Total NSF	Proj. Staff	Number of Units # NSF/	Projected Need NSF CF Total NSF
Fa1.1	Captain's Office	SO-C	B-2	1	1	1 @ 150	150	1	1 @ 150	150
Fa1.2	Detective Lieutenants	WSE	C-1	3	3	2 @ 72	144	3	2 @ 72	144
Fa1.3	Detectives	WS-G	C-1	15	15	7 @ 36	252	15	7 @ 36	252
Fa1.3.1	Sexual Assault	WS-G	C-1	15	15	7 @ 36	252	15	7 @ 36	252
Fa1.3.2	Child Abuse	WS-G	C-1	15	15	7 @ 36	252	15	7 @ 36	252
Fa1.4	Sergeants	WS-F	C-1	3	3	2 @ 48	96	3	2 @ 48	96
Fa1.4.1	Workstation	WS-F	C-1	3	3	2 @ 48	96	3	2 @ 48	96
Fa1.5	Police Officers	WS-F	C-1	5	5	3 @ 48	144	5	3 @ 48	144
Fa1.5.1	Office Staff	WS-F	C-1	5	5	3 @ 48	144	5	3 @ 48	144
Fa1.5.2	Child Abuse	WS-G	C-1	15	15	7 @ 36	252	15	7 @ 36	252
Fa1.5.3	Sexual Assault	WS-G	C-1	13	13	6 @ 36	216	13	6 @ 36	216
Fa1.5.4	Tranquy Abatement	WS-G	C-1	4	4	2 @ 36	72	4	2 @ 36	72
Fa1.5.5	Police Officers	WS-G	C-1	11	11	5 @ 36	180	11	5 @ 36	180
Fa2.1	Administrative Staff	WS-F	C-1	6	6	3 @ 48	144	8	5 @ 48	240
Fa2.1.1	Workstation	WS-F	C-1	6	6	3 @ 48	144	8	5 @ 48	240
Fa3.1	"Livingrooms"		B-1			2 @ 150	300		2 @ 150	300
Fa3.1.1	Adult Soft Interview		B-2			1 @ 80	80		1 @ 80	80
Fa3.1.2	Children's Play Area		C-2			1 @ 50	50		1 @ 50	50
Fa3.1.3	Observation/Equipment									
Fa3.2	Files		D-1			15 @ 10	150		15 @ 10	150
Fa3.2.1	Files- Legal Vertical		D-1			15 @ 10	150		15 @ 10	150
Fa3.3	Storage		D-1			1 @ 150	150		1 @ 150	150
Fa3.3.1	Storage		D-1			1 @ 150	150		1 @ 150	150
Fa3.4	Copy/ Document Processing	CA-F	C-2			1 @ 54	54		1 @ 54	54
Fa3.4.1	Copy/Doc. Processing-F	CA-F	C-2			1 @ 54	54		1 @ 54	54
Sub-Total							1,555			1,555
Sub-Total							70			70
Sub-Total							1,625			1,625