

Needs Assessment  
for  
Columbia Police Department  
and  
Public Safety Joint Communications

City of Columbia, MO

**DRAFT REPORT**

May 2012

Prepared by

**Brinkley Sargent Architects**  
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# Acknowledgements

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*Special thanks for their cooperation and time is extended to all city staff that assisted in the completion of this study. City staff members who were particularly engaged in this process are listed below:*

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### Police Department

Chief Ken Burton	Lieutenant Chris Kelley
Deputy Chief Stephen Monticelli	Lieutenant Ken Gregory
Captain Brian Richenberger	Lieutenant Scott Young
Captain Dianne Bernhard	Lieutenant Shelley Jones
Captain Brad Nelson	Sergeant Jill Schlude
Lieutenant Tim Moriarty	Detective Cyndi McLane
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# Introduction

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This report constitutes a study concerning the growth and resultant facility needs for the City of Columbia, Missouri. The architectural firm of Brinkley Sargent Architects was asked to formulate the projected space needs for the Police department and for the Public Safety Joint Communications (PSJC). The scope of the study included five distinct activities:

- 1) To examine how the Police and the PSJC will grow through the next twenty years and establish the needs of these departments throughout that period of time,
- 1) To examine renovation possibilities at the current downtown facility to house some portion of the Police, and possibly the PSJC,
- 2) To study the possibility of up to two precinct police stations and possible locations for those precincts and PSJC at locations within the City of Columbia that would provide for more efficient Police coverage for the City as Columbia continues to grow through the next two decades,
- 3) To examine possibility of replacing the existing downtown facility with a new building at the same location, and.
- 4) To establish workable timelines that the various proposed options can occur, establishing budgets for each option based upon those timelines.

The Executive Summary precedes the study and provides a synopsis of the findings of the report. The Existing Facilities Section catalogues the existing Police facilities and their general condition. The Planning Context Section follows and establishes the basis of the report. The Police Space Needs section is the heart of the study and forecasts the needs of each department in terms of square footage. This section is sub-divided to provide a separate section for each of the proposed options for the Police, each of which include a downtown facility and two precincts, and a separate section for the PSJC facility needs. Section 6 addresses the areas recommended for the location of the two Police precincts. The Appendix provides supporting documents that were used in the study.

## City Information and Background<sup>1</sup>

In 1818, the Smithton Land Company purchased more than 2,000 acres and established the village of Smithton about 1 mile northwest of the current site of the Katy Station Depot (4th & Broadway.) Previous to the establishment of this settlement the area had been frequented by Daniel Boone and his sons, who established a saltlick about forty miles northwest of Columbia in 1806. Preceding the Boones, Lewis and Clark passed within a few miles of the area as they travelled the Missouri River as part of their expedition to the Pacific Ocean in 1803 shortly after the United States gained the Missouri Territory from France. Approximately 130 years before Lewis and Clark, French explorers, led Marquette, had traversed the country and established a fur trade with the Osage and Missouri tribes that roamed the area before, and during, these brief European forays into the region.

The year 1821 saw Missouri become the 24<sup>th</sup> state and saw the Smithton settlement relocated, due to lack of adequate water, and re-established as Columbia in what is now the downtown district. A mere five years later, in 1826, Columbia incorporated. Columbia benefited from trade generated by the Santa Fe and Oregon Trails throughout the 1850's. The Missouri Kansas Texas (KATY) railroad spur further boosted Columbia's growth. Today, the MKT trail spur connects Columbia to the Katy Trail State Park, the longest rails-to-trails conversion project in the United States.

Columbia's long history of higher education began in 1833 with the establishment of Columbia College (unrelated to the current Columbia College). The institution today known as Columbia College began in 1851 with the establishment of the Christian Female College by the Disciples of Christ Church, the first women's college west of the Mississippi. It became a co-educational, four-year college in the 1970's and changed its name to Columbia College. Stephens College was first established as Baptist Female College in 1855. It changed its name to Stephen's College for Women in 1870. Today, it is one of the most widely respected women's colleges in the United States. The University of Missouri was founded in 1839.. Six counties bid to become the university's home with Boone County far outstripping its rivals in the amount of money, land and buildings secured for the project. The state did not appropriate funds for the University until 1867, following the end of the Civil War. With the burning of Academic Hall in 1892, there was talk of moving the University to another community. In order to keep it in Columbia, citizens raised \$50,000 for the construction of Jesse Hall. Today, the University of Missouri has a student population of more than 30,000

and is the City of Columbia's single largest employer.

Other top industries within the City are healthcare and insurance. The first hospital established in the City opened in 1830 and Columbia now has one of the highest hospital beds per capita ratios in the country. A number of large insurance companies have their headquarters located in the City. From the humble beginnings as a small enclave of 20 settlers in 1821, Columbia has grown to over 100,000 today and looks to continue its growth to over 150,000 by 2030.

## Purpose of Study

The Study was developed in response to City leader's need to determine the space requirements and implementation options of these requirements for the Police department and the Public Safety Joint Communications. This Plan provides a guide for both the near-term (at 2021) as well as long-term (at 2031) space needs with budgets, department adjacencies, site requirements, and space standards.

## Methodology of Study

This report is based on preliminary data gathered by the City, the Police Department and the Public Safety Joint Communications staffs and the architects, as well as numerous meetings with staff members from each department. This information includes current and future population, staffing, staff ratios, and department staff and City vehicle parking requirements, and adjacency criteria.

After reviewing this preliminary data, on-site meetings were held with representatives from each of the departments studied. Participants were encouraged to think about the long-term goals and needs of their departments.

The developed data resulted in projected staffing growth numbers at the milestone years of 2021 and 2031. Some staffing numbers were compared to cities of similar size and demographic composition including a sizeable university student population. Adjustments were made as required and reviewed with key departmental staff members.



## Goals for this Study

Several Goals for this study were established at the beginning of the process. These include:

- Analyze Departments and Determine Space Needs
- Determine Condition and Constraints of Existing Police Facility structures and site
- Study location and space options for two Precinct facilities in addition to downtown location
- Establish options to provide the needed facilities in various combinations and provide timelines and budgets for each developed option.

## References

1. Excerpts taken from a historical compilation found at the websites [www.city-data.com](http://www.city-data.com) and [http://en.wikipedia.org/wiki/History\\_of\\_Columbia,\\_Missouri](http://en.wikipedia.org/wiki/History_of_Columbia,_Missouri)

# Executive Summary

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## Premises

When examining this study it is important to bear in mind that a number of items related to how the study was undertaken and the nature of the conclusions are based on several critical premises. If any of the following statements are rendered untrue, the conclusions of all that follows will need to be revisited. This is not to say that those conclusions will with certainty be changed, but the need will exist to re-examine them.

- 1) The City desires that a Police presence remain downtown. The site of the existing downtown Police/PSJC facility will remain in use as a Police or combination facility.
- 2) When considering the renovation of the downtown police facility, the goal is to bring the resulting facility into compliance with the appropriate codes and create a first class, fully functional police facility with as few compromises as possible in a renovation environment. This would entail at the least full replacement of all HVAC mechanical equipment, all electrical systems including all lights, the additional of a lighting control system, replacing all exterior glass and sealants.
- 3) There will be two Precinct stations in addition to the downtown facility. One third of patrol and investigations staff will be housed at each facility.
- 4) The intent of the of the Public Safety Joint Communications / Office of Emergency Management facility is to provide new space that is large enough to combine the communications and emergency management functions into a single facility, and that facility is to be designed to survive and remain functioning following a direct hit from an EF-5 level tornado.
- 5) The date for starting design on the earliest phases of the overall project is set at June 2015 for all of the base estimates in all of the “build as needed” scenarios and January 2013 for all of the “less construction cost” scenarios. Under the “build as needed” track, design on the final facility begins in 2020, the “less construction cost” starts this design in 2015.

## Executive Summary

- 6) For purposes of creating budgets within this study it is assumed that all site utilities and fiber optic cabling are available at all sites to be considered, and that no site utility impact fees will be assessed the City. Additionally, the budgets within this study do not reflect the cost of purchasing any land for any facility, thus any land purchase costs must be added to the budget amounts shown.

This report has determined that there are three viable options for the City of Columbia to consider regarding the development of a new Public Safety Joint Communications / Office of Emergency Management, two new Police facilities and the renovation or replacement of the existing Police Headquarters located in downtown on the south side of East Walnut Street on the block between North 6<sup>th</sup> and North 7<sup>th</sup> Streets. The initial steps in all three Options, under either the “build as needed” or “less construction cost” tracks must be to secure locations to construct the new facilities. These new buildings must be completed to allow for the existing downtown facility to be emptied of staff. When all Police and PSJC personnel have relocated out of the existing building, it can then be completely renovated or replaced to provide for the appropriate Downtown Police facility.

Option One involves a complete renovation of the existing downtown facility to serve as Police Headquarters and home to a third of the Patrol and Investigations staff, as well as space for Records; Precinct 1 North to house another third of Patrol and Investigations staff, all SWAT functions, Property and Evidence, and Crime Scene; Precinct 2 South to house the final third of Patrol and Investigations staff; and finally, a new Public Safety Joint Communications/Office of Emergency Management facility. Under the “build as needed” track all construction is completed in August 2022 at a final cost for all projects of \$58,318,028. Under the “less construction cost” approach all construction is completed in January 2017 at a final cost of \$44,928,367.

Option Two involves a complete renovation of the existing downtown facility to serve as a Downtown Precinct Station and home to a third of the Patrol and Investigations staff, as well as Traffic and Juvenile Investigations; Headquarters Precinct North to house another third of Patrol and Investigations staff, all SWAT functions, Property and Evidence, Crime Scene, and Records; Precinct South to house the final third of Patrol and Investigations staff; and finally, a new Public Safety Joint Communications/Office of Emergency Management facility.

## Executive Summary (continued)

Under the “build as needed” track all construction is completed in August 2022 at a final cost for all projects of \$61,206,640. Under the “less construction cost” all construction is completed in January 2017 at a final cost of \$47,038,220.

Option Three involves the demolition and replacement of the existing downtown facility with a new building on the existing site to serve as Police Headquarters and home to a third of the Patrol and Investigations staff, as well as space for Records, Property and Evidence, and Crime Scene; Precinct 1 North to house another third of Patrol and Investigations staff and all SWAT functions; Precinct 2 South to house the final third of Patrol and Investigations staff; and finally, a new Public Safety Joint Communications/Office of Emergency Management facility. Under the “build as needed” track all construction is completed in August 2022 at a final cost for all projects of \$70,808,996. With the “less construction cost” track all construction is completed in January 2017 at a final cost of \$56,124,355.

While the goal of this study is not to identify specific pieces of property for consideration for the other facilities, it is to provide fairly defined areas in which to look for properties that meet the space requirement needs for whichever facility option the City ultimately decides to pursue. Two areas, one north of downtown and one south, have been established as being the most advantageous for these facilities:

- The north facility should be in the area of the intersection of Paris Road (Missouri Route B) and East Brown Station Road.
- The south facility should be in the area of the intersection of Grindstone Parkway and South Rock Quarry Road.

The recommendation of this study is that the City pursue Option 1 as this is the lowest cost option and meets all of the anticipated needs of the Police and PSJC/OEM. An additional recommendation is to co-locate a standalone PSJC/OEM facility at one of these sites rather than seeking another piece of property. Co-location provides an additional cost savings opportunity by allowing joint use of certain spaces which makes possible a 3,500 sf reduction in program space, thereby saving approximately \$1.3 million dollars.

# Existing Facility

## Analysis of Conditions and Shortcomings

This section of the Needs Assessment study documents the current constraints and deficiencies of the Columbia Police Facility. Tours of the building, supporting exhibits, photos, and staff comments were used to establish these shortcomings.



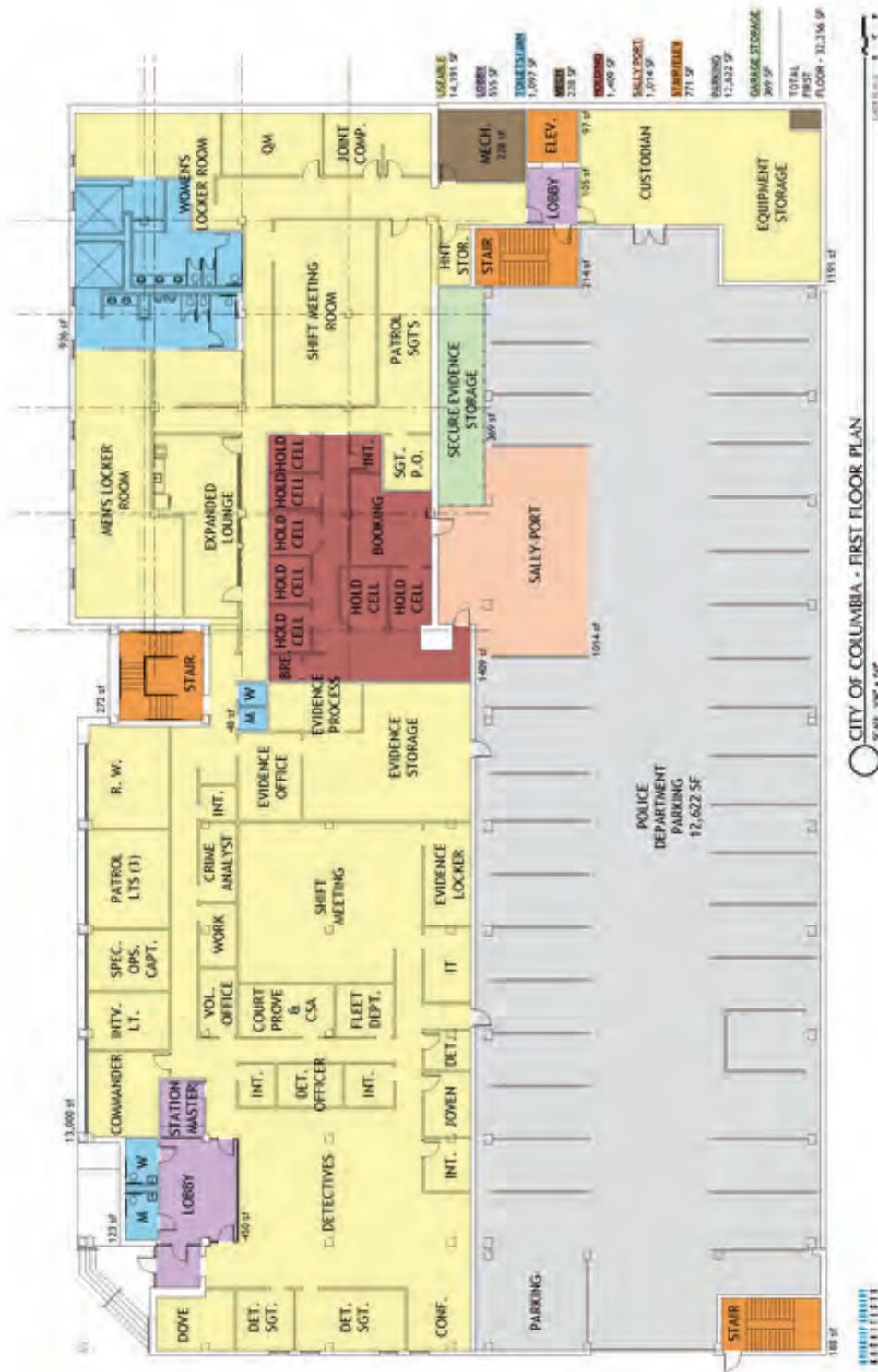
**Address:** 600 Walnut, Columbia, MO

**Building Area:** 3-story Building = 31,043 SF

1<sup>st</sup> level Garage Storage/Sallyport/Parking = 14,005 SF

2<sup>nd</sup> level Garage Parking = 22,056 SF

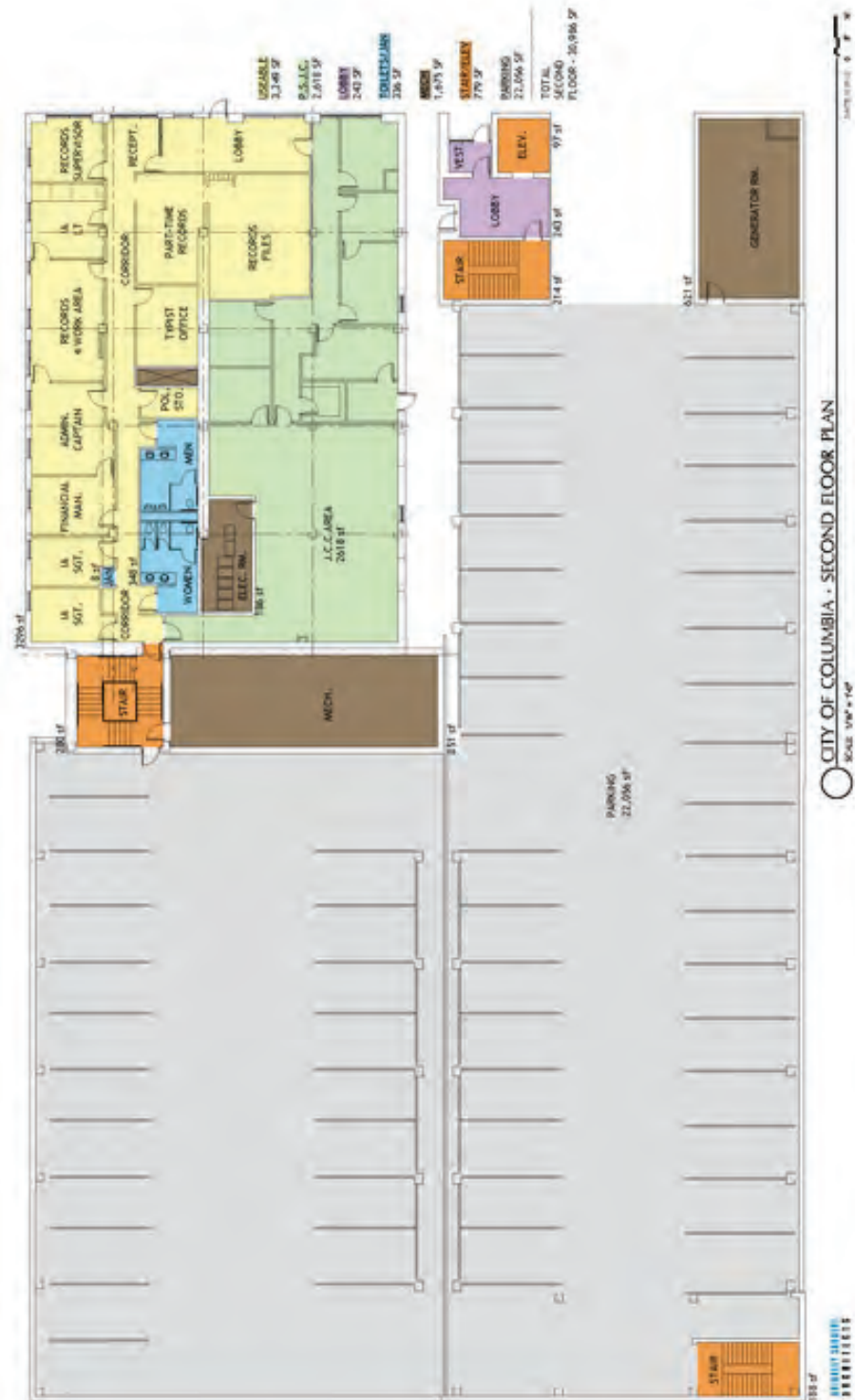
## FIRST FLOOR





## Police Building Plans - continued

### SECOND FLOOR



### THIRD FLOOR





**Columbia Police and Public Safety Joint Communications Building**

600 East Walnut

Columbia, Missouri 65201

Project No. 21009 Report by Gary Beeman, AIA

March 2012

**General**

This report seeks to identify the current condition of the building and identify obvious code and functional issues for consideration in development of budgets and strategies to accommodate potential renovations for Police or PSJC uses.



In general, the building is in moderate condition consistent with what you would expect for a building renovated over 30 years ago. We were not able to ascertain the precise make- up of exterior walls [destructive testing was not pursued and wall sections were not available].

The costs associated with potential future upgrades or changes in use would depend on the needs of those planned future uses. Spaces that have mission critical uses, like the PSJC, lab spaces, evidence processing and storage, jails, etc. have specific needs that make them much less flexible [and therefore much more costly] to accommodate/ renovate. Any work on the first floor at the shorter/ older portion of the building will be more challenging and likely more expensive due to the short headroom. The floor at that entire area appears to have flatness issues.

The architects were accompanied on their visual tour of the facility by Craig Klein, a former longtime member of the police department; Kent Branson, of the City's Building and Grounds Department; and two members of this staff.

### Chronology of Construction

The building was constructed in phases and has changed use several times.

The original building was reportedly constructed by the WPA in the early 1930's and occupied in 1933 as a fire, police and municipal court facility.

An addition was built and occupied in 1978. It encompassed adding the third floor office area; the parking deck and garage; and lower level west leg [beneath part of the parking deck]. At this time fire functions were no longer occurring and the police department and PS joint communication became the primary user of the facility; the local City owner power and light division occupied the third floor.

Renovations occurred in 2007, with the power and light moving out, and police/ PSJC occupying the entire building.

### Code

Many of the items listed as not being code compliant are for the current code. Americans with Disabilities Act compliance is mentioned throughout as simply ADA to maintain brevity. Other codes referenced would be for the current International Building Codes and other applicable International Code series requirements. The City of Columbia is currently utilizing the 2009 version.

The building is not currently sprinklered. Current codes may require it to be sprinklered to meet the area and construction type requirements of the new code. These would be affected by the intended use and occupancies determined to be utilized in the spaces.

## Asbestos

Reportedly removing all asbestos was addressing in 2000

## Foundation

Reportedly the foundation at the older portion of the building was constructed of rubble, that isn't very deep. The additions appear to all have concrete foundations. There is a small crack at the southeast corner of the dock/ generator building on the southeast corner of the project. It doesn't appear to be an issue, but should be monitored, as one observation doesn't provide a timeline. It is efflorescing some white salts type material; which is typical for that type of a crack- more of a concern is that it may allow moisture penetration to occupied spaces beneath. A similar condition at the southwest corner of the parking deck has been sealed with an asphaltic type waterproofing.

Reportedly underground water has been a recurring problem, especially along the north end of the building. A few years ago a second sump pump was added in a locker room; it reportedly runs almost constantly.

Columns appear to be steel and concrete at locations visible.

Roof framing is reportedly wood trusses. This is not visible from the underside as there is gypsum board [fire proofing] installed on the underside, with batt insulation installed on impaling pins on the underside.

Third floor construction at the addition is steel joists, deck and concrete construction.

## Roof

The existing EPDM [rubber] and built- up roof areas in fair condition. There is evidence of several leaks occurring at the high roof. The EPDM portion of the roof was reportedly installed 5 years ago. Appurtences like metal flashing for piping penetrations appear to be much older than this somewhat recent re- roofing. They appear to be potential causes for leaks [that are evident and were reported].

The type and thickness of the roofing insulation is not apparent from observation; based on the age of the building and typical construction utilized at that time it probably would not meet the current energy code standards.









There is a small amount of metal roofing at what is currently the main entrance. Its finish has faded, but appears to be performing acceptably other than the aesthetic issue.

There is an open wire trough around the west to north sides with a conglomeration of exposed wiring.

Parapet. The east and north elevations have a tile coping material, likely made of terracotta that matches the detailing that occurs at two locations down approximately two feet and 3.5 additional feet from

the top of the wall. It is not evident, but appears that the roofing system does not extend under this portion of the top of the wall. It would be desirable if it did/ could. The joint material between the tiles has failed at several locations. Recommend these be repointed with mortar- color to match the tile, raked back for a proper sealant profile and have sealant installed on top of the mortar. If the tiles are removed then a waterproofing system that sheds water and allows these to be UV protection and decorative is recommended.

Metal/ EPDM coping is the material at the rest of the facility- is appears to currently be in a serviceable condition. Similar to the tile coping- we suggest a waterproofing material be installed beneath this coping.

Neither roofing assembly appears to be fire- rated. Code review for building type may require this.

#### Rooftop Equipment

There is an antenna that is surface mounted on the roof. Reportedly it is the likely cause of ongoing leaks that appear beneath it. Further, there is a small split system condenser located just east of that that has a suspect piping penetration that is rusted and it looks like it could leak also [air and water]. Insulation needs to be replaced at condensation lines. There is no fall protection adjacent to the rooftop equipment and roof edge- no parapet condition at the west side of both the high roof and the roof at L3 height. This is especially hazardous the Level 3 height on the west side, where RTU's and equipment is installed near the edge of this small roof.

Holiday lighting appears to have been installed at the roof and along the north elevation of the building. Some of the penetrations for hanging this has left open holes and cabling.

Exterior Wall Materials- the brick veneer in general appears to be in good shape.

There is no mention of when this was last sealed, but likely beyond the recommended time to reapply exterior silane, or siloxane type sealers for the brick and mortar.

There are a few locations where control joints [expansion joints in Brick Institute of America terminology] should have been installed. At these locations the brick and mortar have cracked- probably due to thermal and moisture induced expansion and contraction. Recommend that control joints be installed at these locations [west elevation, on the northwest corner of the elevator addition.

West elevation at level 3 has windows with adjacent wall materials that have been modified. Cracked brick is occurring adjacent to these single glazed operable double- hung aluminum framed windows.

The south elevation reportedly leaked so much the brick veneer was covered with a weather barrier stucco system.

North elevation has an electrical weatherhead above the stair egress door that is mounted horizontally- it appears it isn't performing properly [not being vertically installed].

East elevation has full height glass and at least one light of glass at the reception area has what appears to be a bullet hole in it. There are also many leaks apparent along that L2 area exterior wall.

West elevation has had some considerable amount of brick replaced toward the south end of that wall

The existing aluminum framing system finish is discolored at several locations;

Some of the glass is insulated and the sealant that was to keep the spacer between the two lites of glass in place [at the edge of the glass] has failed.

Entrances have various accessibility issues- see lists for more specifics

Soffit. There is a plaster soffit located between the southeast stair/ elevator addition and the building that is showing signs of water draining onto and leaching out the plaster at this location. Installing drips at the edge of the vertical surface would minimize future deterioration. This area should be recoated, or at least painted [depending on the construction makeup].

Lintels. Several loose brick lintels have reportedly been replaced; others appear to also be rusting.

## Parking Deck

The drain in the middle of the deck has had a galvanized liner installed somewhat recently- apparently to conduct water that was leaking on the construction/ walls, equipment and cars parked beneath. This remedial action doesn't look to be a very long lasting remedy as it is already showing signs of corrosion.

The majority of the parking deck was recently coated; but only at the parking locations. The north perimeter sidewalk, and somewhat along



the south side is showing some considerable deterioration of the concrete. Exposed rebar is rusting at some stub column locations.

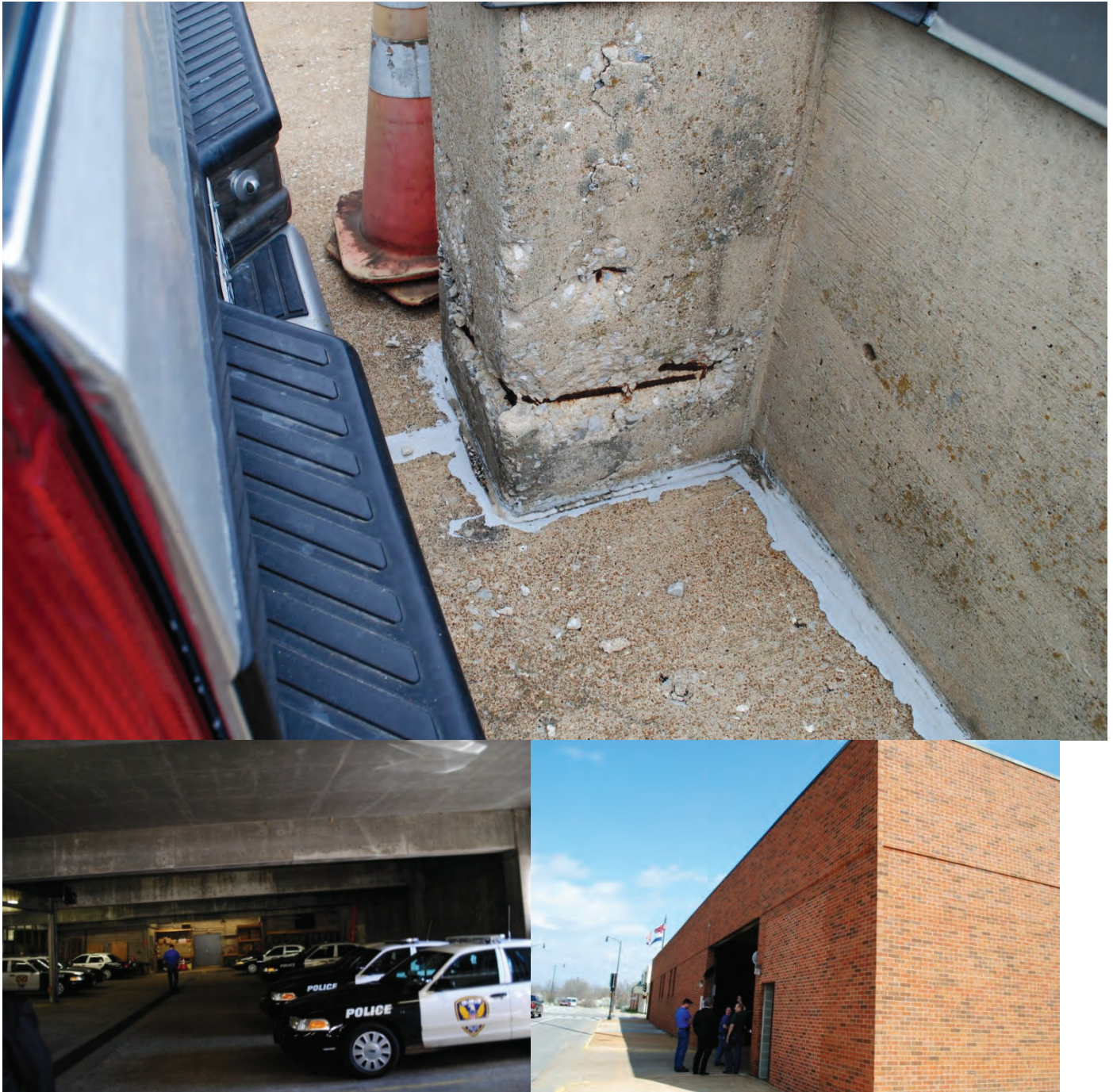
Leaks at the far west end of the deck and related mold was reportedly remediated in 2000. Having a traffic deck, with the moving/ stopping of the vehicles makes for a challenging water- proofing installation that will require ongoing maintenance.











#### HVAC System-

The majority of the existing equipment was installed no earlier than the 1978 completion date- so the equipment is probably a year or two older than that. The design parameters of that time were such that the system is likely under- designed for what is considered comfortable today [current expectation are to keep you warm, even on extremely cold days; and cold on extremely hot days.] Further, many

of the current users wear bullet- resistant vests/ armor that are very hot to wear- thus wanting to increase the AC side capacity of the system at those areas. The system design [multi- zone] is considered somewhat archaic at this date and it isn't very user friendly for a 24/7 type operation- as it is in either heating or cooling mode. Some portions of the building want to be in heating, while others have equipment or personnel density that would require cooling- even on cold days. The communications portion of the project doesn't appear to have a redundant system.

Controls are pneumatic and appear to be very old. Replacement parts of a system of this age are typically extremely difficult, and therefore expensive to locate.

Exhaust for the lower level appears to be into the parking area. That might be questionable depending on the types of chemicals utilized in crime scene and exhausting of bloody evidence, etc.

#### Electrical systems

The building was constructed prior to the increase in electrically operated equipment. Most of the panelboards observed are very old and replacement parts would not be available. An engineer would need to review to see if the wiring systems would meet the current code. Reportedly the circuit breaker trips regularly; indicating the circuits are overloaded [panels are not large enough].

The PSJC area has one UPS; not sure where the redundancy is with that system [would require more of an electrical engineering evaluation/ study to more completely understand].

The radio tower doesn't have the grounding we often see where the coaxial cable enters the equipment room [at the bottom of the tower].

There is an electrical transformer in the parking garage- without a rated enclosure.

There are so many panels at so many locations [from the building being added onto and renovations over the years of different uses] that it would be extremely difficult to know which panel serves which area/ equipment.

Electric gear and panelboards do not have a fire rated separation from the rest of the facility. The size of the service at each location would be the factor to determine if this is compliant or not.

### Emergency Generator

The emergency generator is located in a storage room that has a dock door on the east side.

### Lighting

Exterior site pole fixtures at the parking deck are maintained by a regional parking district.

Interior – multiple types of 2' x 4' fluorescent fixtures have been utilized with parabolic reflectors on level two and lensed type at Level 3. Incandescent fixtures were utilized at some service locations.

Daylighting potential exists on the upper two floors, but is limited on the south and east of the lower level due to being underground and under the parking deck.

### Landscaping

The site is urban and there is no landscaping.

Site and Building Graphics will probably need to be modified for the new uses.

### Electrical service

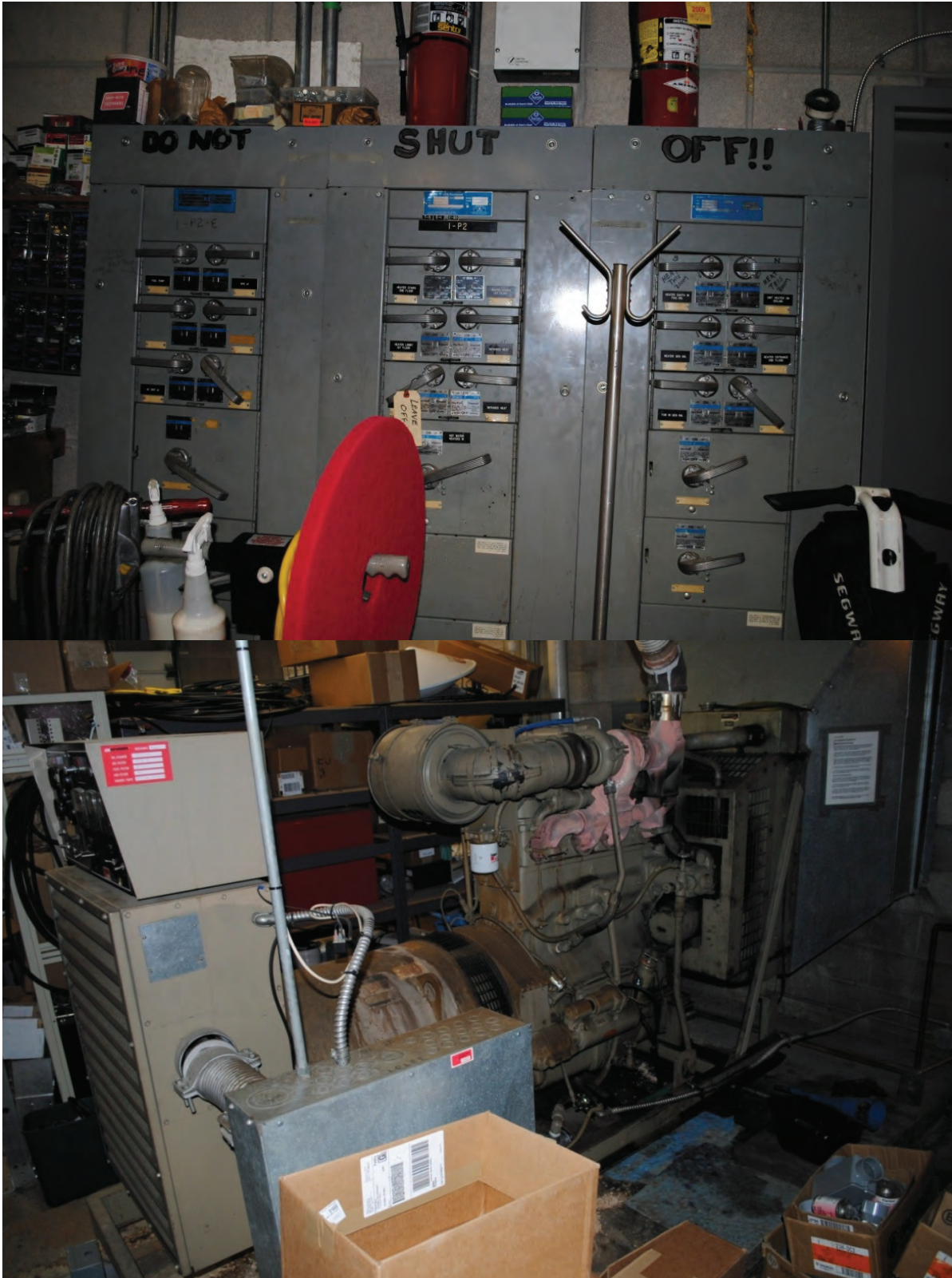
It appears the building is fed from the alley to the south of the facility. One transformer exists in the lower level of the garage.

### Fire Alarm

Typically when we renovate a building of this age the system is not addressable and has to be upgraded/ replaced.









Fire Sprinkler – There is no fire sprinkler system.

Domestic water – there appear to be more than one service to the building; with likely additional service available.

Interior building finishes are typically drywall partitions, hollow metal and wood door frames, with wood doors. The types of doors, frames, texture, and etc. change as you progress through the different evolution phases of the facility. The circulation is somewhat inefficient- likely responding to different infill and use changes over the years.

#### Interior Construction.

Third floor walls have drywall construction that appears to be fire-rated. Penetrations for services installed since the original construction have not maintained this fire rated construction. Further the department has an open- door policy that is contrary to strict interpretation that these doors are to be closed [believe they are closed/ locked when someone is not in the room- but general areas might be an exception].

Fire walls appear to have been penetrated to accommodate other work [data cabling] that might affect plenums/ separations.

#### Toilet room walls and floors

The multiple user toilets are generally not ADA compliant for several reasons including turn- around space; toilet compartment size; countertop/ sink height and configuration; water closet flush valves aim the wrong direction. The rooms will not be easy to modify as the space required to become compliant will require that the physical size of the room will need to get larger.

Plastic laminate countertops are generally failing and need to be replaced.

Drinking fountains often are not ADA compliant [don't have the low/ hi configuration] and appropriate controls.

Locker rooms don't appear to be ADA compliant- toilet stalls accessible entrance space, grab bars; showers; dressing bench/ mirror; accessible lockers.

#### Floors

Generally the floors show wear consistent with the age of the facility. At the first floor there are numerous floor flatness issues.

There are open expansion joints at L1

### Building Doors and Hardware

Access control is provided to the exterior perimeter by proximity type card readers.

Lower level doors and frames are wood. L2 has rated corridors with associated doors and hollow metal frames. Cylindrical locksets with levers are the typical hardware.

### Elevator

There is one elevator at the far southeast corner of the building. It is hydraulic, and is not currently in a separate elevator lobby. The cabs have plastic laminate walls and fluorescent lighting.

Reportedly the pump was overhauled approx. 5 years ago; controls appear to be original equipment. Original installation date on equipment tag say 1985. 2500 lb capacity at 115 fpm travel speed.

Handrails/ guardrails- at exit stairs are not code compliant; they would allow a 4" sphere through and are not the proper height- and don't have handrails within the stair at the guardrail side.

### Stairs

The stairs are not compliant with the current codes. Riser heights and tread lengths have changed since this building was constructed. The handrails/ guardrails don't meet the 4" sphere rule, required heights, edge drop-off. The configuration of the middle north stair isn't compliant in directing traffic out at grade. That stair also has a skylight that may not maintain the required shaft rating.

The northeast public entrance handrails are not ADA compliant.

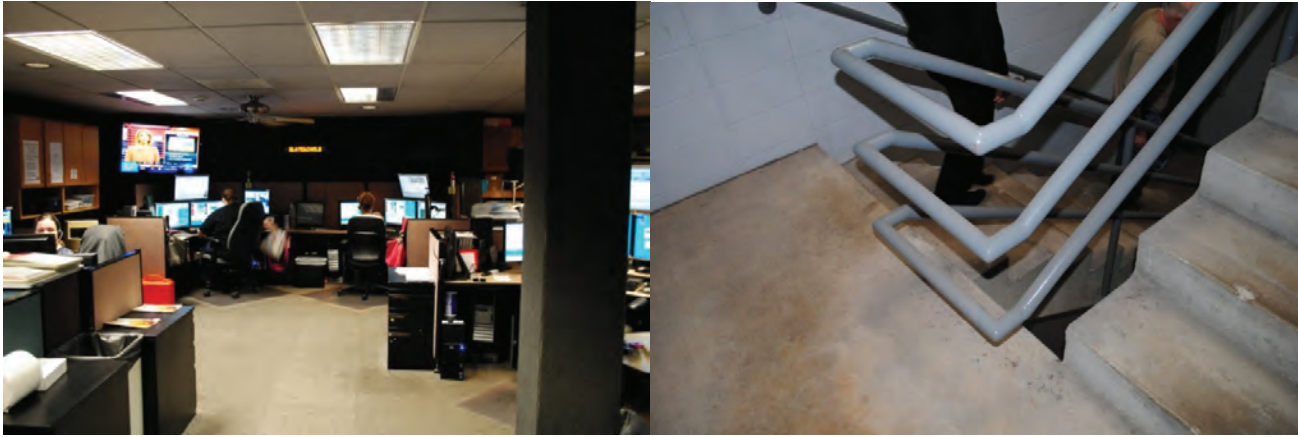
HVAC shafts aren't fire rated; the large atrium area doesn't have fire rated doors/ frames around it and it doesn't have a smoke control/ evacuation system.

### Jail Cells

The cells don't appear to meet American Correctional Association standards. We are not aware of other requirements from the state for jail standards. Some due to size- others lack plumbing; none appear to be ADA compliant. Guidelines for specific use and any state requirements would require further investigation.







## Site

This facility is located in the downtown district and has utilities and services that are consistent with this type of area. No major issues related to the site, as it relates the buildings general condition were noted. Location as it relates to desired functions and location are not factored into this survey of the condition of the facility. Minor foundation issues were noticed. The largest site variable is probably the underground stream/ water flow. The site does slope with the eastern end one floor higher than the western end. No vegetation exists on this site. The solar orientation of is mainly east/ west orientation which is generally preferred from a solar gain standpoint. Site drainage appears to be adequate; no issues were identified. Site access is limited to one entrance for each parking area- typical for a downtown parking garage, but a potential negative for an instant response if something blocks that entrance. Pedestrian circulation to the facility is good; Columbia appears to have an active pedestrian character. That the public have access to police/ JC vehicles, radio tower, electrical and water, air intake, the building in general would not meet the guidelines of separation from a security standpoint. Which of these attributes are given more precedence might be determined by the future uses of the facility.

Parking is always a challenge when patrol use is part of a facility. This is due the patrol staff parking their personal cars- for two shifts, the department vehicles. Having more shifts, as they currently have, may reduce this some, but it still puts a strain on the available spaces. Potential future uses within the building will need to be examined to determine if the current count is adequate.

Site paving – Accessible parking is a concern as some that are installed do not appear to be ADA compliant. Sealant needs to be reworked at some locations where walks about the building.



## **Anticipated Costs Related to Bringing the Building up to Current Codes**

Building code issues include the following:

- Stairs and stair guard/ handrails
- Doubt there is a vapor barrier at the on- grade flooring systems- especially at the WPA construction. With current flooring materials using water based adhesives, having air conditioning and other factors- this vapor drive could very likely cause issues. One potential remedy would be to add something on top, but this solution may not provide a continuous barrier if existing walls are to remain.

Energy Code/ LEED. Missouri currently has no current state energy code. Seven of the eight states contiguous to Missouri have adopted the IECC, and Arkansas has adopted an ASHRAE standard. There is a potential- and how to gauge that is beyond this survey's scope- that a state energy code could be adopted. Our predictions related to this are based on the adoption of the International Energy and Conservation Code.

Information on the existing construction is not known; destructive test measures were not undertaken to attempt to determine existing construction. We base our recommendations and assumptions on what 'typical' construction was using at the time this was constructed. An energy model and much more extensive study would be required to provide precise needs- anticipated additional work includes the following:

- Additional roofing insulation [thickness]; and the roof will likely be over half its anticipated life when the project gets under construction.
- Having a reflective roof.
- Exterior walls type and thickness of batt insulation is not known- new construction is required to have continuous insulation on the exterior of the studs.
- Exterior windows and storefront framing are not thermally broken. The glass does not have a low e coating.
- At below grade exterior wall locations we doubt there is rigid insulation at and below grade.
- Light fixture efficiency and lighting controls- the current fixtures would likely need to be replaced and a lighting controls system added, with daylighting and automatic turn off features.
- Plumbing fixtures- toilets and lavatories would likely need to be replaced for more efficient [less water use].
- HVAC systems- efficiency, air quality issues, controls, comfort and desired zoning capabilities, and general age and life expectancy of the existing HVAC equipment would mean a total replacement is anticipated.

OSHA

- Fall protection at rooftop HVAC equipment

#### Other Recommended Renovation Costs

Remove and replace sealant at all exterior wall- control joints and around aluminum framing and windows.

Replace rooftop penetrations- sheet metal and rework penetrations to be air and water tight.

Existing finishes- especially flooring will be at or beyond a normally anticipated life cycle- and are being considered as total replacement. Also anticipated modifications to uses/ walls will likely lean to replacement.

#### Ramifications of Anticipated Renovation

With the total replacement of the HVAC equipment and electrical systems the building should be expected to be totally vacated during the construction phase. A upcharge for the short floor to floor at level one at the older portion of the facility, due to the shorter floor to structure height.

# Planning Context

## Planning Horizon

The most difficult aspect of planning any municipal facility is anticipating future space and use requirements. The most common design error made concerning this building type is that a needs assessment is not undertaken which can result in the building capacity being exceeded within a short time after occupancy.

This study is meant to be a long-term road map for the facility needs of these departments. Therefore the hallmark time frames of 10 years and 20 years were established for this study. This time frame alleviates the issue of the departments outgrowing the expanded facility shortly after occupying it.

## Population Growth

The City of Columbia had a 2000 population of 108,500. The reported population in 2011 used for the purpose of this study was 132,800. In looking at the continued growth in the future, staff and the planning team created a list of comparable cities against which to hallmark growth. The cities were selected based on being a mid-sized city with a university within the city limits. (Refer chart below.) For purposes of this study, the possible population growth at 2021 of 132,800 was utilized, while 2031's population is 159,400.

City	Population/Metro	Geographic Size	Distance to next Metro Area (40K+)	University	Students
<b>Columbia</b>	<b>108,500</b>	<b>63 sq.mi.</b>	<b>30 mi. (Jefferson City)</b>	<b>University of Missouri</b>	<b>34,000</b>
Springfield, MO	159,500/436K	74 sq.mi./3K sq.mi.	60 mi. (Joplin)	Missouri State	21,000
Fort Wayne, IN	253,700/414K	111 sq.mi./1.4K sq.mi.	95 mi. (Indianapolis)	Indiana-Purdue Fort Wayne	14,000
Fort Collins, CO	144,000/298K	53 sq.mi.	12 mi. (Loveland)	Colorado State	30,000
Boulder, CO	103,700/293K	25 sq.mi.	12 mi. (Broomfield)	University of Colorado	30,000
Denton, TX	200,000/6.145M	62 sq.mi.	15 mi. (Lewisville)	University of North Texas	36,000
Norman, OK	111,000/1.227M	190 sq.mi.	9 mi. (Moore)	University of Oklahoma	30,000
College Station, TX	94,000/203K	40 sq.mi.	4 mi. (Bryan)	Texas A&M	50,000
Knoxville, TN	179,000/655K	98 sq.mi.	120 mi. (Chattanooga)	University of Tennessee	28,000
Tuscaloosa, AL	90,468/210K	70 sq.mi.	50 mi. (Birmingham)	University of Alabama	32,000
Athens, GA	115,000/189K	118 sq.mi.	60 mi. (Atlanta)	University of Georgia	36,000
Columbia, SC	129,000/768K	139 sq.mi.	60 mi. (Augusta)	University of South Carolina	28,000

Columbia, MO predicted growth: 132K at 2021, 159K at 2031

# Police Planning

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## Staffing Projections

Projecting staffing requirements is one of the most crucial aspects of a successful needs assessment. Projections of staff requirements were made using past history, present staffing and staffing growth of comparable towns in conjunction with Police staff. Considerations for precinct facilities were also taken into account.

The organizational charts on the following pages show both the current staffing for 2011 and the expected growth of the police department. This growth is based on expected staffing for the hallmark years of 2021 and 2031. The distribution and growth of personnel is based on discussions with the Police Department. In addition, each of these bench mark years is shown in comparison to other cities of similar size and composition.

Presently, the Police Department has a total staff of 196. The current sworn ratio is 1.49 sworn staff per 1000 residents. The department is projected to grow to a total staff of 262 with a sworn ratio of 1.59 in 2021, and the staff will total 370 in 2031 with a sworn ratio of 1.88. This staffing number takes into account the addition of two precinct stations along with the headquarters location. Some variation will occur in this number based upon the option selected.

## Current Police Staffing (2011)

Police Department	Comparison at/near 108,500 population			
	Columbia	College Station, TX	Boulder, CO	Tuscaloosa, AL
Year	2011	2011	2011	2011
Population	108,500	94,000	103,700	90,500
<b>Police Admin</b>				
Chief	1	1	1	1
Admin. Secretary	1	2	2	1
Crime Analyst	1	1	4	1
Deputy Chief	1	3	2	2
Sergeant (Public Relations)	1			1
Public Information Officer	2	1	1	1
Accreditation Officer	1	1	1	1
Neigh./Vol. Officer (Off Site)	1		6	
Subtotal	9	9	17	8
<b>Administration Division</b>				
Admin Captain	1		1	1
Report Review Officer	1			
Quartermaster	1	1		
<b>Internal Affairs</b>				
Lieutenant	1		1	
Sergeant	2	1	1	
ASA III	1	1		1
<b>Training</b>				
Sergeant	1	1	1	1
Officer	1	1	2	2
Admin. Tech	1	1		1
<b>Financial Management</b>				
Specialist	1	1	5	1
<b>Records</b>				
Supt. Supervisor	1	1	1	
ASA I	4	8	10.5	3
ASA I Typist	4		10	1
<b>Fleet / Building Services</b>				
Supervisor	1		1	
Custodial Services	1	1	6	
FTE	1			7
Subtotal	23	17	39.5	18
<b>Operations Support</b>				
Captain	1	1		5
Lieutenant	1	1	1	
ASA III	1		4	1
<b>General Investigations</b>				
Sergeant	1	2		2
Investigators	9	16		28
Investigator	1		3	
<b>Family Services</b>				
Sergeant	1			1
Investigators	3		26	7
DOVE	2		5	8
School Resource Officer (Off Site)	4		6	
<b>Special Units</b>				
Sergeant	1			2
Narcotics Investigator	4		4	11
Street Crime Officer	4		2	
HIDTA (Off Site)	1		4	
<b>Evidence</b>				
Evidence Custodian	1	1	1	
ASA III	1	4	2	2
ASA I	1		2	2
<b>Special Operations</b>				
Lieutenant	1		1	1
Quartermaster	1		1	
<b>Traffic Unit</b>				
Sergeant	1		2	2
Accident Investigators	3		5	
DWI	2		1	
Motor	4		14	14
CSA	1			
Subtotal	50	25	84	86



## Current Police Staffing (2011) [continued]

<b>Patrol</b>				
Captain	1	1		4
Shift A (6am-6pm)				
Lieutenant	1			
Sergeant	4			
Officer	24			
Downtown Bike Officer	1			
Station Master	1			
CSA	2			
Tele-Serve CSA	1			
Court Processor	1			
Shift B (10am-10pm)				
Lieutenant	1			
Sergeant	4			
Officer	27			
Station Master	1			
CSA	1			
Shift C (6pm-6am)				
Lieutenant	1	3		
Sergeant	4	12	10	
Officer	36	80	90	120
Station Master	1			
CSA	2			4
Subtotal	114	96	100	128
<b>Other</b>				
Miscellaneous Sworn Position				31
Animal Control		4	6	
Jail		4		
Dispatch		30	33	40
<b>Total</b>	<b>196</b>	<b>185</b>	<b>279.5</b>	<b>311</b>
Civilian Staff	34	60	106.5	60
Sworn	162	125	173	251
Sworn per Capita	1.49	1.33	1.67	2.77

## Police Staffing 2021

### Police Department

Comparison at/near 133,000 population

	Columbia	Denton, TX	Ft. Collins, CO
Year	2021	2011	2005
Population	132,800	120,000	136,000
<b>Police Admin</b>			
Chief	1	1	1
Admin. Secretary	1	1	2
Crime Analyst	3	1	1
Deputy Chief	1		1
Sergeant (Public Relations)	2	1	
Public Information Officer	3	1	1
Accreditation Officer	1		1
(ONS Officer)	1		
(Civilian)	1		1
(Crime Prevention Officer)	2		
Neigh./Vol. Officer (Off Site)	1		
Planner/Grant Manager			
Subtotal	17	5	8
<b>Administration Division</b>			
Admin Captain	1	1	1
Lieutenant		1	
RMS Project	1	2	1
ASA		1	
Report Review Officer	1		
Quartermaster	2		
<b>Internal Affairs</b>			
Lieutenant	1	1	
Sergeant	2		2
Officer	2	1	
ASA III	2	1	
<b>Training</b>			
Sergeant	1	1	
Officer	1	1	
Officer/Recruiting	2		
Admin. Tech	1		
ASA	1		
<b>Financial Management</b>			
Specialist	1		2
<b>Records</b>			
Supt. Supervisor	1	1	2
ASA I	4	6	21
ASA I Typist	3		
<b>Fleet / Building Services</b>			
Supervisor	1		
Custodial Services	2		
FTE		1	
Miscellaneous Sworn Position			
Miscellaneous Non-Sworn Position			
Subtotal	30	18	29

## Police Staffing 2021 (continued)

<b>Operations Support (CID)</b>			
Captain	1	1	
Lieutenant	1	1	5
ASA III	1	1	
General Investigations			
Sergeant	1	3	2
Investigators	12	11	16
Investigator	4		7.5
Family Services			
Sergeant	1		1
Investigators	4		7
Investigator	2	2	3
DOVE	3	5	
School Resource Officer (Off Site)	5	7	
Special Units			
Sergeant	2	1	1
Narcotics Investigator	8	4	8
Sergeant - Street Crimes	1		1
Street Crime Officer	6	2	8
HIDTA (Off Site)	1	1	
Evidence			
Evidence Custodian	1	2	1
ASA III	1	2	3
ASA I	2		3
Special Operations			
Lieutenant	1		
Quartermaster	1		
Traffic Unit			
Sergeant	1	1	
Accident Investigators	5		
DWI Sergeant	1		1
DWI	4		
Motor Sergeant	1		1
Motor	8	11	6
CSA	2		
Subtotal	81	55	74.5
<b>Patrol</b>			
Captain	1	1	
Lieutenant	3	3	5
Sergeant	16	9	12
Officer	99	97	82
Downtown Bike Officer	1		
Station Master	3		
CSA	9		8
Tele-Serve CSA	1		
Court Processor	1	4	
Subtotal	134	114	107
<b>Other</b>			
Miscellaneous Sworn Position			
Miscellaneous Non-Sworn Position			10
Jail		10	
Animal Control		8	
Dispatch / IT		20	35
Total	262	230	263.5
Staff Per Capita	1.97	1.92	1.94
<b>Civilian Staff</b>			
Sworn	211	173	163
Sworn per Capita	1.59	1.44	1.20



## Police Staffing 2031

Police Department		Comparison at/near 159,000 population			
	Columbia	Ft. Collins, CO	Knoxville, TN	Springfield, MO	
Year	2031	2020	2010	2011	
Population	159,400	178,000	179,000	159,500	
Police Admin					
Chief	1	1	1	1	
Admin. Secretary	3	2	3	1	
Crime Analyst	3	2	5		
Deputy Chief	3	1	4	3	
Sergeant (Public Relations)	2			1	
Public Information Officer	3	1		2	
Accreditation Officer	1	1		1	
(ONS Officer)	3			4	
(Civilian)	3				
(Crime Prevention Officer)	4			6	
**Neigh./Vol. Officer (Off Site)	1				
Social Media	1			2	
Legal	1			1	
Planner/Grant Manager	1		1	2	
Subtotal	30	8	14	28	
Administration Division					
Admin Captain	1	1	1	1	
ASA				1	
Admin Lieutenant	1			2	
RMS Project	1			3	
IT Staff	1			4	
Report Review Officer	2				
Quartermaster	2			2	
Internal Affairs					
Lieutenant	1		1	1	
Sergeant	2	3	4	4	
Officer	4				
ASA III	2	1	1	1	
Training					
Lieutenant	1		1	2	
Sergeant	2	2	4	3	
Officer	3	10	3	8	
Officer/Recruiting	2		2	8	
Admin. Tech	1	2	1	1	
ASA	1			2	
Financial Management					
Specialist	1	4	1	2	
Records					
Supt. Supervisor	1	6	3	3	
ASA I	8	20	4	15	
ASA I Typist	0				
Fleet / Building Services					
Supervisor	1			1	
ASA				1	
Custodial Services	2		2	6	
FTE				8	
Miscellaneous Sworn Position			4		
Miscellaneous Non-Sworn Position			20		
Subtotal	40	49	52	79	

## Police Staffing 2031 (continued)

<b>Operations Support (CID)</b>				
Captain	1	1	3	1
Lieutenant	1	2	4	2
ASA III	3	5	4	6
<b>General Investigations</b>				
Sergeant	3	3	4	6
Investigators	15	17	30	26
Investigator	4	1	1	3
<b>Family Services</b>				
Sergeant	3	5	1	
Investigators	6	18	6	
Investigator	2			
DOVE	4	2	2	
School Resource Officer (Off Site)	5	13		12
<b>Special Units</b>				
Lieutenant	1		1	
Sergeant	2	1	2	1
Narcotics Investigator	10	8	8	7
Sergeant - Street Crimes	2		3	1
Street Crime Officer	12		8	7
HIDTA (Off Site)	1		1	10
<b>Evidence</b>				
Evidence Custodian	1	2	1	2
ASA III	2	11	4	5
ASA I	4	1	4	5
<b>Special Operations</b>				
Lieutenant	1		1	2
Quartermaster	1	1	1	
<b>Traffic Unit</b>				
Sergeant	1	4		6
Accident Investigators	5		2	8
DWI Sergeant	1			1
DWI	4	1		4
Motor Sergeant	2		2	2
Motor	10	10	3	16
Crossing Guards				12
CSA	2		3	
Subtotal	109	106	108	145
<b>Patrol</b>				
Captain	2	1	4	1
Lieutenant	6	9	17	2
Sergeant	21	17	43	16
Officer	134	124	245	123
Downtown Bike Officer	2			
Special Response Team				10
Station Master	5			
CSA	14	5	5	4
Tele-Serve CSA	2			
Court Processor	3			
ASA	2			
Subtotal	191	156	314	156
<b>Other</b>				
Miscellaneous Sworn Position			4	
Miscellaneous Non-Sworn Position				
Dispatch / IT	0	53		
Total	370	372	492	408
Staff Per Capita	2.321	2.090	2.749	2.558
<b>Civilian Staff</b>				
Civilian Staff	71	118	74	83
Sworn	299	254	418	325
Sworn per Capita	1.88	1.43	2.34	2.04

# PSJC Planning

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## Staffing Projections

As with the Police, projecting staffing requirements is one of the most crucial aspects of a successful needs assessment. Projections of staff requirements for the Public Safety Joint Communications were made using past history, present staffing, industry recommendations and staffing growth of comparable towns in conjunction with Communications and Emergency Operations staff. Consideration was also paid to the possibility of the Office of Emergency Management growing into a fully separate, though linked, department.

The organizational charts on the following pages show both the current staffing for 2011 and the expected growth of the PSJC and the Office of Emergency Management (OEM). This growth is based on expected staffing for the hallmark years of 2021 and 2031. The distribution and growth of personnel is based on discussions with the PSJC staff. In addition, each of these bench mark years is shown in comparison to other cities of similar size and composition.

Presently, the Public Safety Joint Communications and the Office of Emergency Management function as a merged department with a total staff of 38. The current staff per capita is 0.233 staff per 1000 residents. The department is projected to grow to a total staff of 71 with a ratio of 0.385 in 2021, and the staff will total 90 in 2031 with a ratio of 0.437. These numbers are based on projected population numbers for Boone County which currently stands at 163,000 and is expected to grow to 184,500 in 2021 and 206,000 by 2031. PSJC provides county-wide services which creates a greater challenge in seeking reasonable comparables. With input from the PSJC staff, the study team settled on using Springfield, MO as the comparable. Significant differences remain. Though Springfield serves the same function as a county-wide service for both Police, Fire and County, just as PSJC does, they do not dispatch EMS, which is a service provided by PSJC. The volume of EMS calls explains the discrepancy in the staffing numbers between PSJC and Springfield.



## PSJC/OEM Staffing

### Public Safety Joint Communications / Office of Emergency Management

Springfield				
Year	2011	2021	2031	2011
Population	163,000	184,500	206,000	275,000
	Current	Add'l	Add'l	
PSJC/Emer.Man. Director	1			
Assistant Director		1		
Exec. Admin. Asst.	1			
Admin. Services Manager	1			
Operations Manager	1		1	
Training Manager		1		
Trainer		1		
Shift Supervisors	4	1		
Emergency Telecommunicator (14)	25	22	18	
System Support Analyst	2	1		
Admin. Assist.	1	1		
Public Information/Comm Officer	1	2		
ASA		1		
Tech. Staff (OEM)		1		
Tech. Staff (PSJC)		1		
Part-Time Personnel	1			
<b>Total (Current + Add'l)</b>	<b>38</b>	<b>71</b>	<b>90</b>	<b>73</b>
<b>Staff Per Capita</b>	<b>0.233</b>	<b>0.385</b>	<b>0.437</b>	<b>0.265</b>

Growth projections from MissouriPartnership

PSJC Staff
OEM Staff

‡ Budget notes 9 unfunded positions for Emergency Communications. 10 personnel noted for OEM.

## Security Levels

Due to the nature of both internal activities as well as visitors to any public safety facility, various security levels are required within these buildings. Separation of the Staff and Public entries is important to the security of the facility.

### Police Security

The Police public lobby will remain open 24 hours. The Station Master is the public reception point for most visitors to the police

building/s. A secondary public entrance may need to be provided for Property/Evidence. The remaining portions of the building will have controlled access by card-type authorization.

Once an individual has passed through the first level of security, a second level of access qualifications will be required to gain access into the Records area as well as other public functions such as Police Administration and Operations Support. A third level of access requirements will be used at the Holding area, Evidence and Crime Lab areas.

## PSJC Security

The public lobby for the PSJC/OEM facility will be open during defined business hours. Similar to the Police a secure reception point will be established to control public access to the facility. Access control to secure areas within the facility, either from staff entry points to the facility or for public cleared for entry from the lobby will be managed by card-type authorization. Use of electronic access control systems allows for zones of varying security levels to be created throughout the facility and for users to be granted or denied access to these areas with relative ease.

# Other Planning Factors

Several functional elements that impact the square footage, site requirements, and site development were identified during this needs assessment process. Some of the key factors are listed below:

- Police Training – This process occurs at the Training Facility, so no specialized physical training rooms are planned at any of the facilities included in this study. Only classroom training spaces were considered.
- Detention – Since the County facility is so close, minimal holding and processing spaces were needed.
- Victims Services – The Police department currently partners with the local child advocacy group to assist young victims, and this working relationship is expected to continue. Therefore, no dedicated office space for this function is



needed, but a soft interview room can be used to meet with victims.

- Evidence Lab/Processing – Staff noted that the regional crime lab often cannot turn around evidence processing as quickly as desired, so space considerations were included to allow staff to perform more procedures in house in the future. This includes space for latent prints and AFIS.

## Site Planning

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### Parking

The most significant impact on Site Planning is parking for all staff, city owned (secure) and public vehicles. The parking requirements are divided into Public, Staff, and City/Secure. A chart for the parking needs at each proposed facility is included in the analysis section for that facility. The department recently ended their take-home policy and do not anticipate bringing it back; this was taken into account when determining the parking needs.

# Space Needs - General

## Introduction

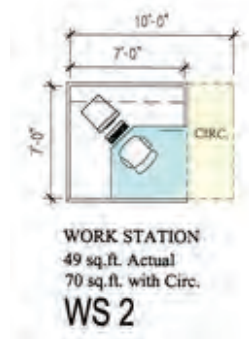
Based upon the conclusions discussed in the Planning Section of this program, the requirements for each area of the Police Facility are summarized in the following narratives. The function, adjacencies, and accessibility of each element are detailed, including assumptions and unique conditions that were placed on some areas.

## Explanation of Circulation Factors

The **Circulation Area** is the portion of the Gross (Total) Area, whether or not enclosed by partitions, which are required for physical access to some subdivisions of space.

### **Systems Office Furniture (Work Stations) Circulation:**

Contrary to popular perception systems office furniture does not take up dramatically less space. What they do allow is flexibility of that space. A certain amount of area is added to these systems before the department circulation to allow for adequate circulation to each of the systems cubicles. Please see the drawings of the workstations for the area added to the actual size.



### **Gross Circulation:**

This is a calculation of the circulation needed to travel to and within the department and the thickness of walls. It is a percentage of the Gross square footage (i.e. the subtotal and the circulation together). This number is calculated (using 25% as an example) by taking the subtotal and dividing it by (100-25) then multiplying by 25. This gives you a number that is 25 percent of the Gross square footage. [(Subtotal/75) x 25= gross circulation] This circulation number varies depending on the makeup of the department.

#### **Gross Circulation Sample**

$$(\text{Subtotal}/75) \times 25 = \text{gross}$$

### **Exterior Wall/ Mechanical/Circulation Factor:**

After each department is added together to form a component (i.e. Patrol, CID, Staff Support) then each component has a building envelope and mechanical factor added to it. This number covers the area needed for exterior walls and mechanical systems and circulation between components.

## Explanation of Department Tables

The table shown below serves as a legend to understanding the tables shown in each department section to follow.

Police Needs Assessment									
Division									
1	2	3	4	5	6	7	8	9	
Requirements Data Sheet	Current 2011	Future Space Needs			Projected 2021 Requirements			Projected Add'l 2031 Requirements	
Item Description	Staff	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff
<b>Division</b>									
Waiting (5)					20		5	100	
Info Kiosk				9x9	81		1	81	
Admin Assistant		WS4		7x8	80	1	1	80	-
Conference (4)				10x10	100		1	100	-
Captain	1	PO3			180	1	1	180	-
Lieutenant	1	PO1		10x12	120	1	1	120	1 1 120
Clerk		WS5		8x8	88	2	2	176	1 1 88
Technician	1	WS5		8x8	88	1	1	88	1 1 88
Volunteer workstation		WS1		4x5	35		1	35	-
Work/Copy				10x12	120		1	120	-
Supply Room				9x10	90		1	90	-
Coffee/Coats				7x9	63		1	63	-
Net Subtotal	3					6		1,233	3 296
28% Gross Circulation								480	115
Total Gross Sq. Footage								1,713	411
Total Area	3.0					6.0		1,713	9.0 2,124

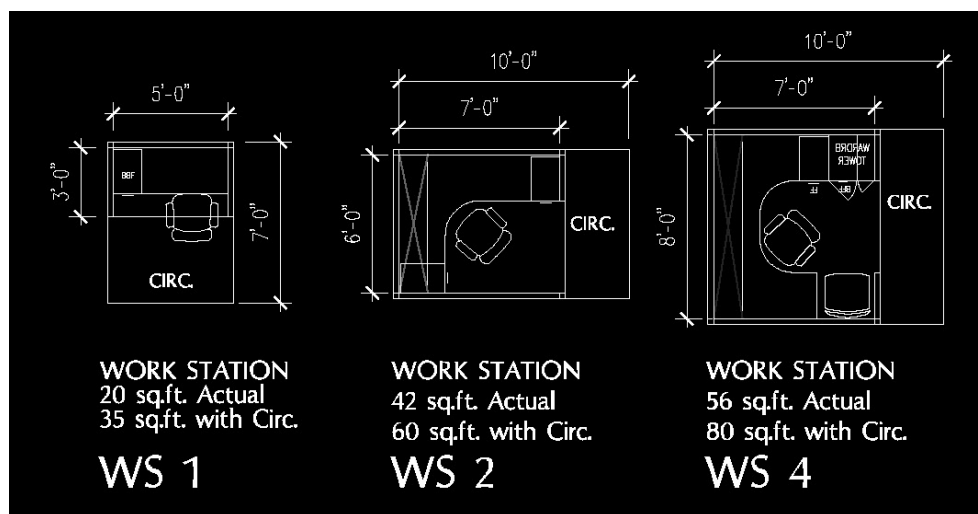
( ) Peak Users to be Accommodated

1. Description of space or personnel space.
2. Current staffing numbers.
3. Space code identifies spaces listed in space standards section.
4. Unit size describes physical size of space.
5. Unit area per space or personnel housed within space.
6. 10-year hallmark (2021) for staff projections.
7. Number of spaces required (i.e. One conference room is provided).
8. Total area equals unit area times number of spaces to develop total area.
9. Same as Year 2021 codes except additional staff and areas for 2031 population.
10. Reflects walls/circulation as described on previous page.

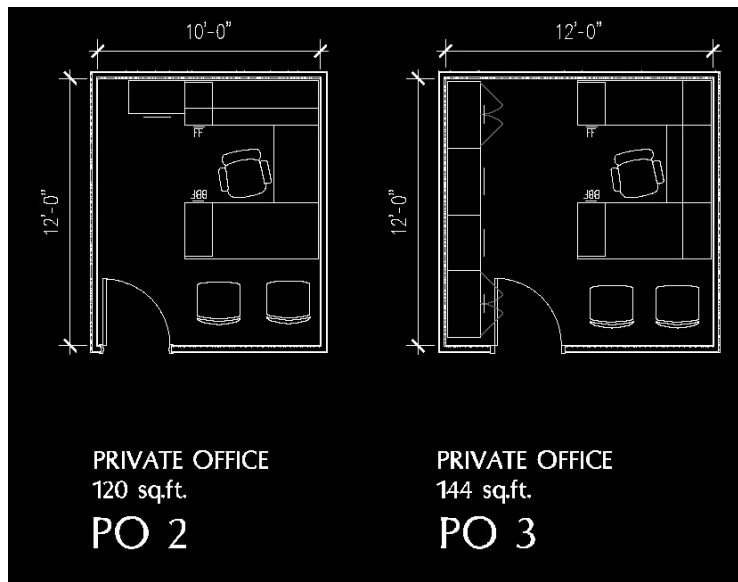
# Space Standards

The space standards used for this program are based upon the furniture quantity and sizes necessary to meet the functional needs of the space. The following diagrams show the standards set for this project. The furniture layouts shown are for informational purposes only and may not reflect the final furniture elements or arrangements.

## Workstations



## Private Offices

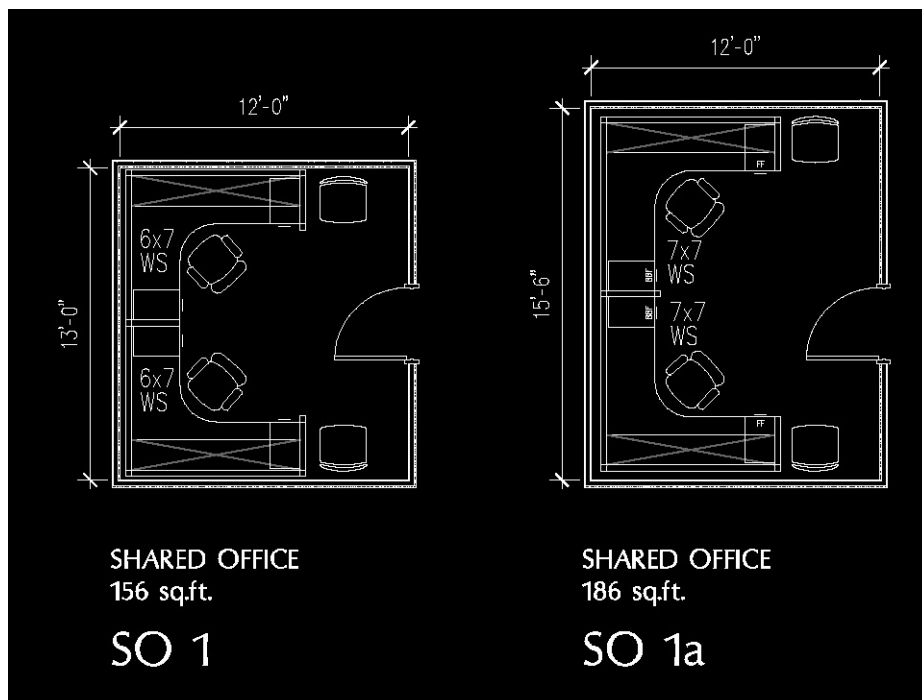




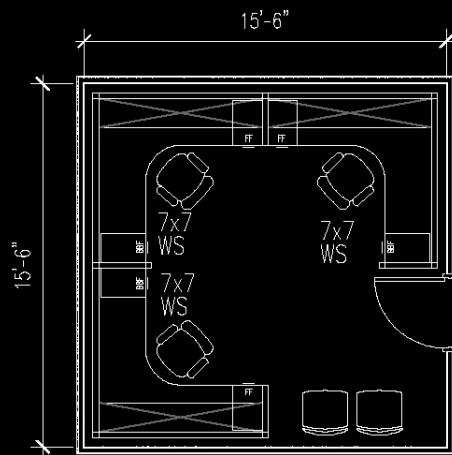
## Private Offices



## Shared Offices

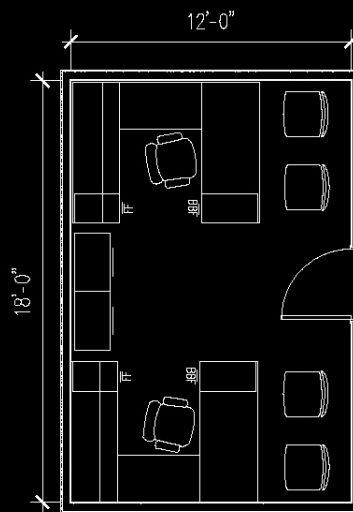


## Shared Offices



SHARED OFFICE  
240 sq.ft.

SO 3



SHARED OFFICE  
216 sq.ft.

SO 4

# Table of Contents.

## Option 1

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### Police Space Needs - Option 1

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### Police Headquarters (Existing Downtown Building)

## Section

## A1

Public Lobby .....	A1.1
Records.....	A1.3
Public Access .....	A1.5
Administrative Division .....	A1.6
Criminal Investigations .....	A1.8
Operations Division/Patrol .....	A1.12
Holding.....	A1.15
Staff Support .....	A1.17
Building Support .....	A1.19
<u>Support Building Functions</u>	
Police Support Building – Non A/C.....	A1.21
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### Precinct 1 North

## Section

## A2

Public Lobby and Administration .....	A2.1
Criminal Investigations and Holding .....	A2.3
Property and Evidence .....	A2.6
Crime Scene .....	A2.9
Patrol and Staff Support .....	A2.11
Building Support .....	A2.14
<u>Support Buildings</u>	
Police Support Building – Non A/C.....	A2.15
Police Support Building - Conditioned .....	A2.16
Parking Needs 2031 .....	A2.17

Precinct 2 South

Section  
A3

Public Lobby and Administration .....A3.1

Criminal Investigations and Holding .....A3.3

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Option 1 Project Budgets

Section  
A4

Budgets.....A4.1

Police Headquarters (Existing Downtown Building Renovation).....A4.1

Precinct 1 North .....A4.3

Precinct 2 South .....A4.5

Track Comparison of Schedule and Cost.....A4.7



# Option 1 Synopsis

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## Synopsis of Option 1

Option One, as do all of the options to be discussed, involves four separate projects and offers two distinct tracks to completing the buildings needed to provide the City of Columbia with the facilities that will serve both the Police and the Public Safety Joint Communications/Office of Emergency Management for the next twenty years. These four projects are: A complete renovation of the existing downtown facility to serve as Police Headquarters and home to a third of the Patrol and Investigations staff, as well as space for Records; Precinct 1 North to house another third of Patrol and Investigations staff, all SWAT functions, Property and Evidence, and Crime Scene; Precinct 2 South to house the final third of Patrol and Investigations staff; and finally, a new Public Safety Joint Communications/Office of Emergency Management facility.

The first of the two tracks mentioned is geared toward providing facilities only as growth occurs with the final project, Precinct 2 South only constructed after the other facilities reach capacity. This track reduces the amount of overbuilding for future needs, but results in far more cost long term. Under this “build as needed” track, based on an assumed design start of June 2015, all construction is completed in August 2022 at a final cost for all projects of \$58,231,767. The second track is an accelerated approach intended to reduce final cost. Under this “less construction cost” approach, design begins in January 2013 and all construction is completed in January 2017 at a final cost of \$44,858,367.

The initial steps in this Option, under either track, must be to secure a location or locations to construct the new facilities. These new buildings must be completed to allow for the existing downtown facility to be emptied of staff. When all Police and PSJC personnel have relocated out of the existing building, it can then be completely renovated to provide for a Downtown Police Headquarters facility.

# Summary of Program Spaces

## Summary of All Option 1 Program Spaces

City of Columbia

Police/PSJC Needs Assessment

Total

Requirements Data Sheet	Current Staff	Projected 2021 Requirements	Projected 2031 Additional Requirements	Total 2031 Requirements
Item Description	Staff	Total Area	Staff	Total Area
<b>Headquarters</b>				
Public Lobby	8	2,194	1	1,984
Records	9	1,212	-	2,792
Police Administration	15	6,197	3	6,766
Public Access		1,121		1,121
Investigations (Public)	1	1,725	-	1,725
Investigations (Secure)	23	7,895	11	9,270
Traffic Unit	11	2,281	3	2,391
Patrol	109	7,000	1	7,343
Holding		2,149	-	2,149
Staff Support		5,463	-	5,463
Building Support		4,887		4,887
Subtotal		43,495		45,891
0% Building Envelope Factor (Existing Building)				
<b>Total Building Square Footage</b>	<b>176</b>	<b>43,495</b>	<b>19.0</b>	<b>2,396</b>
<b>Support Buildings</b>				
Support Building - conditioned		426		426
Support Building - non-conditioned		2,453		2,453
<b>Total Support Square Footage</b>		<b>2,878</b>		<b>2,878</b>
<b>Size of Existing Facility (31,043 + 12,622 infilled parking)</b>				<b>45,891</b>
<b>Size needed to fit all onsite</b>				<b>48,769</b>
				<b>(2,878)</b>
<b>Joint Communications</b>				
PSJC/Emergency Management	8	4,232	1	4,539
Communications	31	6,228	18	6,228
Building Support		2,145	-	2,145
Emergency Operations/Emergency Management		8,970	-	8,970
Subtotal		21,574		21,882
9% Building Envelope Factor		2,134		30
<b>Total Building Square Footage</b>	<b>29</b>	<b>23,708</b>	<b>19.0</b>	<b>338</b>
<b>Joint Communications Support Buildings - AC</b>		<b>601</b>		<b>601</b>
<b>Joint Communications Support Buildings - Non AC</b>		<b>2,259</b>		<b>2,259</b>
<b>Total Support Square Footage</b>		<b>2,860</b>		<b>2,860</b>
<b>Precinct 1 North</b>				
Lobby		2,406	4	4,069
Administration		1,467	4	757
Investigations		2,748	18	2,506
Holding		1,719	-	1,719
Property and Evidence	3	5,391	3	7
Crime Scene	9	3,065	-	9
Patrol / Staff Support	54	8,239	4	799
Building Support		1,198	-	1,198
Subtotal		27,898		4,062
9% Building Envelope Factor		2,759		402
<b>Total Building Square Footage</b>	<b>3</b>	<b>30,657</b>	<b>32.5</b>	<b>4,463</b>
<b>Precinct 1 North Support Buildings</b>				
Support Building - conditioned		2,052		2,052
Support Building - non-conditioned		4,065		4,065
<b>Total Support Square Footage</b>		<b>6,116</b>		<b>6,116</b>
<b>Precinct 2 South</b>				
Lobby		2,406	4	4,069
Administration		1,467	4	757
Investigations		2,336	18	2,506
Holding		1,719	-	1,719
Patrol / Staff Support	54	8,239	4	799
Building Support		1,198	-	1,198
Subtotal		19,028		4,062
9% Building Envelope Factor		1,882		402
<b>Total Building Square Footage</b>	<b>66</b>	<b>20,910</b>	<b>29.5</b>	<b>4,463</b>

# Public Lobby

## Public Lobby

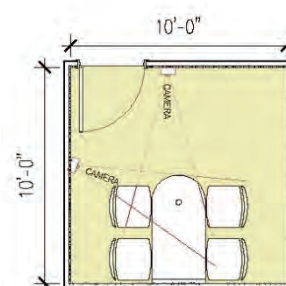
The main Lobby will be an open gathering space for the facility with seating for 15 people and will be open and manned 24 hours. A Station Master/reception desk will accommodate a uniformed desk officer and one civilian staff. Supporting the reception desk should be a small work area and a single toilet.

A simple lounge room for juveniles should be immediately visible from the reception desk so that staff may observe juveniles waiting to be released.

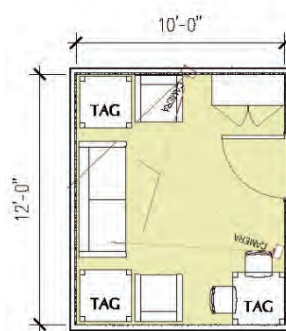
Three interview rooms will be located off of the main lobby to allow meetings and interviews to take place without having to go into the secure portions of the facility. One interview room should accommodate Livescan or similar equipment to allow for taking fingerprints for public/employee records. Another interview room will be a standard 4-person conference space. (See sketch PD14.) The other interview room should be outfitted with more comfortable furniture. This “soft” interview room provides a setting for staff to meet with children/families in a more comfortable environment. (See sketch PD16.)

Public toilets and drinking fountains will be part of this area. One free-standing information kiosk should be located within the open lobby area to allow visitors to access department information, forms, etc.

While discussions of including a community/training room at the downtown location occurred, it was concluded that while this was needed at the precincts, downtown already has adequate public meeting rooms and the in-house training function is met by the existing training facility, thus no such space is provided in this program.



INTERVIEW ROOM  
100 sq.ft.  
PD 14



SOFT INTERVIEW ROOM  
120 sq.ft.  
PD 16



Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Public Safety Lobby</b>															
Vestibule					10x10	100		1	100						-
Lobby (15)						650		1	650						-
Information Kiosk ( 1)									-						-
Drinking Fountains					5x5	25			-						-
Public Toilet					8x8	64		3	192						-
Reception					8x18	144		1	144						-
Station Master	3						2								-
Civilian Staff ( )	5												1		-
Work Area					9x12	108		1	108						-
Staff Toilet					8x8	64		1	64						-
Juvenile Lounge					10X10	100		1	100						-
Interview/Fingerprint					9x12	108		1	108						-
Interview			PD14		10x10	100		1	100						-
Soft Interview (4)			PD16		10x12	120		1	120						-
Net Subtotal	8						2		1,686	1					-
15% Gross Circulation									298						-
Total Gross Sq. Footage									1,984	9					-

( ) Peak Users to be Accommodated



# Records

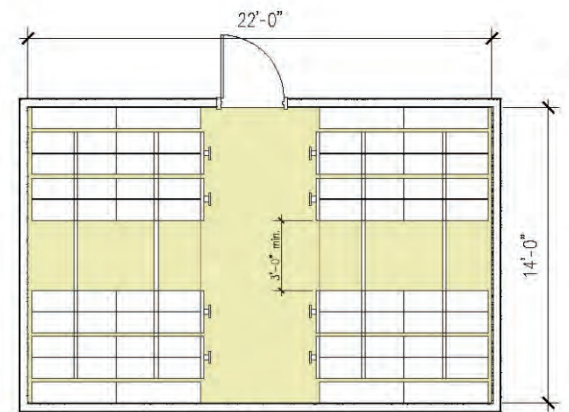
## Records

Police Records serves as a central point of access to all data that the police have on file. This area acts as the source of information for the public and Police staff. Entry into Records is from the main lobby into a secondary lobby with a clerk window. This window will not be a dedicated workstation for staff, but a walk-up window for any staff to greet the public. An information kiosk will be in the Records lobby for the public to look up information, fill out forms, etc.

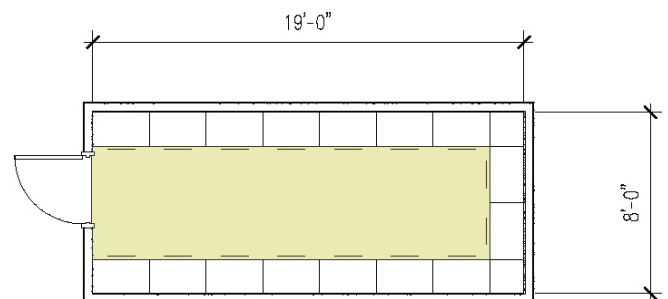
Adjacent to the front counter should be a storage delivery room that allows package and mail drop-off. Access to this room is from both the lobby/public side as well as the Records staff side. The central mail room for the facility should be next to this drop-off room for easy pick-up and delivery.

A work/copy room should be centrally located to support the front window as well as the central workstations in the department. The active files (housed in 10 mobile file units) should be adjacent to the work/copy for central and easy access. Additional files are kept close at hand for staff reference. This area will also be in rolling files as shown in sketch PD2. Discussion of this area set the size to match the current size even though currently archive files are contained within this area. The basis of the decision is that it is expected that the department will be shifting to a “paperless” records system in the future. If this does not occur archive files will be stored off-site to provide additional file space. A separate secure room will house juvenile files. (Sketch PD3.)

The Support Supervisor and the Report Review Officer will each have a private office. All other Records staff will have individual workstations in a central open office area. The staff in this open area should have a view line to the public window and also to an officer counter. This counter provides a point of



**PD 2** ROLLING FILES  
308 sq.ft.



**PD 3** JUVENILE FILES  
152 sq.ft.

interaction for officers to communicate with Records staff without entering the suite.

Rounding out the suite are a coffee bar and coats area and two single toilet rooms to support the staff.

## City of Columbia

## Police Needs Assessment Headquarters - Records

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Records</b>												
Lobby/kiosk					10x14	140		1	140			-
Window(1)/Clerk (ASA I)					3X6	18		1	18			-
Delivery/Storage					9x9	81		1	81			-
Central Mail					9x10	90		1	90			-
Work/Copy					9x14	126		1	126			-
Active Files					7x18	126		1	126			-
ASA I	8		WS2		6x7	60		8	480			-
Volunteer/Scan station			WS2		6x7	60		2	120			-
Support Supervisor	1		PO3		12X12	144		1	144			-
Officer Counter					5x7	35		1	35			-
Report Review Officer			PO2		10x12	120	1	1	120			-
Files (rolling)			PD2		14X22	308		1	308			-
Juvenile Files			PD3		8X19	152		1	152			-
Coffee/Coats					6x9	54		1	54			-
Toilet					8x8	64		2	128			-
Net Subtotal	9						1		2,122			-
24% Gross Circulation									670			-
Total Gross Sq. Footage									2,792			-
<b>Total Area</b>	9								2,792	1		2,792

( ) Peak Users to be Accommodated

[ ] Volunteers

# Public Access

## Public Access

Select personnel for Police will have frequent interaction with the public which means their office space should be directly accessible from the Public Lobby. A recruiting office will house two officers in a shared space with an interview room immediately adjacent. A private office should be provided for Crime Prevention as well as a large storage room.

Another space to locate in the public access section is a volunteer workroom. This space provides three desks and a conference table for 6 that serves as the gathering point for any volunteers working in the building.

## City of Columbia

## Police Needs Assessment Headquarters - Public Access

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Public Access</b>												
Officer/Recruiting			SO4		12x18	216	2	1	216			
Interview/Conference ( 4 )			PD14		10x10	100		1	100			
Crime Prevention			PO2		10X12	120	1	1	120			
Crime Prevention Storage					12X12	144		1	144			
Volunteer Workspace (3)					16x17	272		1	272			
Net Subtotal							3		852			-
24% Gross Circulation									269			-
Total Gross Sq. Footage									1,121			-
<b>Total Area</b>							3		1,121	3		1,121

( ) Peak Users to be Accommodated

# Administration Division

## Administrative Division

This component services the administrative needs of the Police facility. Activities which have a day-to-day interaction with the Chief of Police are included in this area. This area is generally in operation during normal business hours.

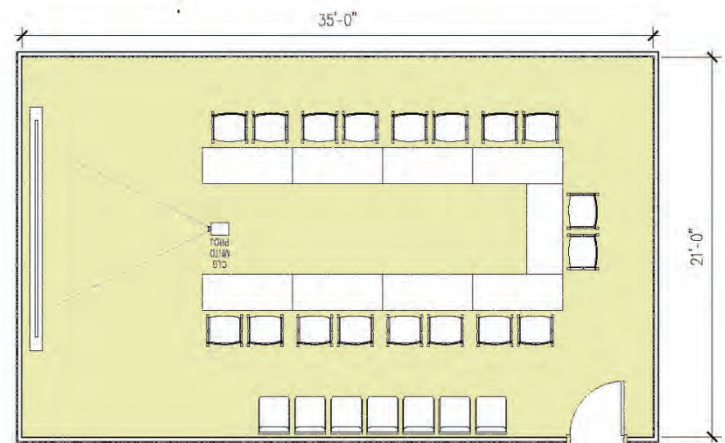
The Receptionist/ASA III will have a workstation adjacent to a waiting area for eight visitors. This workstation will have a glass front or window looking into the waiting area. Adjacent to this waiting area should be a small conference room.

The Internal Affairs staff will all have private offices and have a secure file room centrally located. These offices should have direct access to the suite's lobby for convenient movement of staff and public visitors.

The Chief's private office is a large formal office with one side outfitted with a casual seating area for informal meetings. For more structured meetings, an 8-person conference room should be directly adjacent to this office. The Chief's Administrative Secretary will have a private office close by.

Private offices will be provided for the remaining staff in this suite. The Assistant Chief and Admin Captain will both have PO5 offices, which contain a small conference table and 4 chairs within the office. All other staff in this suite will have either private offices or a shared office space.

Support spaces for this office suite should include a work/coffee bar area with copier, printer, fax and day-to-day supplies, a storage room, and staff toilets. A large conference room for command staff meetings completes the suite. This room is large enough for 18 people to sit at tables in a U-shape configuration. Additional seating is provided along one wall. (See sketch PD4.)



PD 4 CONFERENCE (18+7)  
735 sq.ft.

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Administration Division</b>												
Waiting (8)					12X14	168		1	168			
Reception / ASA III	1		SO1		12X13	156	1	1	156			-
IA Interview (4)					10x10	100		1	100			-
IA Lieutenant	1		PO3		12X12	144		1	144			-
IA Sergeant	1		PO2		10x12	120		1	120			
IA Officer	1		PO2		10x12	120	2	3	360			
Secure Files					9x14	126		1	126			
Admin Tech	1		PO2		10x12	120		1	120			
Financial Mangmt Specialist	1		PO3		12X12	144		1	144			
Admin. Captain	1		PO5		13x19	247		1	247			
Planner/Grant Manager			PO3		12X12	144				1	1	144
PR Sergeant	1		PO2		10x12	120	1	2	240			
PIO	2		SO3		15.5x15.5	240	1	1	240			
Accreditation Officer	1		PO3		12X12	144		1	144			
Legal			PO3		12X12	144				1	1	144
Social Media			PO2		10X12	120	1	1	120			
Police Chief	1		PO6		23X13	299		1	299			-
Executive Conf. (8)			CN-B		18x12	216		1	216			
A/V Closet					5x5	25		1	25			
Admin. Secretary	1		PO3		12X12	144		1	144			
Deputy Chief	1		PO5		13x19	247		1	247			
Admin. Secretary			PO3		12X12	144			-			
Manager (Lt)			PO3		12X12	144			-	1	1	144
System Analyst			PO3		12X12	144	1	1	144			
Intelligence Analyst	1		PO2		10x12	120		1	120			
Large Conference (18+7)			PD4		21X35	735		1	735			
A/V Closet					5x5	25		1	25			
Work/Copy/Coffee/Coats					9x14	126		1	126			-
Staff Toilet					8x8	64		2	128			-
Supply Storage					8x9	72		1	72			
Net Subtotal	15						7		4,710	3		432
24% Gross Circulation									1,487			136
Total Gross Sq. Footage									6,197			568

( ) Peak Users to be Accommodated



# Criminal Investigations

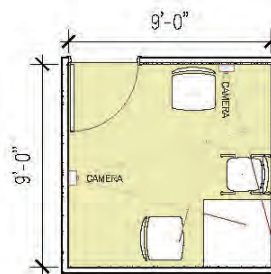
## Public Side

The Criminal Investigations department is responsible for investigating all crimes in Columbia, whether physical, property, or narcotics. Public access to this area will be from the front lobby escorted by CID Personnel or given access to CID from the Station Master.

Two segregated waiting areas are desired for visitors to this department. One side will be for general department visitors and victims, while the other waiting area is for suspects. Each side will be received by the ASA III at reception windows. It's important that view lines from these two waiting areas are eliminated, for security and anonymity of victims.

The Public/Victim waiting area will need a single toilet for public use and two interview rooms. This will allow the Investigations staff to meet with visitors without bringing them back into the staff areas. The soft interview room should be outfitted with comfortable seating and have an area for kids to play/read while they or a parent are talking with Investigators. A shared office for Victim Advocates should be adjacent to the interview rooms.

On the suspect waiting side, visitors can also meet with staff in three interview rooms. Monitoring of these interview rooms will be on a secure network with password access to designated staff computers and/or a designated surveillance control point. Two rooms should be configured as shown below in sketch PD 15. The other interview room should be heavily sound-proofed as it will be used for polygraph testing. A sound vestibule will be beneficial to reducing noise and will also provide the ability for outside attorneys to view the interviews.



INTERROGATION ROOM  
81 sq.ft.  
PD 15

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Public</b>												
Public Waiting (8)					12X14	168		1	168			
Toilet					8x8	64		1	64			-
Interview (4)			PD14		10x10	100		1	100			-
Victim Advocates			SO4		12x18	216	2	1	216			
Soft Interview			PD16		10x12	120		1	120			-
Reception/ASA III	1				10x12	120		1	120			
Suspect Waiting (6)					10x14	140		1	140			-
Toilet					8x8	64		1	64			-
Interrogation (3)			PD15		9X9	81		2	162			-
Polygraph /Interview			PD14		9x10	90		1	90			-
Sound/Attorney Vestibule					5x10	50		1	50			-
Net Subtotal	1						2		1,294			-
25% Gross Circulation									431			-
Total Gross Sq. Footage									1,725			-
<b>Total Area</b>	<b>1</b>						<b>2</b>		<b>1,725</b>	<b>2</b>		<b>1,725</b>

( ) Peak Users to be Accommodated

## Staff Side

The Captain in command of the division will be provided with a private office as will the Lieutenant and Sergeants.

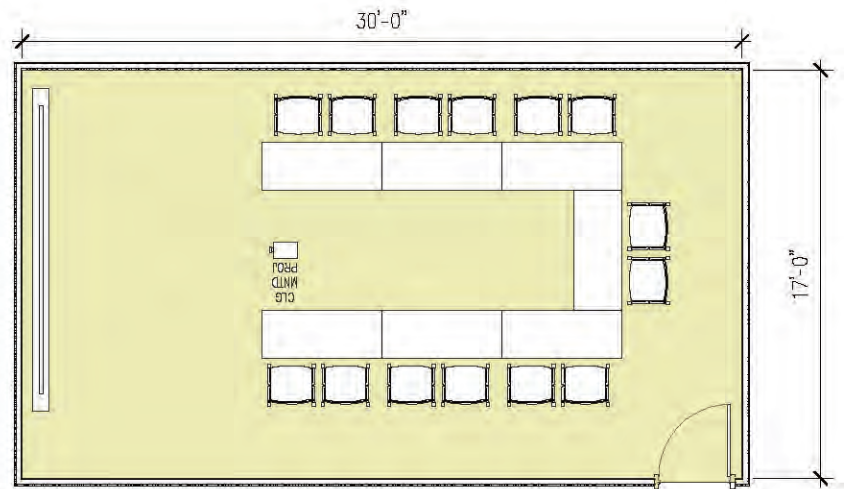
All other staff in this department will have workstations or a shared workroom. Each unit in Investigations will have detectives in large workstations that contain a guest chair and a wardrobe unit within the cubicle. Each unit can be set up in a pod configuration, or in a larger, combined open office space where several units are in that same space.

Central to the staff workstations should be a large work and copy area. Staff mailboxes, central files, coffee bar, and office supplies will be in this zone as well. Other support spaces for this division are a secured equipment room, and staff toilets.

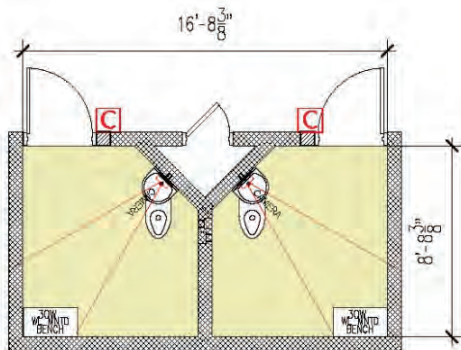
The main conference space or War Room should be central to the CID staff. This room should be set up to allow the staff to sit in a U-

shape, allowing easier discussion and visibility to the planning wall. This room will need audio/visual to support running computers, a projector, and monitors.

A Computer Forensic Workroom will provide workspace for investigating tech/computer components or internet activities on an isolated network. (Refer to sketch PD-9.) Due to the fact that most electronics being used in this workroom will be actual evidence, a secure storage room needs to be part of this area to maintain a chain of custody.



**PD 5** CONFERENCE/WAR ROOM (14)  
510 sq.ft.



**PD 7** JUVENILE HOLDING  
145 sq.ft.

A separate/dedicated Juvenile Investigations unit will be provided with an isolated Juvenile Holding area (sketch PD-7). The location of this area needs to be between a secure entry to the facility, to keep the need to walk a Juvenile through the facility to a minimum, and the adult holding facilities. The Juvenile holding will make use of the same photo/fingerprint and intoxilizer equipment as the adult holding to avoid duplicating this equipment and the space required for its utilization.

Having segregated, secure interview rooms near the Investigators will be advantageous. By providing this type of space outside the traditional Holding area of a police building, it allows the CID staff to conduct interviews near their workspace and can provide more interaction with other Investigators. This secure area should contain two interrogation interview rooms, a secure toilet, and a viewing room.

The Traffic Unit is located at the downtown location under all options.

There are several units and investigative staff positions that are currently located outside the Police facility. The proposed facilities will maintain this philosophy, so no additional space has been planned to accommodate the Narcotics Unit, School Resource Officers, or HIDTA.



Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Investigations</b>												
Captain	1		PO5		19X13	247		1	247			
Lieutenant	1		PO3		12X12	144		1	144			-
<b>Adult Investigations</b>												
Sergeant	2		PO2		12X10	120		2	240			-
Investigators	10		WS4		7x8	80	-5	5	400	2	2	160
Investigator - Civilian	1		WS4		7x8	80	1	2	160	5	5	400
Street Crime Sergeant			PO2		12X10	120	1	1	120			
Street Crime Officer	4		WS4		7x8	80	2	6	480			
DOVE	2		WS4		7x8	80	2	4	320	2	2	160
Volunteers			WS1		3x5	35		2	70			
War Room/Conference (14)					17x30	510		1	510			
A/V Closet					5x5	25		1	25			
Work/Copy					9x14	126		1	126			-
Coffee/Coats					6x9	72		1	72			
Files (4 4dr lat)					5x12	60		1	60			
Equipment Room					9x14	126		1	126			-
Male Staff Toilet (3+3)					13x17	221		1	221			-
Female Staff Toilet (2+1)					10x13	130		1	130			-
Staff Vestibule					10x10	100		1	100			-
<b>Secure Interview</b>												
Interrogation			PD15		9x9	81		2	162			
Toilet					7x8	56		1	56			
Viewing Room					9x9	81		1	81			
<b>Forensics</b>												
Computer Forensics Workroom (2)			PD-9		19x25	475		1	475			-
Evidence Storage			PD-9						-			-
Isolated Network			PD-9									
<b>Juvenile Investigations</b>												
Juvenile Sergeant			PO2		12X10	120	1	1	120			
Juvenile Investigators	2		WS4		7x8	80	2	4	320	2	2	160
Juvenile Booking					11x13	143		1	143			
Juvenile Holding (criminal)			PD7			145		1	145			
Secure Toilet												
Net Subtotal	23						4		5,053	11		880
36% Gross Circulation									2,842			495
<b>Total Gross Sq. Footage</b>	<b>23</b>						<b>27</b>		<b>7,895</b>	<b>38</b>		<b>1,375</b>
<b>Traffic Unit</b>												
Traffic Sergeant	1		PO2		12X10	120		1	120			
Accident Investigators	3				18x18	324		1	324			
CSA	1		WS4		7x8	80		1	80			
Traffic Storage					8x12	96		1	96			
DWI Sergeant			PO2		12X10	120	1	1	120			
DWI	2				7x8	80	2	4	320			
Motor Sergeant			PO2		12X10	120	1	1	120	1	1	
Motor	4		WS1		3x5	35	4	8	280	2	2	70
Net Subtotal	11						8		1,460	3		70
36% Gross Circulation									821			39
<b>Total Gross Sq. Footage</b>									<b>2,281</b>			<b>109</b>
<b>Total Area</b>	<b>11</b>						<b>19</b>		<b>2,281</b>	<b>22</b>		<b>2,391</b>

() Peak Users to be Accommodated

Juvenile booking will share photo/fingerprint and InfoXlizer/DRE with adult

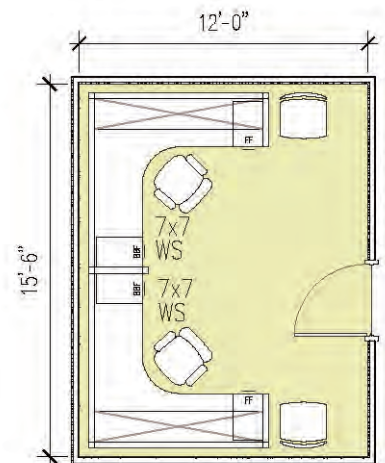
SRO and Special Units account for 19 staff that will all be housed off-site

# Uniform Operations/Patrol

## Patrol

The Captain and Lieutenants over Patrol have private offices while the Patrol Sergeants will have 2-person shared offices. (See sketch SO1a). The Administrative Assistant will have a large workstation while all Patrol Officers will share small workstations in the report writing area. Tele-Serve CSAs and a Court Processor will work in a shared office.

It was decided that this department would not need a public sub-waiting room. Visitors will be greeted in the Lobby, moved to the lobby interview rooms, or escorted back to Patrol.

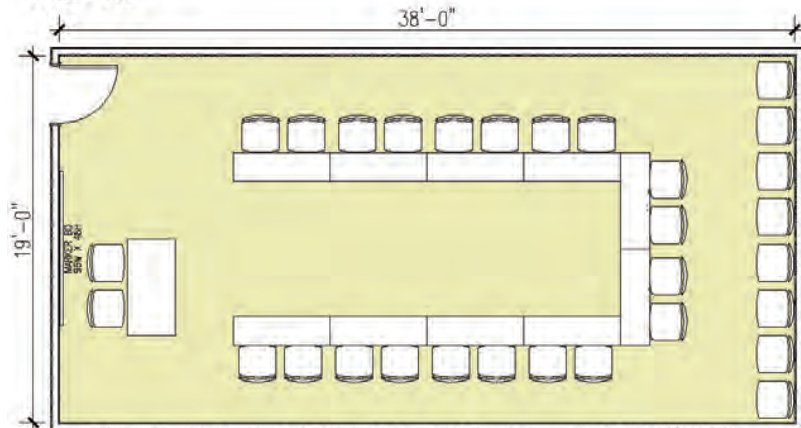


**SO 1a** SHARED OFFICE  
186 sq.ft.

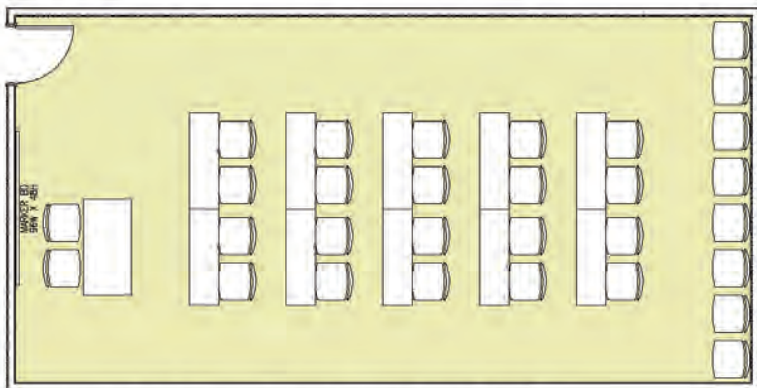
A work/copy/mail area should be central to the department. The report writing stations and mailboxes should be located in close proximity to the Patrol staff entrance and this work area. A juvenile lounge needs to be adjacent to report writing so that Officers may supervise any juvenile waiting at the facility.

The Patrol Briefing area will be sized for 20 officers (with 2 officers per 1'-6" x 6'-0" table) plus additional chairs along one wall. Options for setting up this room are shown in sketch PD18. The Briefing room should be close to the staff entry for quick movement of officers. At the staff entry, duty lockers (or storage cubbies) were requested, so that officers can drop their gear as they enter the building. A place for officer files should be adjacent to these lockers.

**PD 18**



**BRIEFING (20 + 8 CHAIRS) BRIEFING CONFIGURATION**  
722 sq.ft.



**BRIEFING (20 + 8 CHAIRS) TRAINING CONFIGURATION**



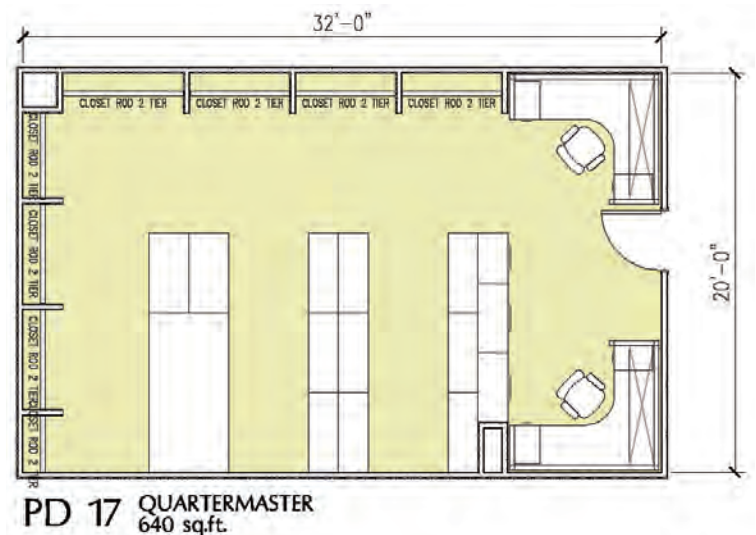
## Patrol (continued)

Two other spaces near the staff entry should be the K-9 office with adjacent room for housing the dogs inside, in lieu of in the officer's vehicle.

A gun cleaning room and a dedicated storage room for the Honor Guard were requested.

## Quartermaster

The Quartermaster area should be adjacent to Patrol as this will be the dispensing point for uniforms and other issued gear. (See sketch PD17.) The Quartermaster and Armorer will have workstations adjacent to the uniform storage, a layout table, gear and supplies housed in open mobile shelving, and double height uniform racks. Separate spaces will provide for armory storage and a work room that can each be secured and have controlled ventilation.



### Note for following Uniform Operations Department Chart:

Please be aware that the negative numbers shown for staffing in the projections are not showing an actual reduction in staff, but indicate that those personnel are transferring to another facility.

Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Sps	Total Area	Staff	No. of Sps	Total Area
<b>Patrol</b>												
Admin Assistant/Secr.			WS4		7x8	80	1	1	80			
Uniform Operations Captain			PO5		19X13	247			-	1	1	247
Conference (6)					11x15	165		1	165			
Shift A (6am-6pm)												-
Lieutenant	1		PO3		12X12	144		1	144			-
Patrol Sergeant (4)	4		SO1a		12X15.5	186	-2	1	186			-
Patrol Officer	24						-13					-
Downtown Bike Officer	1											
Tele-Serve CSA	2		SO3		15.5X15.	240		2	480			
Court Processor	3											
Shift B (10am-10pm)												
Lieutenant	1		PO3		12X12	144		1	144			
Sergeant	4		SO1a		12X15.5	186	-2	1	186			
Officer	27						-13					
Shift C (6pm-6am)												
Lieutenant	1		PO3		12X12	144		1	144			
Sergeant	4		SO3		15.5X15.	240	-1	1	240			
Officer	36						-17					
Report Writing/Evid Drop					22x28	616		1	616			-
Stations (5)			WS1		3x5	35		5				
Mail									-			
Juvenile Lounge					10x11	110		1	110			
Work/Copy					9x12	108		1	108			-
Coffee/Coats					6x9	54		1	54			
Honor Guard Storage					6x9	54		1	54			
Squad/Briefing (20+8)			PD18		19X38	722		1	722			-
A/V Closet					5x5	25		1	25			
Gun Cleaning					9x10	90		1	90			
Staff Vestibule					8x10	80		1	80			
Duty Lockers (54)(2x2x3)						3		54	178			
Files					9x15	135		1	135			
K-9 Office (2)					9x12	108		1	108			
K-9 Dogs and Storage					9x12	108		1	108			
Quartermaster			PD17		20x32	640		1	640			
Pass-thru Lockers					2x4	8		1				
Quartermaster/Armorer	1		WS2		6x7	60	2	2				
Storage									-			
Armorer's Work /Armory					9x17	153	1	1	153			
Armorer					9x10	90		1	90			
												-
Net Subtotal	109						-44		5,040	1		247
28% Gross Circulation									1,960			96
Total Gross Sq. Footage									7,000			343
<b>Total Area</b>	109						65		7,000	66		7,343

() Peak Users to be Accommodated

[] Volunteers

# Holding

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## Holding

The holding to be provided at this facility is only intended to be short-term. The current policy of transferring detainees to the County Jail as soon as practicable following completion of the booking process is expected to continue into the foreseeable future.

Space to book three persons simultaneously is to be provided. A separate area is to be provided for the Livescan or similar digital fingerprint equipment and the taking of digital photographs as part of the booking process. Additionally, a separate area is to be provided for the use of the intoxilizer equipment. Infrastructure will be included in this area to allow for DRE (Drug Recognition Expert) examinations also. Though there is not a need at this time for this function, wiring the lighting to allow for full blackout and providing conduit and backbox for a focal light in the grout filled walls that will enclose this area will be much easier, and less expensive, to include at this time than as a retrofit in the future.

The fingerprint/photograph/intoxilizer spaces are intended to be shared with the Juvenile booking area. Electronic interlocks or displays will be utilized to ensure that only adults or only Juveniles are present in these areas, no crossover of occupancy can occur.

Times will arise with the need to hold some detainees for a number of hours. For this reason mats and blankets are to be provided and an area to store these items is to be provided. An area to remove and hold property will be provided as this has been an area of some concern with operations in the past. Also, a need for at least some capacity to process laundry was noted as an historical concern, therefore a small laundry area with heavy-duty residential grade equipment is to be provided.

Finally, holding capacity was determined after conversations with the Police command structure. As downtown is the area with the greatest holding need it was determined that three single holding cells and two four-person cells would be provided. The arrangement of these cells is to be such that male/female sight/sound segregation can be maintained and the single cells can be used for security segregation when an individual may be endangered if held with others also in custody.



Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b><u>Booking/Processing</u></b>															
Property					8x14	112		1	112						
Multi-Holding Cell (4)					8x16	128		2	256						
Holding Cell					8x8	64		3	192						
Interrogation Room					9x9	81		2	162						
Secure Toilet					8x8	64		1	64						
Booking(3)/Photo/Fingerprint					11X30	330		1	330						-
Intoxilizer/DRE					10x12	120		1	120						
Janitor					5x5	25		1	25						
Laundry					8x10	80		1	80						
Storage					10x12	120		1	120						
Net Subtotal									1,461						-
32% Gross Circulation									688						-
Total Gross Sq. Footage									2,149						-
<b>Total Area</b>									2,149						2,149

( ) Peak Users to be Accommodated

[ ] Volunteers

# Staff Support

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## Staff Support

The Staff Support areas will be shared by all Police staff. The break room will have tables and chairs for 16 people. The kitchen/vending will have a double sink, a microwave, dishwasher, coffeepot, and full size refrigerator along with room for three vending machines. A large trash container should be in this area, and some consideration for recycling. A small room for vending and supply storage should be nearby.

Each locker room will have full size lockers for all sworn staff (18"x22"x72"tall) and half height lockers for the non-sworn staff (18"x22"x36"tall). In planning for the future, a certain ratio of male to female is usually determined in order to establish the proper number of lockers. It was determined that the men's side percentage should be 80% sworn while the women's sworn percentage should be 30%.

The locker rooms will each have a dry side component (toilet bank, sinks, and lockers), and a wet side component which are showers and sinks. Space should also be allotted for stacked washer/dryer and a utility sink.

A small quiet room outfitted with two lounge chairs was requested. This room provides a place for officers to wait between shifts for a court appearance or other scheduled meeting before or after their shift.

An exercise area adjacent to the locker rooms will be provided to encourage physical fitness of all staff.



Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Staff Support</b>															
Breakroom (16)					12x22	364		1	364						-
Kitchen/Vending					9x16	144		1	144						-
Storage					5x5	25		1	25						-
									-						
Male Locker									-						-
80% Sworn (18"wX22"dX72"h)						9		120	1,080						-
Civilian (18"wX22"dX36"h)						5		30	150						-
Male Toilet (3wc, 3urinal, 3sink)					12x14	168		1	168						-
Male Shower					12x13	156		1	156						-
Shower Stall (2)									-						-
ADA Shower (1)									-						-
Utility/Washer/Dryer									-						-
Quiet Room					10x10	100		1	100						-
Female Locker									-						-
30% Sworn (18"wX22"dX72"h)						9		54	486						-
Civilian (18"wX22"dX36"h)						5		30	150						-
Female					12x24	288		1	288						-
Toilets (3)															-
Sinks(2)															-
Shower Stall (1)															-
ADA Shower (1)															-
Utility/Washer/Dryer															-
Quiet Room					10x10	100		1	100						-
															-
Exercise					24x32	768		1	768						-
															-
Net Subtotal									3,979						-
29% Gross Circulation									1,625						-
Total Gross Sq. Footage									5,604						-
															-
<b>Total Area</b>									5,604						5,604

( ) Peak Users to be Accommodated

[] Volunteers

# Building Support

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## Building Support

Building Support includes areas that are general to the entire building. This area should have direct exterior access or be close to an exit for ease of maintenance. These areas include the central electrical room, sprinkler and central mechanical.

It is suggested that the City assign a Building Engineer to this facility who will understand the systems installed in this facility. The Building Control Room will be this person's office and have the computer controls for the building systems and security system.

The Central Janitor will serve as a storage/work area for the cleaning staff. The general storage will serve as bulk storage for the entire facility. Dedicated space for the Phone Demark and the Central Data Room should be included. The General Storage is intended for storage of all of the stock items the contractor will be required to provide at the end of construction.

Other support spaces that would be distributed throughout the facility are elevator equipment rooms, janitor closets, electrical closets, and IT/data closets.

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Building Support</b>												
Sprinkler					9x10	90		1	90			-
General Storage					9x18	162		1	162			-
Central Electrical					15x20	300		1	300			-
Building Control/Engineer					9x12	108		1	108			-
Central Janitor					18x22	396		1	396			-
Mechanical						2,030		1	2,030			-
Elevator Equipment Room					13x16	208		1	208			-
Janitor Closet					5x7	35		2	70			-
Electrical Closet					8x9	72		2	144			-
Phone Demark/IT					9x20	180		1	180			-
Central Data					10x16	160		1	160			-
I.T./Data Closet					8x9	72		2	144			-
Public Toilet					8x8	64		1	64			-
Net Subtotal									4,056			-
17% Gross Circulation									831			-
Total Gross Sq. Footage									4,887			-
<b>Total Area</b>									4,887			

( ) Peak Users to be Accommodated



# Support Building Spaces

## Police Support Building - Non A/C

At the existing Downtown building these areas will not be true, free-standing support buildings, but will instead be dedicated spaces within the building.

A bike patrol and work area is anticipated to accommodate 12 bikes, a workbench, and storage capabilities for supplies, helmets, gloves, etc. Another area for motorcycle and traffic storage was requested. Electrical outlets for charging should be available to each of these areas. Space will be designated for storage of property bicycles, up to 40 at a time.

The last of the non-conditioned spaces in this area is the Sallyport. This should tie directly to the adult booking/processing area. A decontamination shower should be included at this area for the purpose of removing any potential contaminants from detainees prior to bringing them into the main facility.

## City of Columbia

## Police Needs Assessment Headquarters - Non A/C Support Buildings

Requirements Data Sheet			Current 2011				Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area		Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Support Building - Non-conditioned</b>									-							
Bicycles (40 covered /enclosed)																
Bays 2-3																
Motorcycle (10)			PD22		22X38	836		1	836							
Bay 4																
Speed Trailer/Traffic Storage					18x22	396		1	396							
Bay 5																
Bicycle Patrol(8) /Work			PD25		16x22	352		1	352							
Bay 6																
Sallyport (2)					24x28	672		1	672							
Decontamination Shower					5X5	25		1	25							
Net Subtotal									2,281							
7% Gross Circulation									172							
<b>Total Gross Sq. Footage</b>									<b>2,453</b>							

( ) Peak Users to be Accommodated

[ ] Volunteers

## Police Support Building - Conditioned

Similar to the spaces described above, a section should be provided with HVAC and should contain a K-9 area which would provide for kennel space, areas to store training props and suits, a wash area and finally, supply storage. Also within this conditioned zone, an office/work space will be provided for personnel dedicated to Fleet Service.

### City of Columbia

### Police Needs Assessment Headquarters - A/C Support Buildings

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Support Building - Conditioned</b>									-			
Bay 1 - AC					18x22	396		1	396			
K-9 Area					13x18	234		1				
Wash												
Suits/Training Equip												
Supply												
Fleet Service					9x18	162		1				
Net Subtotal									396			-
7% Gross Circulation									30			-
<b>Total Gross Sq. Footage</b>									<b>426</b>			<b>-</b>

( ) Peak Users to be Accommodated

[ ] Volunteers



# Parking

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## Downtown Parking Needs and Compromises

Parking at a Police Facility is often a driving factor of site size and selection. With an existing downtown facility as the premise for this option, parking will be limited to only what is available as existing on-site structured parking that will remain following the renovation; all other parking, whether staff or public will have to be accommodated on street or in off-site parking garages. This area of downtown Columbia has ample garage parking for well into the foreseeable future.

As seen on the following parking needs chart, there is a total parking need of 211 at peak associated with the renovated downtown Police headquarters. The existing building currently has 81 spaces, 29 of which are in the garage area that is to be in-filled to provide the additional building area needed to meet this program. The parking needs chart indicates that the need for City/Secure parking is only 42, which can be accommodated on site.

**Columbia Police  
Downtown - 2031**

Shift Times

Police

		12 am	2 am	4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm
<b>DEPARTMENT</b>	<b># Staff</b>												
<b>PUBLIC PARKING</b>													
Police Visitors						10	10	10	10	10	10		
Volunteers						6	6	6	6	6	6		
Community Room/Training						48	48	48	48	48	48	48	48
<b>Total Public Cars</b>		0	0	0	0	64	64	64	64	64	64	48	48
<b>STAFF CARS</b>													
<b>Police Administration</b>													
Chief of Police	1					1	1	1	1	1	1		
Admin. Secretary	1					1	1	1	1	1	1		
Deputy Chief	1					1	1	1	1	1	1		
System Analyst	1					1	1	1	1	1	1		
Intelligence Analyst	1					1	1	1	1	1	1		
Admin Tech	2					2	2	2	2	2	2		
Financial Mngmt Specialist	1					1	1	1	1	1	1		
Admin. Captain	1					1	1	1	1	1	1		
Planner/Grant Manager	1					1	1	1	1	1	1		
PR Sergeant	2					2	2	2	2	2	2		
PIO	3					3	3	3	3	3	3		
Accreditation Officer	1					1	1	1	1	1	1		
Legal	1					1	1	1	1	1	1		
Social Media	1					1	1	1	1	1	1		
IA Lieutenant	1					1	1	1	1	1	1		
IA Sergeant	1					1	1	1	1	1	1		
IA Officer	3					3	3	3	3	3	3		
Station Master (1)	6	1	1			1	1	1	1	1	1	2	1
CSA (1)	6	2	1	1	1	1	1	1	1	1	1	1	1
<b>Records</b>													
ASA 1	8					8	8	8	8	8	8		
Support Supervisor	1					1	1	1	1	1	1		
Report Review Officer	1					1	1	1	1	1	1		
<b>Public Access</b>													
Recruiting Officer	2					2	2	2	2	2	2		
Crime Prevention Officer	1					1	1	1	1	1	1		
<b>Investigations</b>													
Captain	1					1	1	1	1	1	1		
Lieutenant	1					1	1	1	1	1	1		
ASA III	2					2	2	2	2	2	2		
Sergeant	2					2	2	2	2	2	2		
Investigators	7					7	7	7	7	7	7		
Investigator - Civilian	7					7	7	7	7	7	7		
Sergeant - Street Crimes	1					1	1	1	1	1	1		
Street Crimes Officers	6					6	6	6	6	6	6		
DOVE	6					6	6	6	6	6	6		
Juvenile Sergeant	1					1	1	1	1	1	1		
Juvenile Investigators	6					6	6	6	6	6	6		
Traffic Sergeant	1					1	1	1	1	1	1		
Accident Investigators	3					3	3	3	3	3	3		
CSA	1					1	1	1	1	1	1		
DWI Sergeant	1	1	1	1	1	1	1	1	1	1	1	1	1
DWI Officer	4	4	4	4	4	4	4	4	4	4	4	4	4
Motor Sergeant	1					1	1	1	1	1	1	1	1
Motor Officer	10					10	10	10	10	10	10	10	10
<b>Patrol</b>													
Shift A													
Lieutenant					1	1	1	1	1	1	1	1	1
Sergeant					1	1	1	1	1	1	1	1	1
Officers					4	4	4	4	4	4	4	4	4
Shift B													
Lieutenant						1	1	1	1	1	1	1	1
Sergeant						1	1	1	1	1	1	1	1
Officers						5	5	5	5	5	5	5	5
Shift C													
Lieutenant		1	1	1	1	1	1	1	1	1	1	1	1
Sergeant		1	1	1	1	1	1	1	1	1	1	1	1
Officers		6	6	6	6	6	6	6	6	6	6	6	6
K-9						2	2	2	2	2	2	2	2
<b>Total Staff Cars</b>	109	16	15	14	14	14	39	20	21	102	109	109	109
5% Reduction Sick/Vacation		15	14	13	13	13	31	19	20	97	104	104	104
<b>CITY CARS/SECURE</b>													
<b>Miscellaneous Police</b>													
CPD Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
CSA Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
Lt. Pool Cars	3	3	3	3	3	3	3	3	3	3	3	3	3
Detective Shared Units	7	7	7	7	7	7	7	7	7	7	7	7	7
Patrol Cars	27	27	27	27	27	27	27	27	27	27	27	27	27
Vans	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total City Cars</b>	42	42	42	42	42	42	42	42	42	42	42	42	42

# Public Lobby and Administration

## Public Lobby

The main Lobby will be an open gathering space for the facility with seating for 8 people. As at the Headquarters, a Station Master/Reception desk will accommodate a uniformed desk officer and one civilian staff, elevated to provide a superior position and provided with bullet resistant glass and walls. Supporting the reception desk should be a small work area and a single toilet.

One interview room located off of the main Lobby should accommodate Livescan or similar equipment to allow for taking fingerprints for public/employee records.

A sound vestibule with an area for hanging coats will separate the Lobby from a Community Room / Training Room sized to seat 48 people in a training set-up with tables, and 80 people in a lecture format with only chairs. Storage for the additional tables and chairs is to be provided immediately adjacent. A Catering Kitchen will also be provided as part of this area.

Public toilets and drinking fountains in the main lobby will support the lobby and the Community/Training Room. One free-standing information kiosk should be located within the open lobby area to allow visitors to access department information, forms, etc.

## Administration

Precincts are to ultimately be under the command of a Deputy Chief, and this component services the needs of the administrative staff. This area is generally in operation during normal business hours.

The Deputy Chief's private office will contain a small conference table and 4 chairs within the office. For larger meetings, an 8-person conference room should be directly adjacent to this office. The Deputy Chief's Administrative Secretary will have a private office close by. This office will serve as the control point for this area. Glass to the waiting area will allow the office to act as the reception point for a 4 person waiting area that serves Administration, but also serves C.I.D.

All other staff in this suite will have either private offices or a shared office space.



## Administration (continued)

Support spaces for this office suite should include a work/coffee bar area with copier, printer, fax and day-to-day supplies, a storage room, and staff toilets.

### City of Columbia

### Police Needs Assessment Precinct 1 - Lobby and Administration

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Lobby</b>												
Vestibule					10x10	100		1	100			
Lobby (8)						600		1	600			
Drug drop box												
Records/Kiosk												
Drinking Fountains					5x5	25		1	25			
Reception					8x18	144		1	144			
Station Master (1)										2		
CSA (1)							2			2		
Ramp/Work Area					7x22	154		1	154			
Delivery					8x9	72		1	72			
Central Mail					9x9	81		1	81			
Interview Room/Fingerprint					10x12	120		1	120			
Sound Vestibule/Coats					8x10	80		1	80			
Community Room (48/80)					30X42	1260		1	1,260			
Storage					11x14	154		1	154			
Catering Kitchen					10X15	150		1	150			
Storage					5x5	25		1	25			
Public Toilet (4+3)					13x19	247		2	494			
Net Subtotal							2		3,459	4		-
15% Gross Circulation									610			-
Total Gross Sq. Footage									4,069			-
<b>Administration</b>												
Waiting (4)					12x16	192		1	192			
Admin. Secretary					13x16	208			-	1	1	208
Secure Files					7x10	70		1	70			
Work/Copy					9x12	108		1	108			
Coffee/Coats					7x7	49		1	49			
Deputy Chief			PO5		13x19	247				1	1	247
Report Review Officer			PO2		10x12	120				1	1	120
Crime Prevention Officer			SO1		12x13	156	1	1	156	1		-
CPU Storage					9x9	81		1	81			
Central Supply					9x12	108		1	108			
Conference (8)			CN-B		11x18	198		1	198			
A/V Rack					5x5	25		1	25			
Staff Toilet					8x8	64		2	128			
Net Subtotal							1		1,115	4		575
24% Gross Circulation									352			182
Total Gross Sq. Footage									1,467			757

( ) Peak Users to be Accommodated

[ ] Volunteers

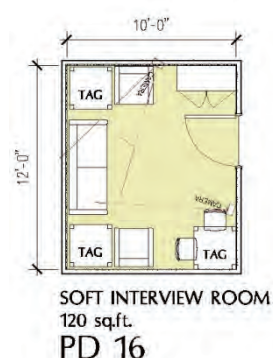


# Criminal Investigations and Holding

## Criminal Investigations Department

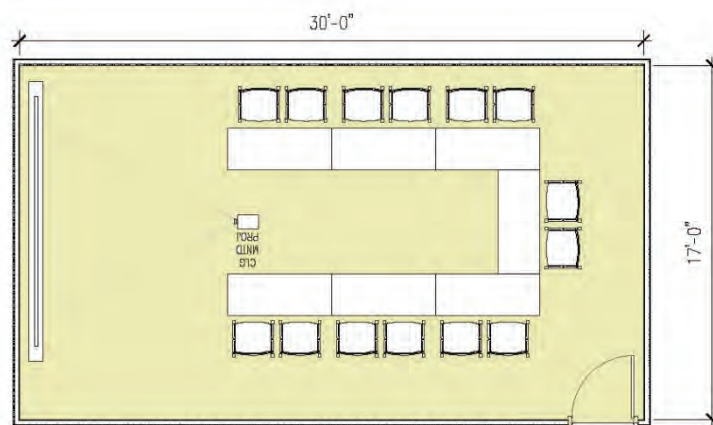
The Criminal Investigations department is responsible for investigating all crimes in Columbia, whether physical, property, or narcotics. Public access to this area will be from the front lobby escorted by CID Personnel or given access to CID from the Station Master.

The waiting area for CID is shared with the Administrative Department. A corridor connecting the main Lobby to CID will also provide access to a soft waiting room for CID use (see sketch PD-16). CID will also have access to the interview room located directly off of the Lobby and the two interrogation rooms located in the Holding area.



The Lieutenant in command of the division will be provided with a private office as will the Sergeants and the SWAT Training Officer. All other staff in this department will have workstations or a shared workroom. Each unit in Investigations will have detectives in large workstations that contain a guest chair and a wardrobe unit within the cubicle. Each unit can be set up in a pod configuration, or in a larger, combined open office space where several units are in that same space.

Central to the staff workstations should be a large work and copy area. Staff mailboxes, central files, coffee bar, and office supplies will be in this zone as well. This space is intended to be shared with Patrol. Other support spaces for this division are a small evidence processing area, a secured equipment room and staff toilets.



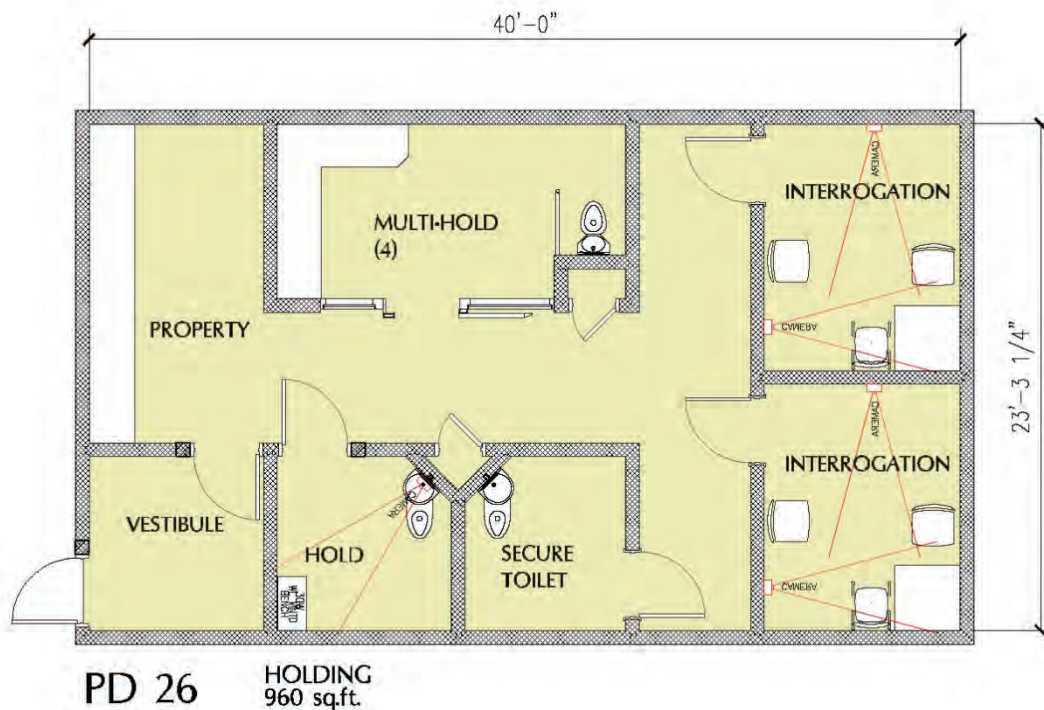
The main conference space or War Room should be central to the CID staff. This room should be set up to allow the staff to sit in a U-shape, allowing easier discussion and visibility to the planning wall (see sketch PD-5). This room will need audio/visual to support running computers, a projector, and monitors.

## Holding

The holding to be provided at this facility is only intended to be short-term. The current policy of transferring detainees to the County Jail as soon as practicable following completion of the booking process is expected to continue into the foreseeable future. If transfer cannot be made to the County Jail, they will be moved to the holding Downtown.

Booking is to occur in an area is to be provided with Livescan or similar digital fingerprint equipment and equipment for the taking of digital photographs as part of the booking process.

Holding capacity was determined after conversations with the Police command structure. The Precinct holding needs were set at one single holding cell and one four-person cells would be provided. The arrangement of these cells is to be such that male/female sight/sound segregation can be maintained or the single cell can be used for security segregation when an individual may be endangered if held with others also in custody. (See sketch PD-26)



Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Investigations</b>												
Reception/Waiting (4)												
Soft Interview			PD16		10x11	110		1	110			
Lieutenant			PO3		12X12	144			-	1	1	144
ASA III			WS2		6x7	60				1	1	60
Sergeant			PO2		12X10	120				2	2	240
Investigators			WS4		7x8	80	5	5	400	2	2	160
Investigator - Civilian			WS4		7x8	80	2	2	160	5	5	400
Street Crimes Officers			WS4		7x8	80				6	6	480
Sergeant - Street Crimes			PO2		10x12	120			-	1	1	120
<b>Special Operations</b>									-			
SWAT Lieutenant	1		PO3		12X12	144		1	144			-
SWAT Training Officer	1		PO2		12X10	120		1	120			-
Conference (14)					19x30	570		1	570			
A/V Rack					5x5	25		1	25			
Work/Copy					9x14	126		1	126			
Coffee/Coats					6x9	54		1	54			
Evidence Processing					7x10	70		1	70			
Equipment Storage					9x10	90		1	90			
Toilets					8x8	64		2	128			
Net Subtotal							7		1,759	18		1,604
36% Gross Circulation									989			902
Total Gross Sq. Footage									2,748			2,506
<b>Secure Holding</b>			PD26		24x40	960		1	960			
Vestibule					8x8	64		1				
Property					8x14	112						
Multi-Holding Cell (4)					8x16	128		1				
Holding Cell					8x8	64		2				
Interrogation Room					9x9	81		2				
Secure Toilet					8x8	64		1				
Booking/Photo/Fingerprint					11X19	209		1	209			
Janitor					5x5	25		1	25			
Net Subtotal									1,169			-
32% Gross Circulation									550			-
Total Gross Sq. Footage									1,719			-

( ) Peak Users to be Accommodated

[ ] Volunteers



# Property and Evidence

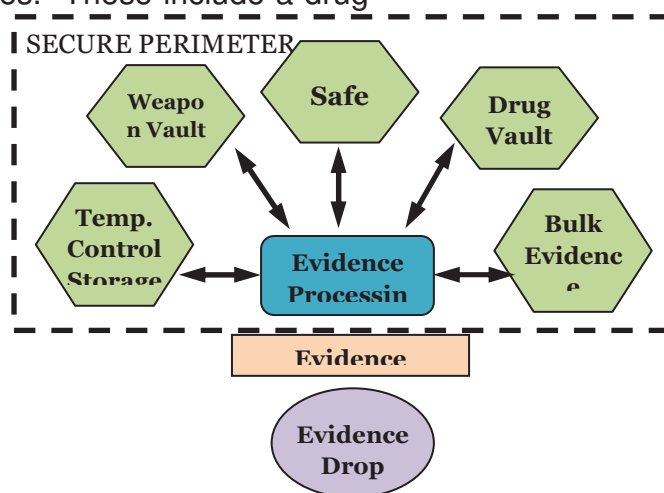
## Property and Evidence

The Property and Evidence Component of the facility serves as a central point of storage and dispensing of evidence for the Police Department. This area should be secured from the rest of the department and have limited access beyond the evidence drop room. It should be convenient for Patrol to drop off evidence and for the public to access/view evidence. The public side will have a pick-up window with an adjacent evidence viewing room that is controlled by the staff.

The Property/ Evidence ASA's should each have a workstation in an open office area. Incorporated with this office area should be a general file area that contains all files, active and inactive, in lateral filing cabinets. The Evidence Custodian should have a private office adjacent to the workstations. A work/copy room should be near the staff and will also provide space for hanging coats and a coffee bar.

The evidence processing/sort area will contain a 30" deep work counter as well as a 30" x 60" stainless steel table for the initial processing of the evidence. Surrounding the processing area will be several segregated evidence storage spaces. These include a drug vault with direct ventilation to the exterior, a walk-in cooler for storing DNA evidence, space for a safe, and a weapons storage room. These spaces will have a secondary lock to provide required security. Other support spaces in this area should be a staff toilet, janitor closet, and supply room.

To one side of this secure processing area will be access to the patrol evidence drop spaces. (Refer to sketch PD19.) This drop area should consist of an open work room for bagging and labeling evidence, pass-thru evidence lockers of various sizes (one unit being refrigerated), and access to the drying cabinet room. (This room will be described with the Crime Scene area.) Space should also be provided for Patrol to drop large items when it is after-hours. Within this room can be gated sections, essentially large lockers, to secure oversized items until the technicians are on-site. (Refer to sketch PD20.) This space should be adjacent to the Patrol Drop lockers.



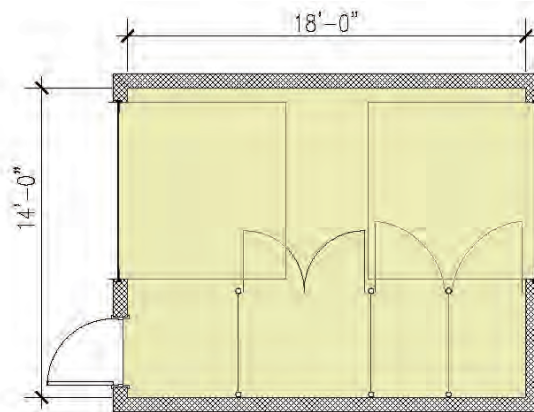
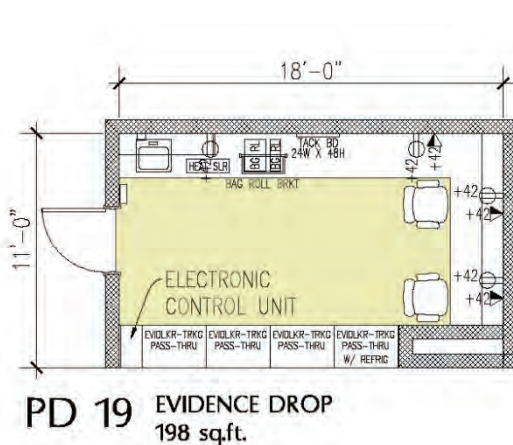


## Property and Evidence (continued)

The main property and evidence room will have limited access. This area will be a large space with efficient 12" and 24" deep shelving for the majority of items with a small area for tube storage for long, thin items. Other specialty storage areas include an area with heavy-duty shelves for oversized property, a room for long-term storage of major cases, and one with open floor space for bulky/miscellaneous items should have an exterior garage door for drop-off/pick-up access. This space is incorporated into the after-hours drop room, as described and shown on PD20.

This area should be located adjacent to the Crime Scene suite for convenience of staff and evidence chain of custody.

General bike storage for 40 bikes is requested and can be in a secure fenced area of the staff parking lot.



Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Property and Evidence</b>															
Vestibule/Lobby					10x10	100		1	100						
Public Pick-up Window					7x11	77		1	77						-
Evidence View/Attorney					9x10	90		1	90						
									-						
Property Tech / Work Area					14x32	448		1	448						-
ASA III	1		WS2		6x7	60			-		1				-
ASA I	1		WS2		6x7	60	1		-		2				-
Files									-						
Active (4 42" lat)															
Inactive (5 42" lat)															
Evidence Custodian	1		PO2		10x12	120		1	120						-
Work/Copy/Coffee/Coats					9x12	96		1	96						-
Patrol Evidence Work/Lockers			PD19		11X18	198		1	198						
<u>Evidence/Property Room</u>															
Evidence Processing/Sort Freezer (2)					16x18	288		1	288						-
Staff Toilet					8x8	64		1	64						
Drug Vault					10x12	120		1	120						-
Walk-In Cooler					9x10	90		1	90						
Janitor					5x7	35		1	35						
Valuables Safe					5x5	25		1	25						
Supply Closet					7x8	56		1	56						
Secure Weapons					8x30	240		1	240						-
General Property/Evidence									-						-
12"D Shelving (72 units)					17x26	442		1	442						
24"D Shelving (63 units)					25x26	650		1	650						
Tube					2x8	16		1	16						
									-						
Vestibule / After Hrs cages			PD20		14X18	252		1	252						-
Large Item storage 48"D (3 units+20 bikes)					16x18	288		1	288						
Bulk Storage (open floor)					10x18	180		1	180						
Major Case Long Term (49 units)					21x26	546		1	546						
Bicycle Storage (40)															
									-						-
Net Subtotal	3						1		4,421	3					-
18% Gross Circulation									970						-
Total Gross Sq. Footage									5,391						-
<b>Total Area</b>	<b>3</b>						<b>1</b>		<b>5,391</b>	<b>4</b>		<b>5,391</b>			

( ) Peak Users to be Accommodated

# Crime Scene

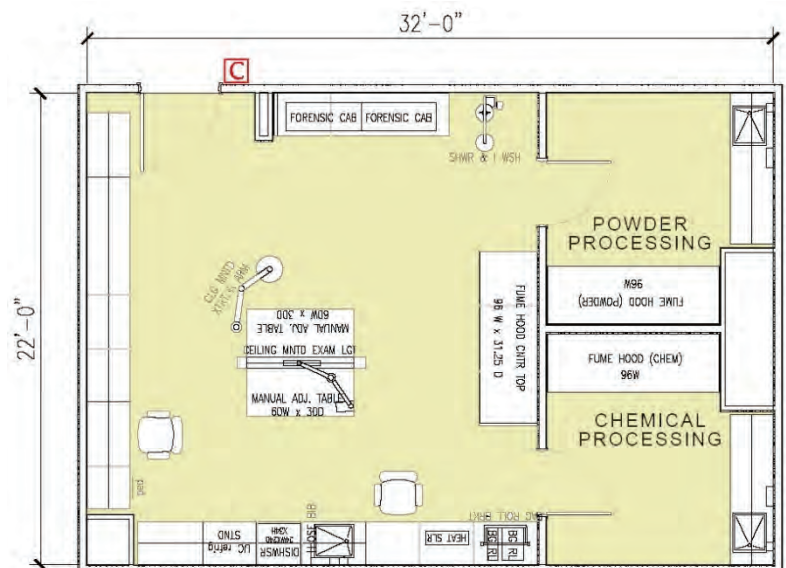
## Crime Scene Investigations

This department's focus is the processing and analysis of evidence. They work in conjunction with Property/Evidence. The heart of this department is the Crime Lab. This area consists of a large open processing room with ample counter space, a hands-free sink, desk area, and a large central table to facilitate evidence layout and processing. (See PD10.) There should be an emergency shower/eye wash station in the central lab processing along with direct ventilation to the exterior. Two separate processing rooms sit directly off this lab processing room. These are for chemical or powder processing of evidence.

The Crime Scene Technicians will have workstations in an open office area. These workstations will be shared, as staff is expected to work in shifts. Two additional workstations should be provided for a volunteer workspace and shared station for preparing digital evidence. Adjacent to the workstations should be a file room, an AFIS room, and evidence transfer lockers. These lockers allow the Crime Scene staff to obtain and/or return evidence to the Evidence staff maintaining a secure chain of custody.

A drying room will not only house four drying cabinets but should have a counter with a hand sink for convenient clean-up. This room should be readily accessible to the Patrol Evidence drop room. A large evidence drying room was also requested. This is an open room to accommodate oversized items for drying that cannot fit inside the drying cabinets.

Support spaces to this department should be a locker room, a toilet/shower room, an equipment storage room, and a janitor closet. Two vehicle processing bays (1 large/1 small) will support the staff, but will be located with the Support Building components.



PD 10 ID LAB  
704 sq.ft.



Requirements Data Sheet			Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description		Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Crime Scene</b>													
Supervisor				PO2		10X12	120	1	1	120			
Crime Scene Technician				WS4		7x8	80	8	2	160			-
Volunteer station				WS4		7x8	80		1	80			
Digital Evidence Prep				WS4		7x8	80		1	80			
Work/Copy/Coffee/Coats						9x12	108		1	108			
Files/Shelves										-			
Latent						9x12	108		1	108			-
Case Folders						9x10	90		1	90			
Fingerprint						9x12	108		1	108			
AFIS						9x10	90		1	90			-
Evidence Transfer Lockers						7x7	49		1	49			
Crime Lab				PD10		22X32	704		1	704			-
Lab Processing													-
Chemical Process													
Powder Process													
Staff Entry						8x10	80		1	80			
Drying Cabinets (4)						10x12	120		1	120			
Drying Room						9x11	99		1	99			
Staff Lockers (18"wX22"dX72"h)							9		8	72			
Toilet/Shower						8x11	88		1	88			
CSI Equipment Storage						9x12	108		1	108			-
Janitor Closet						5x7	35		1	35			
										-			
Net Subtotal								9		2,299			-
25% Gross Circulation										766			-
Total Gross Sq. Footage										3,065			-
<b>Total Area</b>								9		3,065	9		3,065

( ) Peak Users to be Accommodated

[] Volunteers

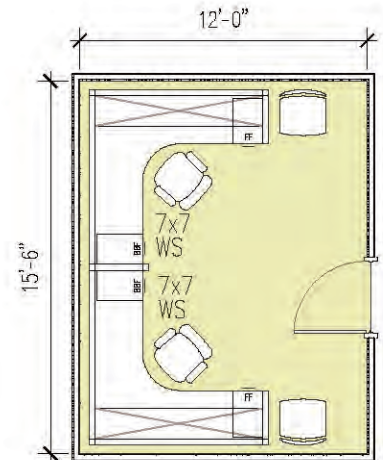


# Uniform Operations/Patrol and Staff Support

## Patrol

The Captain and Lieutenants over Patrol have private offices while the Patrol Sergeants will have 2-person shared offices. (See sketch SO1a). The Administrative Assistant will have a large workstation while all Patrol Officers will share small workstations in the report writing area.

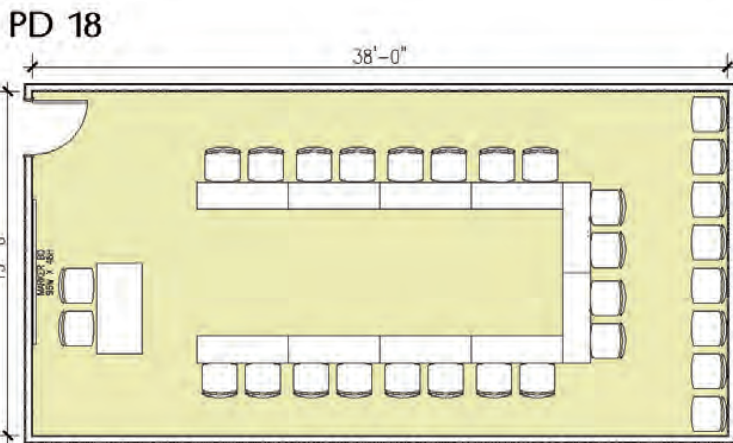
It was decided that this department would not need a public sub-waiting room. Visitors will be greeted in the Lobby, moved to the lobby interview rooms, or escorted back to Patrol.



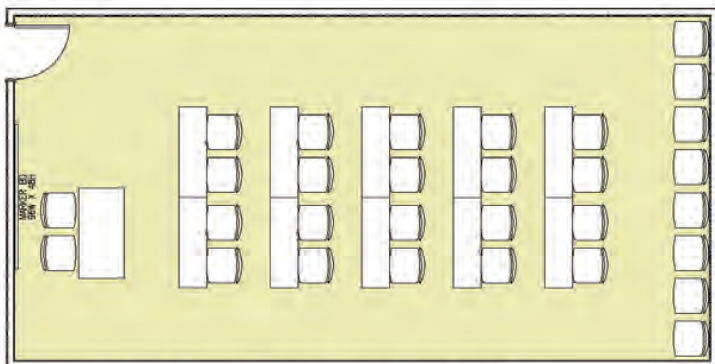
**SO 1a** SHARED OFFICE  
186 sq.ft.

A work/copy/mail area should be central to the department and is intended for sharing with CID. The report writing stations and mailboxes should be located in close proximity to the Patrol staff entrance and this work area. A juvenile lounge needs to be adjacent to report writing so that Officers may supervise any juvenile waiting at the facility.

The Patrol Briefing area will be sized for 20 officers (with 2 officers per 1'-6" x 6'-0" table) plus additional chairs along one wall. Options for setting up this room are shown in sketch PD18. The Briefing room should be close to the staff entry for quick movement of officers. This room is also intended for use by the SWAT



**PD 18**  
BRIEFING (20 + 8 CHAIRS) BRIEFING CONFIGURATION  
722 sq.ft.



BRIEFING (20 + 8 CHAIRS) TRAINING CONFIGURATION

unit for raid-planning purposes.

## Patrol (continued)

At the staff entry, duty lockers (or storage cubbies) were requested, so that officers can drop their gear as they enter the building. A place for officer files should be adjacent to these lockers. Two other spaces near the staff entry should be the K-9 office with adjacent room for housing the dogs inside, in lieu of in the officer's vehicle.

## Staff Support

The Staff Support areas will be shared by all Police staff. The break room will have tables and chairs for 12 people. The kitchen/vending will have a double sink, a microwave, dishwasher, coffeepot, and full size refrigerator along with room for three vending machines. A large trash container should be in this area, and some consideration for recycling. A small room for vending and supply storage should be nearby.

Each locker room will have full size lockers for all sworn staff (18"x22"x72"tall) and half height lockers for the non-sworn staff (18"x22"x36"tall). In planning for the future, a certain ratio of male to female is usually determined in order to establish the proper number of lockers. It was determined that the men's side percentage should be 80% sworn while the women's sworn percentage should be 30%.

The locker rooms will each have a dry side component (toilet bank, sinks, and lockers), and a wet side component which are showers and sinks. Space should also be allotted for stacked washer/dryer and a utility sink.

An exercise area adjacent to the locker rooms will be provided to encourage physical fitness of all staff.

### **Note for following Uniform Operations Department Chart:**

Please be aware that the negative numbers shown for staffing in the projections are not showing an actual reduction in staff, but indicate that those personnel are transferring to another facility.

Requirements Data Sheet			Current 2011				Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area		Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Patrol</b>																
Admin Assistant/Secr.			WS4		7x8	80		1	1	80						
Uniform Operations Captain			PO5		19X13	247				-				1	1	247
Conference (6)					11x15	165			1	165						
Shift A (6am-6pm)																
Lieutenant			PO3		12X12	144								1	1	144
Patrol Sergeant	2		SO1a		12X15.5	186			1	186						
Patrol Officer	12															
Shift B (10am-10pm)																
Lieutenant			PO3		12X12	144								1	1	144
Sergeant	2		SO1a		12X15.5	186			1	186						
Officer	14															
Shift C (6pm-6am)																
Lieutenant			PO3		12X12	144								1	1	144
Sergeant	1		SO3		15.5X15.5	240		2	1	240						
Officer	17							2								
Report Writing/Evid Drop					22x28	616			1	616						
Stations (5)			WS1		3x5	35			5							
Mail										-						
Evidence Work/Drop																
Juvenile Lounge					10x11	110			1	110						
Coffee/Coats					6x9	54			1	54						
Squad/Briefing (12+8chairs)			PD18		19x38	722			1	722						
A/V Closet					5x5	25			1	25						
Crime Analyst			PO2		10x12	120		1	1	120						
Equipment Distribution					9x9	81			1	81						
Gun Cleaning/Armory					9x17	153			1	153						
Staff Vestibule					8x10	80			1	80						
Duty Lockers (54)(2x2x3)						3			54	178						
Files					9x15	135			1	135						
K-9 Office (2)					9x12	108			1	108						
K-9 Dogs and Storage					9x12	108			1	108						
<b>Staff Support</b>																
Breakroom (12)					12x17	204			1	204						
Kitchen/Vending ( )					9x16	144			1	144						
Storage					5x5	25			1	25						
Male Locker																
80% Sworn (18"wX22"dX72"h)						9			64	576						
Civilian (18"wX22"dX36"h)						5			4	20						
Male Toilet (3wc, 3urinal, 3sink)					12x14	168			1	168						
Male Shower					12x13	156			1	156						
Shower Stall (2)										-						
ADA Shower (1)										-						
Utility/Washer/Dryer										-						
Female Locker										-						
30% Sworn (18"wX22"dX72"h)						9			24	216						
Civilian (18"wX22"dX36"h)						5			4	20						
Female					12x24	288			1	288						
Toilets (3)										-						
Sinks(2)										-						
Shower Stall (1)										-						
ADA Shower (1)										-						
Utility/Washer/Dryer										-						
Exercise					24x32	768			1	768						
Net Subtotal	48							6		5,932	4		679			
28% Gross Circulation										2,307			120			
Total Gross Sq. Footage										8,239			799			

() Peak Users to be Accommodated

[] Volunteers



# Building Support

Building Support includes areas that are general to the entire building. This area should have direct exterior access or be close to an exit for ease of maintenance. These areas include the central electrical room, sprinkler and central mechanical.

It is suggested that the City assign a Building Engineer to this facility who will understand the systems installed in this facility. The Building Control Room will be this person's office and have the computer controls for the building systems and security system.

The Central Janitor will serve as a storage/work area for the cleaning staff. The general storage will serve as bulk storage for the entire facility. Dedicated space for the Phone Demark and the Central Data Room should be included. The Maintenance Storage is intended for storage of all of the stock items the contractor will be required to provide at the end of construction.

## City of Columbia

## Police Needs Assessment Precinct 1 - Building Support

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Building Support</b>												
Sprinkler					6x7	42		1	42			
General Storage					9x16	144		1	144			
Central Electrical					12x12	144		1	144			
Building Control/Engineer					9x12	108		1	108			
Central Janitor					9x12	108		1	108			
Mechanical					12x14	168		1	168			
I.T./Data Closet					10x16	160		1	160			
Maintenance Storage					10x12	120		1	120			
Net Subtotal									994			-
17% Gross Circulation									204			-
Total Gross Sq. Footage									1,198			-

( ) Peak Users to be Accommodated  
[ ] Volunteers



# Support Buildings

## Police Support Building - Non A/C

At the Precinct 1 North location, the non A/C support building is primarily vehicular storage for SWAT and Crime Scene. The intention is to have the SWAT vehicle bays adjacent to the SWAT portions in the conditioned support building.

It was discussed that the vehicles listed in the chart may change over time, but that the space allocation was essentially correct with the department's expectation for the future.

### City of Columbia

### Police Needs Assessment Precinct 1 - Non A/C Support Building

Requirements Data Sheet			Current 2011			Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area		
<b><u>Support Building - Non-conditioned</u></b>									-					
Bays 5-12														
SWAT Vehicles														
Black Truck					16x28	448		1	448					
Command Post					16x28	448		1	448					
Transport/CNT Vans (3)					16x28	448		3	1,344					
PK					16x22	352		1	352					
Trailers (2)					18x22	396		2	792					
Bay 13														
CSI Vehicle					18x22	396		1	396					
Net Subtotal									3,780		-			
7% Gross Circulation									285		-			
<b>Total Gross Sq. Footage</b>									<b>4,065</b>		<b>-</b>			

( ) Peak Users to be Accommodated

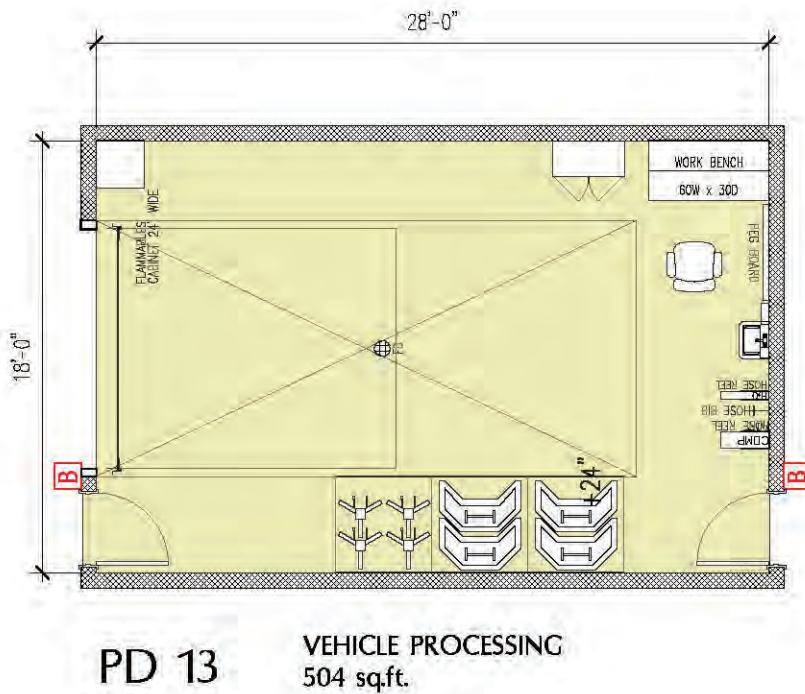
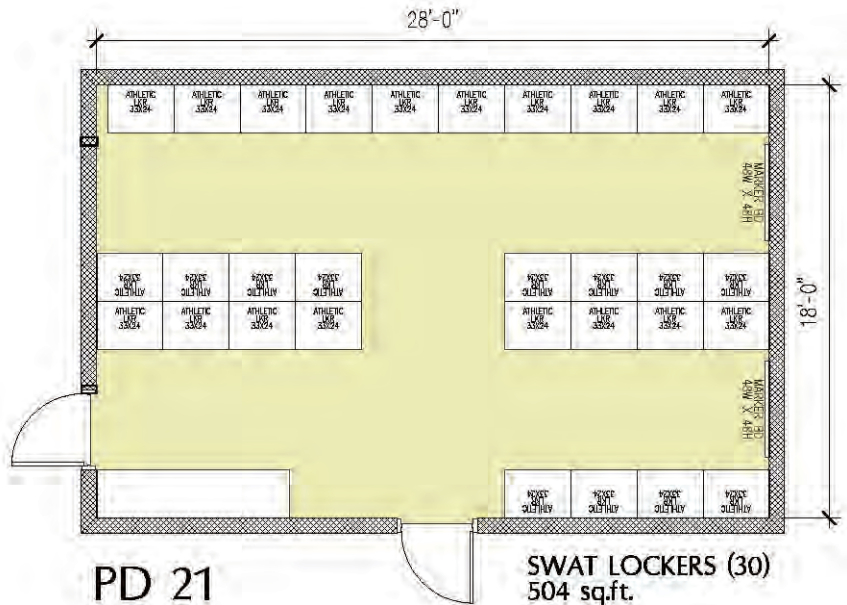
[ ] Volunteers

## Police Support Building - Conditioned

Again, at this location, the conditioned support building is also providing support space for SWAT and Crime Scene.

SWAT will be provided with a locker area containing 30 33"Wx24"D lockers. (See sketch PD-21). Adjacent to the lockers is an equipment area that will provide storage for weapons, ammunition and specialized equipment.

The Crime Scene unit will have two vehicle processing bays as part of this building. One bay will be sized for standard sized passenger-type vehicles and the second bay will be sized for oversized vehicles, up to the size of a base model Ford F-350 pickup truck. (See sketch PD-13).



Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Support Building - Conditioned</b>									-			
Bays 1-2 - AC												
Vehicular Evidence Process (lg)			PD13		18x28	504		1	504			
Vehicular Evidence Process (sm)					18x22	396		1	396			
Bay 3 - AC												
SWAT Lockers (30)			PD21		18x28	504		1	504			
Bay 4 - AC												
SWAT Equipment					18x28	504		1	504			
Ammunition Storage												
Net Subtotal									1,908			-
7% Gross Circulation									144			-
<b>Total Gross Sq. Footage</b>									<b>2,052</b>			<b>-</b>

( ) Peak Users to be Accommodated

[ ] Volunteers

## Parking

### Precinct 1 North Parking Needs

Parking at the Precinct 1 North Police Facility will be a driving factor of site size and selection. The option to park conveniently off site cannot be counted upon at this location as exact locations are not yet known.

As seen on the following parking needs chart, there is a total parking need of 160 at peak associated with this location. 60 of these spaces are tied to public functions, primarily the Community Room and will be provided in an open, public parking area near the main Lobby. The remaining space for Staff and City vehicles will be enclosed within a secure fence with electronic security access.



**Columbia Police North  
Precinct - 2031**

Shift Times

Police

		12 am	2 am	4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm
<b>DEPARTMENT</b>	<b># Staff</b>												
<b>PUBLIC PARKING</b>													
Police Visitors						10	10	10	10	10	10		
Volunteers						2	2	2	2	2	2		
Community Room/Training						48	48	48	48	48	48	48	48
<b>Total Public Cars</b>		0	0	0	0	0	0	60	60	60	60	48	48
<b>STAFF CARS</b>													
<b>Police Administration</b>													
Deputy Chief	1					1	1	1	1	1	1		
Crime Analyst	1					1	1	1	1	1	1		
Report Review Officer	1					1	1	1	1	1	1		
Crime Prevention Officer	1					1	1	1	1	1	1		
Admin. Secretary	1					1	1	1	1	1	1		
Station Master (1)	2	1	1			1	1	1	1	1	1	2	1
CSA (1)	4	2	1	1	1	1	1	2	1	1	1	2	1
<b>Investigations</b>													
Lieutenant						1	1	1	1	1	1		
ASA III						1	1	1	1	1	1		
Sergeant						2	2	2	2	2	2		
Investigators						7	7	7	7	7	7		
Investigator - Civilian						7	7	7	7	7	7		
Sergeant - Street Crimes						1	1	1	1	1	1		
Street Crimes Officers						6	6	6	6	6	6		
SWAT Lieutenant	1					1	1	1	1	1	1		
SWAT Training Officer	1					1	1	1	1	1	1		
<b>Property and Evidence</b>													
Evidence Custodian	1					1	1	1	1	1	1		
Evidence Techs	6					6	6	6	6	6	6		
<b>Crime Scene</b>													
Evidence Custodian	1					1	1	1	1	1	1		
Evidence Techs	8	3	3	2	2	2	2	3	3	2	2	3	3
<b>Patrol</b>													
<b>Shift A</b>													
Lieutenant					1	1	1	1	1	1	1	1	
Sergeant					1	1	1	1	1	1	1	1	
Officers					4	4	4	4	4	4	4	4	
<b>Shift B</b>													
Lieutenant							1	1	1	1	1	1	1
Sergeant							1	1	1	1	1	1	1
Officers							5	5	5	5	5	5	5
<b>Shift C</b>													
Lieutenant		1	1	1	1	1	1					1	1
Sergeant		1	1	1	1	1	1					1	1
Officers		6	6	6	6	6	6					6	6
K-9						2	2	2	2	2	2	2	2
<b>Total Staff Cars</b>	29	14	13	11	11	11	11	19	11	13	53	59	59
5% Reduction Sick/Vacation		13	12	10	10	10	10	18	10	12	50	56	56
<b>CITY CARS/SECURE</b>													
<b>Miscellaneous Police</b>													
CPD Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
CSA Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
Lt. Pool Cars	3	3	3	3	3	3	3	3	3	3	3	3	3
Detective Shared Units	7	7	7	7	7	7	7	7	7	7	7	7	7
Patrol Cars	27	27	27	27	27	27	27	27	27	27	27	27	27
Vans	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total City Cars</b>	42	42	42	42	42	42	42	42	42	42	42	42	42



# Public Lobby and Administration

## Public Lobby

The main Lobby will be an open gathering space for the facility with seating for 8 people. As at the Headquarters and Precinct 1, a Station Master/Reception desk will accommodate a uniformed desk officer and one civilian staff, elevated to provide a superior position and provided with bullet resistant glass and walls. Supporting the reception desk should be a small work area and a single toilet.

One interview room located off of the main Lobby should accommodate Livescan or similar equipment to allow for taking fingerprints for public/employee records.

A sound vestibule with an area for hanging coats will separate the Lobby from a Community Room / Training Room sized to seat 48 people in a training set-up with tables, and 80 people in a lecture format with only chairs. Storage for the additional tables and chairs is to be provided immediately adjacent. A Catering Kitchen will also be provided as part of this area.

Public toilets and drinking fountains in the main lobby will support the lobby and the Community/Training Room. One free-standing information kiosk should be located within the open lobby area to allow visitors to access department information, forms, etc.

## Administration

Precincts are to ultimately be under the command of a Deputy Chief, and this component services the needs of the administrative staff. This area is generally in operation during normal business hours.

The Deputy Chief's private office will contain a small conference table and 4 chairs within the office. For larger meetings, an 8-person conference room should be directly adjacent to this office. The Deputy Chief's Administrative Secretary will have a private office close by. This office will serve as the control point for this area. Glass to the waiting area will allow the office to act as the reception point for a 4 person waiting area that serves Administration, but also serves C.I.D.

All other staff in this suite will have either private offices or a shared office space.

## Administration (continued)

Support spaces for this office suite should include a work/coffee bar area with copier, printer, fax and day-to-day supplies, a storage room, and staff toilets.

### City of Columbia

### Police Needs Assessment Precinct 2 - Lobby and Administration

Requirements Data Sheet			Current 2011				Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area		Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Lobby</b>																
Vestibule					10x10	100		1	100							
Lobby (8)						600		1	600							
Drug drop box																
Records/Kiosk																
Drinking Fountains					5x5	25		1	25							
Reception					8x18	144		1	144							
Station Master (1)														2		
CSA (1)								2						2		
Ramp/Work Area					7x22	154		1	154							
Delivery					8x9	72		1	72							
Central Mail					9x9	81		1	81							
Interview Room/Fingerprint					10x12	120		1	120							
Sound Vestibule/Coats					8x10	80		1	80							
Community Room (48/80)					30X42	1260		1	1,260							
Storage					11x14	154		1	154							
Catering Kitchen					10X15	150		1	150							
Storage					5x5	25		1	25							
Public Toilet (4+3)					13x19	247		2	494							
Net Subtotal								2	3,459		4		-			
15% Gross Circulation									610				-			
Total Gross Sq. Footage									4,069				-			
<b>Administration</b>																
Waiting (4)					12x16	192		1	192							
Admin. Secretary					13x16	208			-		1	1	208			
Secure Files					7x10	70		1	70							
Work/Copy					9x12	108		1	108							
Coffee/Coats					7x7	49		1	49							
Deputy Chief			PO5		13x19	247					1	1	247			
Report Review Officer			PO2		10x12	120					1	1	120			
Crime Prevention Officer			SO1		12x13	156	1	1	156	1			-			
CPU Storage					9x9	81		1	81							
Central Supply					9x12	108		1	108							
Conference (8)			CN-B		11x18	198		1	198							
A/V Rack					5x5	25		1	25							
Staff Toilet					8x8	64		2	128							
Net Subtotal								1	1,115		4		575			
24% Gross Circulation									352				182			
Total Gross Sq. Footage									1,467				757			

( ) Peak Users to be Accommodated

[ ] Volunteers

# Criminal Investigations and Holding

## Criminal Investigations Department

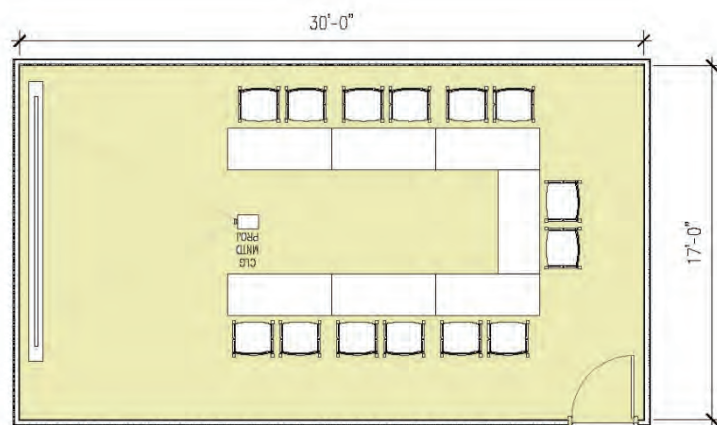
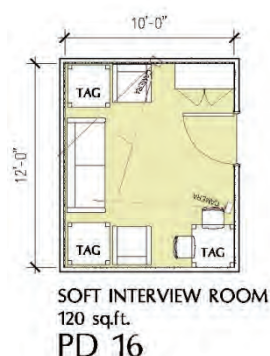
The Criminal Investigations department is responsible for investigating all crimes in Columbia, whether physical, property, or narcotics. Public access to this area will be from the front lobby escorted by CID Personnel or given access to CID from the Station Master.

The waiting area for CID is shared with the Administrative Department. A corridor connecting the main Lobby to CID will also provide access to a soft waiting room for CID use (see sketch PD-16). CID will also have access to the interview room located directly off of the Lobby and the two interrogation rooms located in the Holding area.

The Lieutenant in command of the division will be provided with a private office as will the Sergeants and the SWAT Training Officer. All other staff in this department will have workstations or a shared workroom. Each unit in Investigations will have detectives in large workstations that contain a guest chair and a wardrobe unit within the cubicle. Each unit can be set up in a pod configuration, or in a larger, combined open office space where several units are in that same space.

Central to the staff workstations should be a large work and copy area. Staff mailboxes, central files, coffee bar, and office supplies will be in this zone as well. This space is intended to be shared with Patrol. Other support spaces for this division are a small evidence processing area, a secured equipment room and staff toilets.

The main conference space or War Room should be central to the CID staff. This room should be set up to allow the staff to sit in a U-shape, allowing easier discussion and visibility to the planning wall (see sketch PD-5). This room will need audio/visual to support running computers, a projector, and monitors.



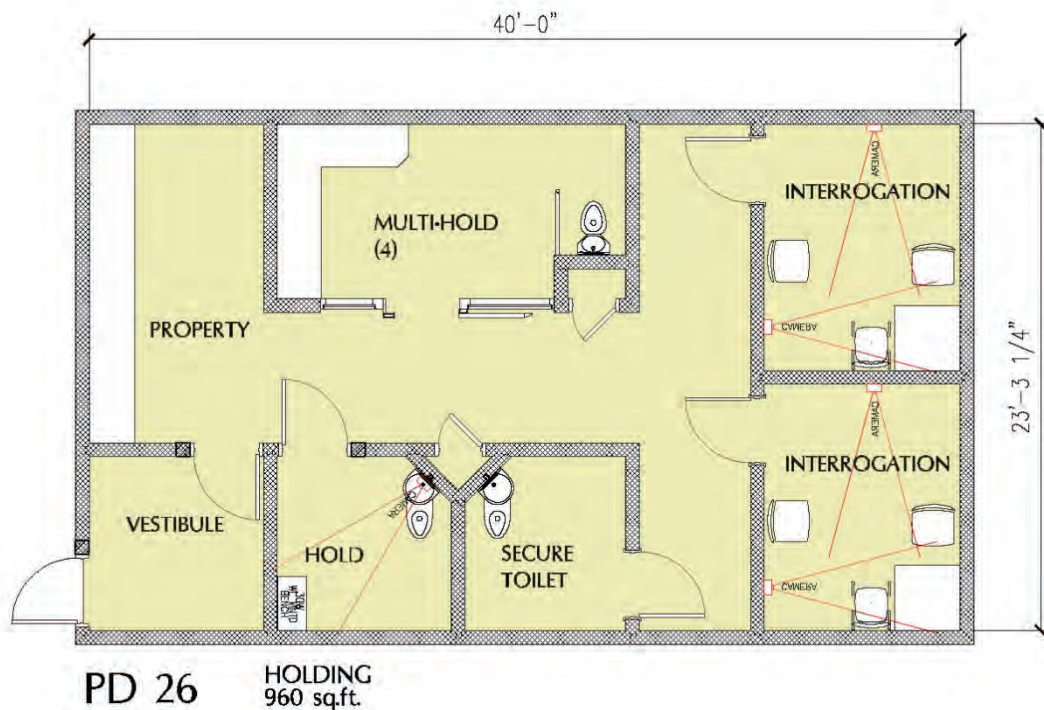


## Holding

The holding to be provided at this facility is only intended to be short-term. The current policy of transferring detainees to the County Jail as soon as practicable following completion of the booking process is expected to continue into the foreseeable future. If transfer cannot be made to the County Jail, they will be moved to the holding Downtown.

Booking is to occur in an area is to be provided with Livescan or similar digital fingerprint equipment and equipment for the taking of digital photographs as part of the booking process.

Holding capacity was determined after conversations with the Police command structure. The Precinct holding needs were set at one single holding cell and one four-person cells would be provided. The arrangement of these cells is to be such that male/female sight/sound segregation can be maintained or the single cell can be used for security segregation when an individual may be endangered if held with others also in custody. (See sketch PD-26)





Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Investigations</b>												
Reception/Waiting (4)												
Soft Interview			PD16		10x11	110		1	110			
Lieutenant			PO3		12X12	144			-	1	1	144
ASA III			WS2		6x7	60				1	1	60
Sergeant			PO2		12X10	120				2	2	240
Investigators			WS4		7x8	80	5	5	400	2	2	160
Investigator - Civilian			WS4		7x8	80	2	2	160	5	5	400
Street Crimes Officers			WS4		7x8	80				6	6	480
Sergeant - Street Crimes			PO2		10x12	120			-	1	1	120
Conference (14)					19x30	570		1	570			
A/V Rack					5x5	25		1	25			
Work/Copy					9x14	126		1	126			
Coffee/Coats					6x9	54		1	54			
Evidence Processing					7x10	70		1	70			
Equipment Storage					9x10	90		1	90			
Toilets					8x8	64		2	128			
Net Subtotal							7		1,495	18		1,604
36% Gross Circulation									841			902
Total Gross Sq. Footage									2,336			2,506
<b>Secure Holding</b>												
Vestibule			PD26		24x40	960		1	960			
Property					8x8	64		1				
Multi-Holding Cell (4)					8x14	112						
Holding Cell					8x16	128		1				
Interrogation Room					8x8	64		2				
Secure Toilet					9x9	81		2				
Booking/Photo/Fingerprint					8x8	64		1				
Janitor					11X19	209		1	209			
					5x5	25		1	25			
Net Subtotal									1,169			-
32% Gross Circulation									550			-
Total Gross Sq. Footage									1,719			-

( ) Peak Users to be Accommodated

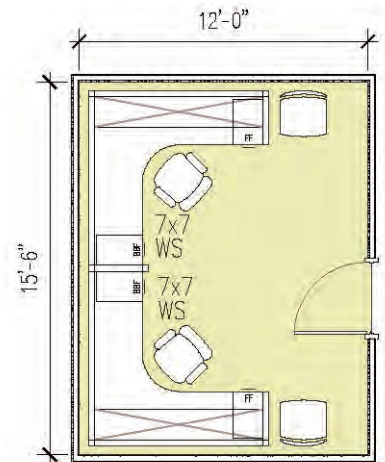
[ ] Volunteers

# Uniform Operations/Patrol and Staff Support

## Patrol

The Captain and Lieutenants over Patrol have private offices while the Patrol Sergeants will have 2-person shared offices. (See sketch SO1a). The Administrative Assistant will have a large workstation while all Patrol Officers will share small workstations in the report writing area.

It was decided that this department would not need a public sub-waiting room. Visitors will be greeted in the Lobby, moved to the lobby interview rooms, or escorted back to Patrol.

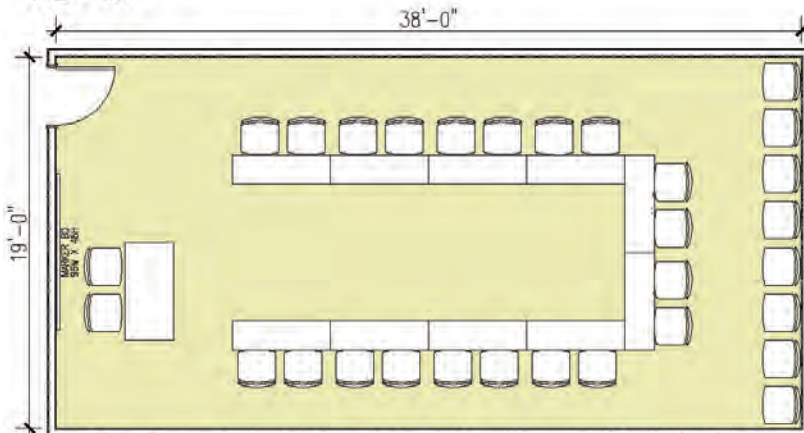


**SO 1a** SHARED OFFICE  
186 sq.ft.

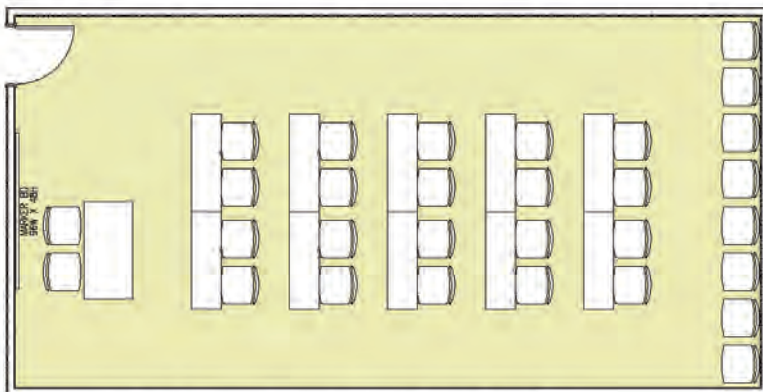
A work/copy/mail area should be central to the department and is intended for sharing with CID. The report writing stations and mailboxes should be located in close proximity to the Patrol staff entrance and this work area. A juvenile lounge needs to be adjacent to report writing so that Officers may supervise any juvenile waiting at the facility.

The Patrol Briefing area will be sized for 20 officers (with 2 officers per 1'-6" x 6'-0" table) plus additional chairs along one wall. Options for setting up this room are shown in sketch PD18. The Briefing room should be close to the staff entry for quick movement of officers.

**PD 18**



**BRIEFING (20 + 8 CHAIRS) BRIEFING CONFIGURATION**  
722 sq.ft.



**BRIEFING (20 + 8 CHAIRS) TRAINING CONFIGURATION**

## Patrol (continued)

At the staff entry, duty lockers (or storage cubbies) were requested, so that officers can drop their gear as they enter the building. A place for officer files should be adjacent to these lockers. Two other spaces near the staff entry should be the K-9 office with adjacent room for housing the dogs inside, in lieu of in the officer's vehicle.

## Staff Support

The Staff Support areas will be shared by all Police staff. The break room will have tables and chairs for 12 people. The kitchen/vending will have a double sink, a microwave, dishwasher, coffeepot, and full size refrigerator along with room for three vending machines. A large trash container should be in this area, and some consideration for recycling. A small room for vending and supply storage should be nearby.

Each locker room will have full size lockers for all sworn staff (18"x22"x72"tall) and half height lockers for the non-sworn staff (18"x22"x36"tall). In planning for the future, a certain ratio of male to female is usually determined in order to establish the proper number of lockers. It was determined that the men's side percentage should be 80% sworn while the women's sworn percentage should be 30%.

The locker rooms will each have a dry side component (toilet bank, sinks, and lockers), and a wet side component which are showers and sinks. Space should also be allotted for stacked washer/dryer and a utility sink.

An exercise area adjacent to the locker rooms will be provided to encourage physical fitness of all staff.



Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Patrol</b>												
Admin Assistant/Secr.			WS4		7x8	80	1	1	80			
Uniform Operations Captain			PO5		19X13	247			-	1	1	247
Conference (6)					11x15	165		1	165			
Shift A (6am-6pm)												-
Lieutenant			PO3		12X12	144				1	1	144
Patrol Sergeant	2		SO1a		12X15.5	186		1	186			-
Patrol Officer	12											-
Shift B (10am-10pm)												
Lieutenant			PO3		12X12	144				1	1	144
Sergeant	2		SO1a		12X15.5	186		1	186			
Officer	14											
Shift C (6pm-6am)												
Lieutenant			PO3		12X12	144				1	1	144
Sergeant	1		SO3		15.5X15.5	240	2	1	240			
Officer	17						2					
Report Writing/Evid Drop					22x28	616		1	616			-
Stations (5)			WS1		3x5	35		5				
Mail									-			
Evidence Work/Drop												
Juvenile Lounge					10x11	110		1	110			
Coffee/Coats					6x9	54		1	54			
Squad/Briefing (12+8chairs)			PD18		19x38	722		1	722			-
A/V Closet					5x5	25		1	25			
Crime Analyst			PO2		10x12	120	1	1	120			
Equipment Distribution					9x9	81		1	81			-
Gun Cleaning/Armory					9x17	153		1	153			
Staff Vestibule					8x10	80		1	80			
Duty Lockers (54)(2x2x3)						3		54	178			
Files					9x15	135		1	135			
K-9 Office (2)					9x12	108		1	108			
K-9 Dogs and Storage					9x12	108		1	108			
<b>Staff Support</b>												
Breakroom (12)					12x17	204		1	204			
Kitchen/Vending ( )					9x16	144		1	144			
Storage					5x5	25		1	25			
Male Locker												
80% Sworn (18"wX22"dX72"h)						9		64	576			
Civilian (18"wX22"dX36"h)						5		4	20			
Male Toilet (3wc, 3urinal, 3sink)					12x14	168		1	168			
Male Shower					12x13	156		1	156			
Shower Stall (2)									-			
ADA Shower (1)									-			
Utility/Washer/Dryer									-			
Female Locker									-			
30% Sworn (18"wX22"dX72"h)						9		24	216			
Civilian (18"wX22"dX36"h)						5		4	20			
Female					12x24	288		1	288			
Toilets (3)									-			
Sinks(2)									-			
Shower Stall (1)									-			
ADA Shower (1)									-			
Utility/Washer/Dryer									-			
Exercise					24x32	768		1	768			
Net Subtotal	48						6		5,932	4		679
28% Gross Circulation									2,307			120
Total Gross Sq. Footage									8,239			799

( ) Peak Users to be Accommodated

[ ] Volunteers



# Building Support

## Building Support

Building Support includes areas that are general to the entire building. This area should have direct exterior access or be close to an exit for ease of maintenance. These areas include the central electrical room, sprinkler and central mechanical.

It is suggested that the City assign a Building Engineer to this facility who will understand the systems installed in this facility. The Building Control Room will be this person's office and have the computer controls for the building systems and security system.

The Central Janitor will serve as a storage/work area for the cleaning staff. The general storage will serve as bulk storage for the entire facility. Dedicated space for the Phone Demark and the Central Data Room should be included. The Maintenance Storage is intended for storage of all of the stock items the contractor will be required to provide at the end of construction.

### City of Columbia

### Police Needs Assessment Precinct 2 - Building Support

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b><u>Building Support</u></b>												
Sprinkler					6x7	42		1	42			
General Storage					9x16	144		1	144			
Central Electrical					12x12	144		1	144			
Building Control/Engineer					9x12	108		1	108			
Central Janitor					9x12	108		1	108			
Mechanical					12x14	168		1	168			
I.T./Data Closet					10x16	160		1	160			
Maintenance Storage					10x12	120		1	120			
Net Subtotal									994			-
17% Gross Circulation									204			-
Total Gross Sq. Footage									1,198			-

( ) Peak Users to be Accommodated  
[ ] Volunteers

# Parking

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## Precinct 2 South Parking Needs

Parking at the Precinct 2 South Police Facility will be a driving factor of site size and selection. The option to park conveniently off site cannot be counted upon at this location as exact locations are not yet known.

As seen on the following parking needs chart, there is a total parking need of 150 at peak associated with this location. 60 of these spaces are tied to public functions, primarily the Community Room and will be provided in an open, public parking area near the main Lobby. The remaining space for Staff and City vehicles will be enclosed within a secure fence with electronic security access.

**Columbia Police South  
Precinct - 2031**

Shift Times

Police

		12 am	2 am	4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm
<b>DEPARTMENT</b>	<b># Staff</b>												
<b>PUBLIC PARKING</b>													
Police Visitors						10	10	10	10	10	10	10	
Volunteers						2	2	2	2	2	2	2	
Community Room/Training						48	48	48	48	48	48	48	48
<b>Total Public Cars</b>		0	0	0	0	0	0	60	60	60	60	60	0
<b>STAFF CARS</b>													
<b>Police Administration</b>													
Deputy Chief	1						1	1	1	1	1	1	
Crime Analyst	1						1	1	1	1	1	1	
Report Review Officer	1						1	1	1	1	1	1	
Crime Prevention Officer	1						1	1	1	1	1	1	
Admin. Secretary	1						1	1	1	1	1	1	
Station Master (1)	2	1	1				1	1	1	1	1	1	1
CSA (1)	4	2	1	1	1	1	2	1	1	1	1	1	1
<b>Investigations</b>													
Lieutenant							1	1	1	1	1	1	
ASA III							1	1	1	1	1	1	
Sergeant							2	2	2	2	2	2	
Investigators							7	7	7	7	7	7	
Investigator - Civilian							7	7	7	7	7	7	
Sergeant - Street Crimes							1	1	1	1	1	1	
Street Crimes Officers							6	6	6	6	6	6	
SWAT Lieutenant	1						1	1	1	1	1	1	
SWAT Training Officer	1						1	1	1	1	1	1	
<b>Patrol</b>													
Shift A													
Lieutenant					1	1	1	1	1	1	1	1	1
Sergeant					1	1	1	1	1	1	1	1	1
Officers					4	4	4	4	4	4	4	4	4
Shift B													
Lieutenant							1	1	1	1	1	1	1
Sergeant							1	1	1	1	1	1	1
Officers							5	5	5	5	5	5	5
Shift C													
Lieutenant		1	1	1	1	1	1					1	1
Sergeant		1	1	1	1	1	1					1	1
Officers		6	6	6	6	6	6					6	6
K-9						2	2	2	2	2	2	2	2
<b>Total Staff Cars</b>	13	11	10	9	9	9	17	9	10	42	49	49	49
5% Reduction Sick/Vacation		10	9.5	8.6	8.6	8.6	16	8.6	9.5	40	47	47	47
<b>CITY CARS/SECURE</b>													
<b>Miscellaneous Police</b>													
CPD Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
CSA Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
Lt. Pool Cars	3	3	3	3	3	3	3	3	3	3	3	3	3
Detective Shared Units	7	7	7	7	7	7	7	7	7	7	7	7	7
Patrol Cars	27	27	27	27	27	27	27	27	27	27	27	27	27
Vans	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total City Cars</b>	42	42	42	42	42	42	42	42	42	42	42	42	42



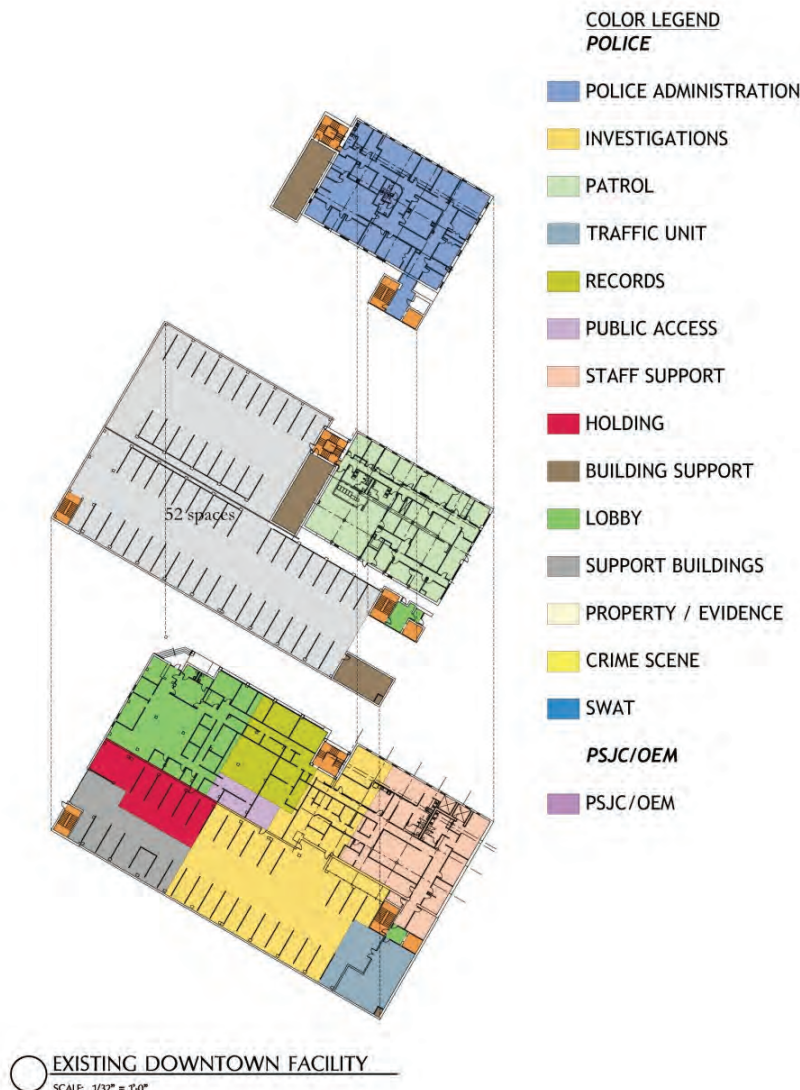
# Budgets

## Budgets

This section contains budgets for each of the Police components of Option 1; renovated Downtown Headquarters facility, Precinct 1 North Facility and the Precinct 2 South facility.

The fourth component in each of the options is the new Public Safety Joint Communications/Office of Emergency Management facility. The space needs and budget for this component are contained in a separate section of this study.

## Police Headquarters (Existing Building Renovation)





**City of Columbia**  
**Existing Building Renovation**  
**Police Headquarters Downtown Precinct**  
**Project Budget**  
**May 7, 2012**

**Testing Services**

Building Environmental Analysis/Abatement	0	Note J
Environmental Phase 1	0	Note J
Existing Building Structural Assessment	12,000	
Construction Materials	8,000	Note H
<b>Total</b>	<b>20,000</b>	

**Construction**

Interior Demolition	310,430	Note F
Police Renovation	3,690,360	Note B
Structural Revisions	100,000	Note H
Holding	258,000	Note P
Exterior Shell Upgrades	250,000	Note C
Parking Deck Waterproofing	110,280	Note D
New Roof	0	Note G
Officer Memorial	0	Note G
Support Buildings	143,900	Note K
I.T. Backbone/Cabling	155,815	Note E
I.T. Video/Security	165,172	Note T
A/V Equipment	150,000	
LEED Enhancements	0	Note S
Site Development/Parking	0	Note V
Covered Parking	0	Note G
Emergency Generator	75,000	
Landscape/Flatwork/Lighting	0	Note G
Site Gate	20,000	
On-Site Water Retention	0	Note G
Off-Site Utility Development	0	Note G
Contingency	542,896	Note L
<b>Total</b>	<b>5,971,853</b>	

**FF&E**

Furniture	738,072	Note O
Exercise Equipment	0	Note W
Police Equipment/Appliances	120,000	
<b>Total</b>	<b>858,072</b>	

**City Budgets**

Art Budget	0	Note G
Electrical/Gas Cable/Service Fees	0	Note G
Telephone	58,715	Note X
City Computer/Network Equipment	80,000	Note Y
Fiber to Site	0	Note G
Moving Costs	20,000	
Temporary Buildings	0	Note G
Communication Tower	0	Note G
Site Survey/Platting	0	Note G
Owner Contingency	59,719	Note Q
<b>Total</b>	<b>218,433</b>	

**Professional Services**

Site Submittal Process	0	Note G
A/E Services	477,748	Note R
Commissioning	55,069	Note Z
LEED Services	20,000	Note S
Civil Engineering (On-Site)	0	Note G
ADA Consulting	6,000	
Landscape Design	0	Note G
Cost Estimating	18,000	
AV/Acoustical Consulting	58,000	
FF & E/Interiors	72,000	
Technology/Security Systems Consulting	68,837	Note AA
As-Built Existing Building	16,000	
As-Built/CMAR CAD Documents	10,000	
Reimbursable	52,000	
<b>Total</b>	<b>853,654</b>	

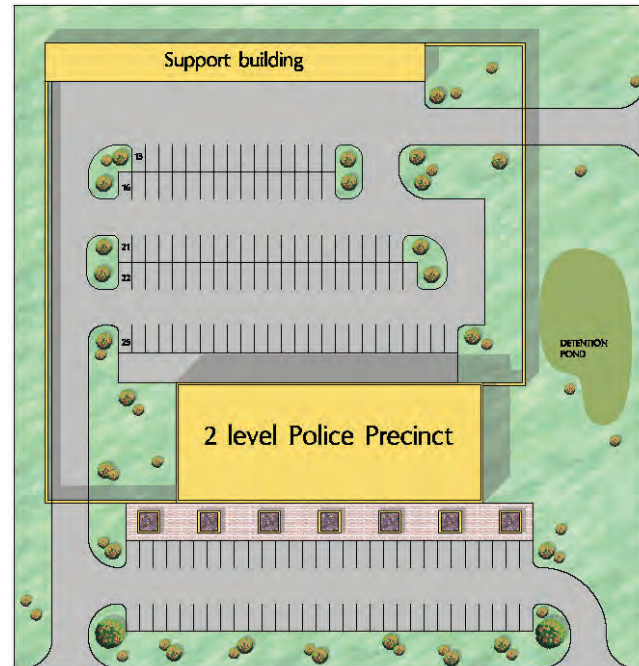
<b>Sub-Total</b>	<b>7,922,012</b>	Note M
<b>Escalation</b>	<b>2,678,432</b>	Note N
<b>Total Project Cost</b>	<b>10,600,444</b>	Note A

**Budget Notes**

Note A:	Project Schedule
	3/2017 - Design start
	11/2017 - Bid
	1/2018 - Construction start
	9/2018 - Substantial completion
	10/2018 - Occupancy
Note B:	Police 41,004 s.f. @ \$90/s.f.
Note C:	New windows/entrances & sealants at shell
Note D:	22,056 s.f. @ \$5.00/s.f.
Note E:	41,004 s.f. @ \$3.80/s.f.
Note F:	31,043 s.f. @ 10.00/s.f.
Note G:	Not required
Note H:	Level One parking garage revisions & elevator adjustments
Note J:	Existing building has been reviewed
Note K:	2,878 @ \$50/ft.
Note L:	10% of construction cost
Note M:	Base costs calculated to January 2013
Note N:	Escalation assumptions:
	2013 6.00%
	2014 7.00%
	2015 6.00%
	2016 5.00%
	2017 6.00%
	<b>Total 33.81%</b>
Note O:	41004 s.f. @ \$18/s.f.
Note P:	2,150 s.f. @ \$120/s.f.
Note Q:	1% of construction budget
Note R:	8% of construction cost
Note S:	Certified level
Note T:	41,293 s.f. @ \$4.00/s.f.
Note V:	Public/staff parking off-site (169 spaces)
Note W:	Equipment to be supplied by others
Note X:	41004 s.f. @ \$1.50/s.f.
Note Y:	Estimate awaiting City budget
Note Z:	LEED services not required
	45,891
Note AA:	45,891 s.f. @ \$1.50/s.f.

## Precinct 1 North

The first phase in all options will be to design and construct, at least, Precinct 1 North and the new PSJC/OEM facility to provide locations for all personnel currently residing in the Downtown facility to occupy while the demolition and renovation of the existing facility is under way. Under Option 1, Precinct 1 North is composed of a precinct administrative element; 1/3 of all Patrol and CID personnel; all SWAT, Property/Evidence functions and all Crime Scene functions.





**City of Columbia**  
**Police North Precinct Building**  
**with**  
**Evidence/Crime Scene/SWAT**  
**Project Budget**  
**May 7, 2012**

**Testing Services**

Building Abatement	0	
Environmental Phase 1	8,000	Note B
Subsurface Soils	10,000	
Construction Materials	35,767	Note DD
<b>Total</b>	<b>53,767</b>	

**Construction**

Site Demolition	0	Note P
Police Building	5,489,900	Note C
Evidence/Crime Scene/SWAT	1,605,500	Note AA
Support Buildings	593,490	Note BB
Support Buildings AC	309,852	Note CC
I.T. Backbone/Cabling	140,480	Note D
I.T. Video Security	133,456	Note E
A/V Equipment	156,000	
Site Development/Parking	691,320	Note H
Covered Parking	159,600	Note F
Emergency Generator	75,000	
Landscape/Flatwork/Lighting	100,000	
Site Fence (Secure Lots)	204,000	Note K
On-Site Water Retention	90,000	
Existing Utility Relocation	0	Note P
On-Site Development Utilities	0	Note P
Off-Site Utility Development	0	Note P
LEED Enhancements (Silver)	194,972	Note G
Contingency	894,921	Note L
<b>Total</b>	<b>10,838,491</b>	

**FF&E**

Furniture	561,920	Note O
Exercise Equipment	0	Note U
Police Equipment/Appliances	60,000	
<b>Total</b>	<b>621,920</b>	

**City Budgets**

Art Budget	108,385	Note V
Electrical/Service Fees	0	Note W
Gas/Cable Service Fees	0	Note P
Telephone	52,680	Note X
City Computer/Network Equipment	60,000	Note Y
Fiber to Site	( )	Note P
Moving Costs	15,000	
Communication Tower	0	Note J
Site Survey/Platting	8,000	
Owner Contingency	108,385	Note Q
<b>Total</b>	<b>352,450</b>	

**Professional Services**

Site Submittal Process	8,000	
A/E Services	867,079	Note R
Commissioning	79,020	Note S
LEED (Silver) Services	42,000	
Civil Engineering (On-Site)	52,000	
Civil Existing Utility Relocation	0	Note P
Civil Engineering (Off-Site Utilities)	0	Note P
ADA Consulting	5,000	
Landscape Design	18,000	
Cost Estimating	12,000	
AV/Acoustical Consulting	58,000	
FF & E/Interiors	60,000	
Technology/Security Systems Consulting	70,240	Note Z
As Built/CMAR CAD Documents	10,000	
Reimbursable	52,000	
<b>Total</b>	<b>1,333,339</b>	

**Sub-Total** 13,199,967 Note M

**Escalation** 3,463,671 Note N

**Land Cost** 0 Note T

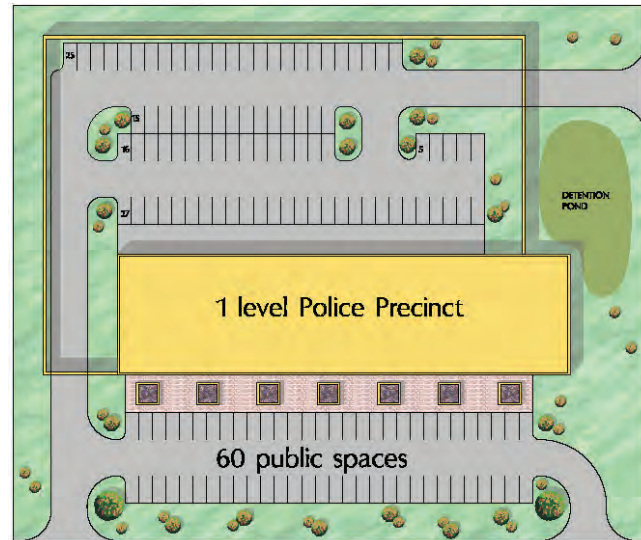
**Total Project Cost** 16,663,639 Note A

**Budget Notes**

Note A:	Project Schedule
	11/2015 - Design start
	10/2016 - Bid
	1/2017 - Construction start
	11/2017 - Substantial completion
	1/2018 - Occupancy
Note B:	Due Diligence
Note C:	Police 26,650 s.f. @ \$206/s.f.
Note D:	35,120 s.f. @ \$4.00/s.f.
Note E:	35,120 s.f. @ \$3.80/s.f.
Note F:	42 spaces @ \$3800/space
Note G:	2% of construction cost
Note H:	Site preparation/paving 82,300 sf. @ \$8.40/s.f.
Note J:	Not required
Note K:	680 l.f. @ \$300/ft. masonry
Note L:	9% of construction cost
Note M:	Base costs calculated to January 2013
Note N:	Escalation assumptions:
	2013 6.00%
	2014 7.00%
	2015 6.00%
	2016 5.00%
	<b>Total 26.24%</b>
Note O:	35,120 s.f. @ \$16/s.f.
Note P:	Site unknown at this time
Note Q:	1% of construction budget
Note R:	8% of construction cost
Note S:	LEED Commissioning 35,120 @ \$2.25/ft.
Note T:	3.42 acres required
Note U:	Equipment to be supplied by others
Note V:	1% of construction budget
Note W:	City power & light data
Note X:	Estimate 35,120 @ \$1.50/s.f.
Note Y:	Estimate: Awaiting City budget
Note Z:	35,120 @ \$2.00/s.f.
Note AA:	8,450 s.f. @ \$190/s.f.
Note BB:	Support Buildings 4,065 s.f. @ \$146/s.f.
Note CC:	A/C support buildings 2,052s.f. @ \$151/s.f.
Note DD:	.33% of construction cost

## Precinct 2 South

In all options, Precinct 2 South is always the same; a clean, Precinct Station consisting only of Precinct administration and 1/3 of Patrol and Investigations personnel. The timing of Precinct 2 South depends upon which track for Option 1 is selected. Under the “build as needed” track construction of this facility is not begun 2021. Under the “least construction cost” track construction occurs simultaneously with the PSJC facility and Precinct 1 North. The following budget is based on the “build as needed” track.





**City of Columbia**  
**Police South Precinct Building**  
 Project Budget  
 May 7, 2012

**Testing Services**

Building Abatement	0	
Environmental Phase 1	8,000	Note B
Subsurface Soils	10,000	
Construction Materials	25,141	Note AA
<b>Total</b>	<b>43,141</b>	

**Construction**

Site Demolition	0	Note P
Building	5,227,250	Note C
Support Buildings	0	Note J
I.T. Backbone/Cabling	101,500	Note D
I.T. Video Security	96,425	Note E
A/V Equipment	156,000	
Site Development/Parking	621,600	Note H
Covered Parking	159,600	Note F
Emergency Generator	75,000	
Landscape/Flatwork/Lighting	100,000	
Site Fence (Secure Lots)	225,000	Note K
On-Site Water Retention	90,000	
Existing Utility Relocation	0	Note P
On-Site Development Utilities	0	Note P
Off-Site Utility Development	0	Note P
LEED Enhancements (Silver)	137,048	Note G
Contingency	629,048	Note L
<b>Total</b>	<b>7,618,471</b>	

**FF&E**

Furniture	406,000	Note O
Exercise Equipment	0	Note U
Police Equipment/Appliances	60,000	
<b>Total</b>	<b>466,000</b>	

**City Budgets**

Art Budget	76,185	Note V
Electrical/Service Fees	0	Note W
Gas/Cable Service Fees		Note P
Telephone	38,063	Note X
City Computer/Network Equipment	60,000	Note Y
Fiber to Site	( )	Note P
Moving Costs	15,000	
Communication Tower	0	Note J
Site Survey/Platting	8,000	
Owner Contingency	76,185	Note Q
<b>Total</b>	<b>273,432</b>	

**Professional Services**

Site Submittal Process	11,000	
A/E Services	609,478	Note R
Commissioning	57,094	Note S
LEED (Silver) Services	42,000	
Civil Engineering (On-Site)	52,000	
Civil Existing Utility Relocation	0	Note P
Civil Engineering (Off-Site Utilities)	0	Note P
ADA Consulting	5,000	
Landscape Design	18,000	
Cost Estimating	14,000	
AV/Acoustical Consulting	58,000	
FF & E/Interiors	70,000	
Technology/Security Systems Consulting	50,750	Note Z
As Built/CMAR CAD Documents	10,000	
Reimbursable	52,000	
<b>Total</b>	<b>1,049,321</b>	

<b>Sub-Total</b>	<b>9,450,365</b>	Note M
<b>Escalation</b>	<b>5,554,924</b>	Note N
<b>Land Cost</b>	<b>0</b>	Note T
<b>Total Project Cost</b>	<b>15,005,289</b>	Note A

**Budget Notes**

Note A:	Project Schedule
	7/2020 - Design start
	6/2021 - Bid
	8/2021 - Construction start
	7/2022 - Substantial completion
	8/2022 - Occupancy
Note B:	Due Diligence
Note C:	Police 25,375 s.f. @ \$206/s.f.
Note D:	25,375 s.f. @ \$4.00/s.f.
Note E:	25,375 s.f. @ \$3.80/s.f.
Note F:	42 spaces @ \$3800/space
Note G:	2% of construction cost
Note H:	Site preparation/paving 74,000 sf. @ \$8.40/s.f.
Note J:	Not required
Note K:	750 l.f. @ \$300/ft. masonry
Note L:	9% of construction cost
Note M:	Base costs calculated to January 2013
Note N:	Escalation assumptions:
	2013 6.00%
	2014 7.00%
	2015 6.00%
	2016 5.00%
	2017 6.00%
	2018 5.00%
	2019 5.00%
	2020 5.00%
	1/2021-6/2021 2.50%
	<b>Total 58.78%</b>
Note O:	25,375 s.f. @ \$16/s.f.
Note P:	Site unknown at this time
Note Q:	1% of construction budget
Note R:	8% of construction cost
Note S:	LEED Commissioning 25,375 @ \$2.25/ft.
Note T:	3.42 acres required
Note U:	Equipment to be supplied by others
Note V:	1% of construction budget
Note W:	City power & light data
Note X:	Estimate 25,375 @ \$1.50/s.f.
Note Y:	Estimate: Awaiting City budget
Note Z:	25,375 @ \$2.00/s.f.
Note AA:	.33% of construction cost

## Track Comparison of Schedule and Cost

The adjacent chart shows the difference in cost and schedule in the two tracks discussed. The base numbers in the chart are based on the “build as needed” track. The numbers and dates shown in the red bounded box represent the impact of going with the “least construction cost” track.

Option	Location	Function										Accelerated Design Start	Project Cost	Occupy
		PSJC/OEM	HQ Admin.	Dove, Juvenile CID	Records	Property / Evidence Crime Scene	Traffic	SWAT	Standard Precinct - CID Patrol	Assumed Design Start Date	Project Cost			
1	Freestanding	•								Jun-15	\$16,048,656	Jan-13	\$13,023,335	Jul-16
	North Precinct					•		•		Nov-15	\$16,663,639	Jan-13	\$13,199,967	Mar-16
	Downtown Headquarters (existing building)		•	•	•		•	•		Mar-17	\$10,600,444	Jun-15	\$9,254,700	Jan-17
	South Precinct								•	Jul-20	\$15,005,289	Jan-13	\$9,450,365	Mar-16
		Total										Total	\$44,928,367	
													\$58,318,028	

# Table of Contents.

## Option 2

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### Police Space Needs - Option 2

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Option 2 Synopsis .....	B.3
Summary of Program Spaces – Option 2 - All Facilities .....	B.4

### Downtown Precinct (Existing Downtown Building)

## Section

## B1

Public Lobby and Administration .....	B1.1
Criminal Investigations .....	B1.3
Uniform Operations Division/Patrol and Staff Support .....	B1.7
Holding.....	B1.10
Building Support .....	B1.12
<u>Support Building Functions</u>	
Police Support Building – Non A/C.....	B1.14
Police Support Building - Conditioned .....	B1.15
Parking Needs 2031 .....	B1.16

### Headquarters Precinct North

## Section

## B2

Public Lobby .....	B2.1
Records.....	B2.3
Public Access .....	B2.5
Administrative Division .....	B2.6
Criminal Investigations and Holding .....	B2.8
Property and Evidence .....	B2.11
Crime Scene .....	B2.14
Uniform Operations Division/Patrol .....	B2.16
Staff Support .....	B2.19
Building Support .....	B2.21
<u>Support Buildings</u>	
Police Support Building – Non A/C.....	B2.22
Police Support Building - Conditioned .....	B2.23
Parking Needs 2031 .....	B2.25

Precinct South

Section  
B3

Public Lobby and Administration ..... B3.1

Criminal Investigations and Holding ..... B3.3

Patrol and Staff Support ..... B3.6

Building Support ..... B3.9

Parking Needs 2031 ..... B3.10

Option 2 Project Budgets

Section  
B4

Budgets..... B4.1

Downtown Precinct (Existing Downtown Building Renovation) ..... B4.1

Headquarters Precinct North ..... B4.3

Precinct South ..... B4.5

Track Comparison of Schedule and Cost ..... B4.7



# Option 2 Synopsis

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## Synopsis of Option 2

Option Two, as do all of the options to be discussed, involves four separate projects and offers two distinct tracks to completing the buildings needed to provide the City of Columbia with the facilities that will serve both the Police and the Public Safety Joint Communications/Office of Emergency Management for the next twenty years. These four projects are: A complete renovation of the existing downtown facility to serve as a Downtown Precinct Station and home to a third of the Patrol and Investigations staff, as well as Traffic and Juvenile Investigations; Headquarters Precinct North to house another third of Patrol and Investigations staff, all SWAT functions, Property and Evidence, Crime Scene, and Records; Precinct South to house the final third of Patrol and Investigations staff; and finally, a new Public Safety Joint Communications/Office of Emergency Management facility.

The first of the two tracks mentioned is geared toward providing facilities only as growth occurs with the final project, Precinct 2 South only constructed after the other facilities reach capacity. This track reduces the amount of overbuilding for future needs, but results in far more cost long term. Under this “build as needed” track, based on an assumed design start of June 2015, all construction is completed in August 2022 at a final cost for all projects of \$61,120,379. The second, “least construction cost” track is an accelerated approach intended to reduce final cost. Under this approach design begins in January 2013 and all construction is completed in January 2017 at a final cost of \$47,968,220.

The initial steps in this Option, under either track, must be to secure a location or locations to construct the new facilities. These new buildings must be completed to allow for the existing downtown facility to be emptied of staff. When all Police and PSJC personnel have relocated out of the existing building, it can then be completely renovated to provide for a Downtown Precinct facility.

# Summary of Program Spaces

## Summary of All Option 2 Program Spaces

City of Columbia

Police/Joint Communications Needs Assessment

Total

Requirements Data Sheet		Current Staff		Projected 2021 Requirements		Projected 2031 Additional Requirements		Total 2031 Requirements		
Item Description			Staff	Total Area		Staff	Total Area		Staff	Total Area
<b>Headquarters Precinct</b>										
Public Lobby	8	2	4,949	1	-	11	4,949			
Records	9	1	2,792			10	2,792			
Police Administration	15	7	6,197	3	568	25	6,766			
Public Access		3	1,121			3	1,121			
Patrol	109	-44	7,000	1	343	66	7,343			
Holding			1,719		-		1,719			
Investigations		7	2,748	18	2,506	25	5,255			
Property and Evidence	3	1	5,391	3	-	7	5,391			
Crime Scene		9	3,065		-	9	3,065			
Staff Support			5,182		-		5,182			
Building Support			1,198				1,198			
Subtotal			41,364		3,418		44,782			
9% Building Envelope Factor			4,091		338		4,429			
Total Building Square Footage	144	-14	45,455	26.0	3,756	156.0	49,211			
<b>Support Buildings</b>										
Support Building - conditioned			2,052				2,052			
Support Building - non-conditioned			4,065				4,065			
Total Support Square Footage			6,116		-		6,116			
<b>Joint Communications</b>										
PSJC/Emergency Management	8	5	4,232	1	308	14	4,539			
Communications	31	24	6,228	18	-	73	6,228			
Building Support			2,145		-		2,145			
Emergency Operations/Emergency Management			8,970		-		8,970			
Subtotal			21,574		308		21,882			
9% Building Envelope Factor			2,134		30		2,164			
Total Building Square Footage		29	23,708	19.0	338	87.0	24,046			
Joint Communications Support Buildings - Conditioned			601				601			
Joint Communications Support Buildings - Non-Conditioned			2,259				2,259			
Total Building Square Footage			2,860		-		2,860			
<b>Downtown Precinct</b>										
Lobby		2	1,984	4	-	6	1,984			
Administration		2	1,625	4	757	6	2,382			
Holding			2,149		-		2,149			
Investigations (Public)	1	2	1,725		-	3	1,725			
Investigations (Secure)	23	4	7,895	11	1,375	38	9,270			
Traffic Unit	11	8	2,281	3	109	22	2,391			
Patrol / Staff Support		53	8,350	4	799	57	9,149			
Building Support			2,904		-		2,904			
Subtotal			28,913		3,040		31,953			
0% Building Envelope Factor (Existing Building)										
Total Building Square Footage	35	71	28,913	25.5	3,040	131.5	31,953			
Size Needed to fit all building funtion on site							31,953			
Size of Existing Facility							31,043			
							910			
<b>Downtown Support Buildings</b>										
Support Building - conditioned			426				426			
Support Building - non-conditioned			2,831				2,831			
Total Building Square Footage			3,257				3,257			
<b>Precinct South</b>										
Lobby		2	4,069	4	-	6	4,069			
Administration		2	1,467	4	757	6	2,224			
Investigations		7	2,336	18	2,506	25	4,842			
Holding			1,719		-		1,719			
Patrol / Staff Support		53	8,239	4	799	57	9,038			
Building Support			1,198		-		1,198			
Subtotal			19,028		4,062		23,090			
9% Building Envelope Factor			1,882		402		2,284			
Total Building Square Footage		64	20,910	29.5	4,464	93.5	25,373			

# Public Lobby and Administration

## Public Lobby

The main Lobby will be an open gathering space for the facility with seating for 8 people. As at the Headquarters, a Station Master/Reception desk will accommodate a uniformed desk officer and one civilian staff, elevated to provide a superior position and provided with bullet resistant glass and walls. Supporting the reception desk should be a small work area and a single toilet.

One interview room located off of the main Lobby should accommodate Livescan or similar equipment to allow for taking fingerprints for public/employee records.

Public toilets and drinking fountains will be part of this area. One free-standing information kiosk should be located within the open lobby area to allow visitors to access department information, forms, etc.

## Administration

Precincts are to ultimately be under the command of a Deputy Chief, and this component services the needs of the administrative staff. This area is generally in operation during normal business hours.

The Deputy Chief's private office will contain a small conference table and 4 chairs within the office. For larger meetings, an 8-person conference room should be directly adjacent to this office. The Deputy Chief's Administrative Secretary will have a private office close by. This office will serve as the control point for this area. Glass to the waiting area will allow the office to act as the reception point for a 4 person waiting area that serves Administration, but also serves CID. All other staff in this suite will have either private offices or a shared office space. Support spaces for this office suite should include a work/coffee bar area with copier, printer, fax and day-to-day supplies, a storage room, and staff toilets.



Requirements Data Sheet			Current 2011				Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area		Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Lobby</b>																
Vestibule					10x10	100		1	100							
Lobby (8)						650		1	650							
Drug drop box																
Records/Kiosk																
Drinking Fountains					5x5	25			-							
Public Toilet					8x8	64		3	192							
Reception					8x18	144		1	144							
Station Master (1)														2		
CSA (1)								2						2		
Staff Work Area					9x12	108		1	108							
Staff Toilet					8x8	64		1	64							
Interview Room/Fingerprint					9x12	120		1	108							
Lounge					10x10	100		1	100							
Interview			PD-14		10x10	100		1	100							
Soft Interview			PD-16		10x12	120		1	120							
Net Subtotal								2	1,686					4		-
15% Gross Circulation									298							-
Total Gross Sq. Footage									1,984							-
<b>Administration</b>																
Waiting (4)					12x16	192		1	192							
Admin. Secretary					13x16	208			-					1	1	208
Secure Files					7x10	70		1	70							
Work/Copy					9x12	108		1	108							
Coffee/Coats					7x7	49		1	49							
Deputy Chief			PO5		13x19	247								1	1	247
Crime Analyst			PO2		10x12	120	1	1	120							
Report Review Officer			PO2		10x12	120								1	1	120
Crime Prevention Officer			SO1		12x13	156	1	1	156					1		-
CPU Storage					9x9	81		1	81							
Central Supply					9x12	108		1	108							
Conference (8)			CN-B		11x18	198		1	198							
A/V Rack					5x5	25		1	25							
Staff Toilet					8x8	64		2	128							
Net Subtotal								2	1,235					4		575
24% Gross Circulation									390							182
Total Gross Sq. Footage									1,625							757

( ) Peak Users to be Accommodated

[] Volunteers



# Criminal Investigations

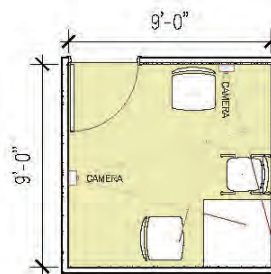
## Public Side

The Criminal Investigations department is responsible for investigating all crimes in Columbia, whether physical, property, or narcotics. Public access to this area will be from the front lobby escorted by CID Personnel or given access to CID from the Station Master.

Two segregated waiting areas are desired for visitors to this department. One side will be for general department visitors and victims, while the other waiting area is for suspects. Each side will be received by the ASA III at reception windows. It's important that view lines from these two waiting areas are eliminated, for security and anonymity of victims.

The Public/Victim waiting area will need a single toilet for public use and two interview rooms. This will allow the Investigations staff to meet with visitors without bringing them back into the staff areas. The soft interview room should be outfitted with comfortable seating and have an area for kids to play/read while they or a parent are talking with Investigators. A shared office for Victim Advocates should be adjacent to the interview rooms.

On the suspect waiting side, visitors can also meet with staff in three interview rooms. Monitoring of these interview rooms will be on a secure network with password access to designated staff computers and/or a designated surveillance control point. Two rooms should be configured as shown below in sketch PD 15. The other interview room should be heavily sound-proofed as it will be used for polygraph testing. A sound vestibule will be beneficial to reducing noise and will also provide the ability for outside attorneys to view the interviews.



INTERROGATION ROOM  
81 sq.ft.  
PD 15

Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Public</b>												
Public Waiting (8)					12X14	168		1	168			
Toilet					8x8	64		1	64			-
Interview (4)			PD14		10x10	100		1	100			-
Victim Advocates			SO4		12x18	216	2	1	216			
Soft Interview			PD16		10x12	120		1	120			-
Reception/ASA III	1				10x12	120		1	120			
Suspect Waiting (6)					10x14	140		1	140			-
Toilet					8x8	64		1	64			-
Interrogation (3)			PD15		9X9	81		2	162			-
Polygraph /Interview			PD14		9x10	90		1	90			-
Sound/Attorney Vestibule					5x10	50		1	50			-
									-			
Net Subtotal	1						2		1,294			-
25% Gross Circulation									431			-
Total Gross Sq. Footage									1,725			-
<b>Total Area</b>	1						2		1,725	2		1,725

( ) Peak Users to be Accommodated

## Staff Side

The Captain in command of the division will be provided with a private office as will the Lieutenant and Sergeants.

All other staff in this department will have workstations or a shared workroom. Each unit in Investigations will have detectives in large workstations that contain a guest chair and a wardrobe unit within the cubicle. Each unit can be set up in a pod configuration, or in a larger, combined open office space where several units are in that same space.

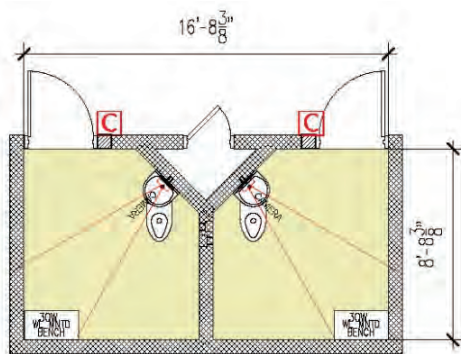
Central to the staff workstations should be a large work and copy area. Staff mailboxes, central files, coffee bar, and office supplies will be in this zone as well. Other support spaces for this division are a secured equipment room, and staff toilets.

The main conference space or War Room should be central to the CID staff. This room should be set up to allow the staff to sit in a U-shape, allowing easier discussion and visibility to the planning wall. This room will need audio/visual to support running computers, a projector, and monitors.

A Computer Forensic Workroom will provide workspace for investigating tech/computer components or internet activities on an isolated network. (Refer to sketch PD-9.) Due to the fact that most electronics being used in this workroom will be actual evidence, a secure storage room needs to be part of this area to maintain a chain of custody.

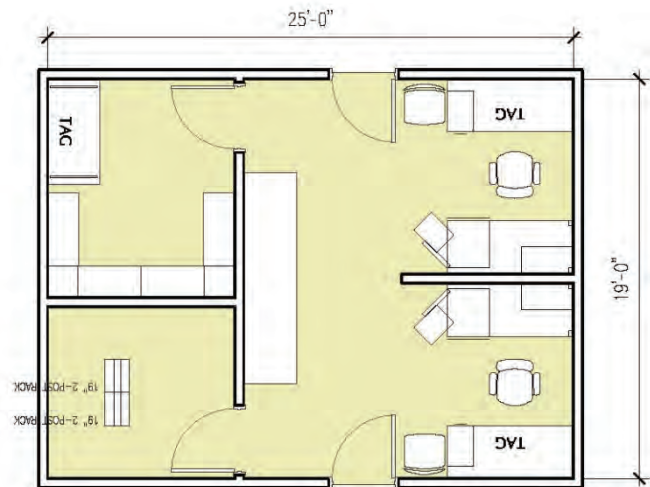
A separate/dedicated Juvenile Investigations unit will be provided with an isolated Juvenile Holding area (sketch PD-7). The location of this area needs to be between a secure entry to the facility, to keep the need to walk a Juvenile through the facility to a minimum, and the adult holding facilities. The Juvenile holding will make use of the same photo/fingerprint and intoxilizer equipment as the adult holding to avoid duplicating this equipment and the space required for its utilization.

Having segregated, secure interview rooms near the Investigators will be advantageous. By providing this type of space outside the traditional Holding area of a police building, it allows the CID staff to conduct interviews near their workspace and can provide more interaction with other Investigators. This secure area should contain two interrogation interview rooms, a secure toilet, and a viewing room.



**PD 7 JUVENILE HOLDING**  
145 sq.ft.

no additional space has been planned to accommodate the Narcotics Unit, School Resource Officers, or HIDTA.



**PD 9**  
**COMPUTER FORENSICS**  
475 sq.ft.

The Traffic Unit is located at the downtown location under all options.

There are several units and investigative staff positions that are currently located outside the Police facility. The proposed facilities will maintain this philosophy, so



Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Investigations</b>												
Captain	1		PO5		19X13	247	1		247			
Lieutenant	1		PO3		12X12	144	1		144			-
<b>Adult Investigations</b>												
Sergeant	2		PO2		12X10	120	2		240			-
Investigators	10		WS4		7x8	80	-5	5	400	2	2	160
Investigator - Civilian	1		WS4		7x8	80	1	2	160	5	5	400
Street Crime Sergeant			PO2		12X10	120	1	1	120			
Street Crime Officer	4		WS4		7x8	80	2	6	480			
DOVE	2		WS4		7x8	80	2	4	320	2	2	160
Volunteers			WS1		3x5	35	2		70			
War Room/Conference (14)					17x30	510	1		510			
A/V Closet					5x5	25	1		25			
Work/Copy					9x14	126	1		126			-
Coffee/Coats					6x9	72	1		72			
Files (4 4dr lat)					5x12	60	1		60			
Equipment Room					9x14	126	1		126			-
Male Staff Toilet (3+3)					13x17	221	1		221			-
Female Staff Toilet (2+1)					10x13	130	1		130			
Staff Vestibule					10x10	100	1		100			-
<b>Secure Interview</b>												
Interrogation			PD15		9x9	81	2		162			
Toilet					7x8	56	1		56			
Viewing Room					9x9	81	1		81			
<b>Forensics</b>												
Computer Forensics Workroom (2)			PD-9		19x25	475	1		475			-
Evidence Storage			PD-9						-			-
Isolated Network			PD-9									
<b>Juvenile Investigations</b>												
Juvenile Sergeant			PO2		12X10	120	1	1	120			
Juvenile Investigators	2		WS4		7x8	80	2	4	320	2	2	160
Juvenile Booking					11x13	143	1		143			
Juvenile Holding (criminal)			PD7			145	1		145			
Secure Toilet												
Net Subtotal	23						4		5,053	11		880
36% Gross Circulation									2,842			495
Total Gross Sq. Footage									7,895			1,375
<b>Traffic Unit</b>												
Traffic Sergeant	1		PO2		12X10	120	1		120			
Accident Investigators	3				18x18	324	1		324			
CSA	1		WS4		7x8	80	1		80			
Traffic Storage					8x12	96	1		96			
DWI Sergeant			PO2		12X10	120	1	1	120			
DWI	2				7x8	80	2	4	320			
Motor Sergeant			PO2		12X10	120	1	1	120	1	1	
Motor	4		WS1		3x5	35	4	8	280	2	2	70
Net Subtotal	11						8		1,460	3		70
36% Gross Circulation									821			39
Total Gross Sq. Footage									2,281			109
<b>Total Area</b>	11						19		2,281	22		2,391

( ) Peak Users to be Accommodated.

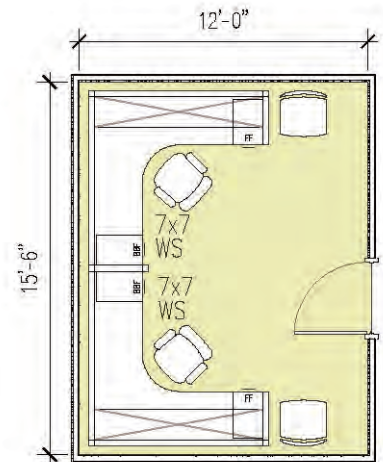


# Uniform Operations/Patrol and Staff Support

## Patrol

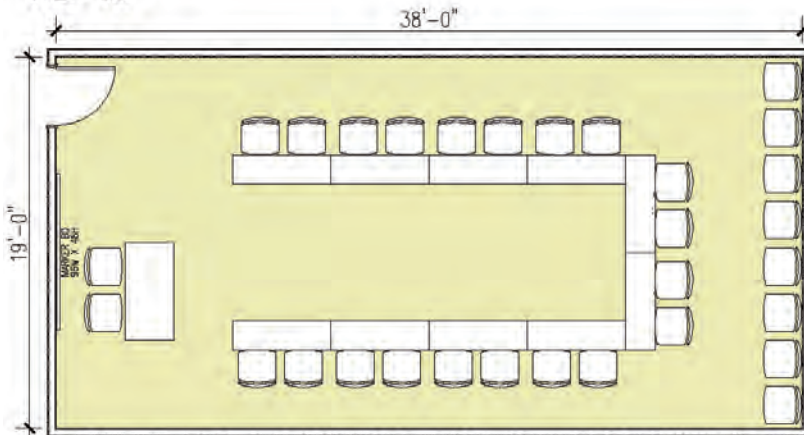
The Captain and Lieutenants over Patrol have private offices while the Patrol Sergeants will have 2-person shared offices. (See sketch SO1a). The Administrative Assistant will have a large workstation while all Patrol Officers will share small workstations in the report writing area.

It was decided that this department would not need a public sub-waiting room. Visitors will be greeted in the Lobby, moved to the lobby interview rooms, or escorted back to Patrol.

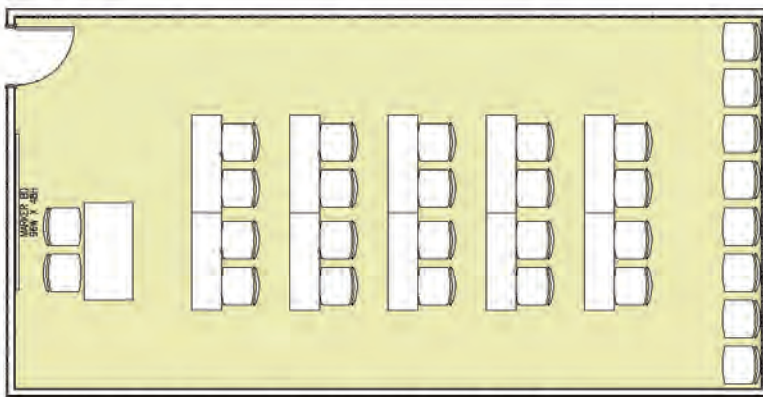


**SO 1a** SHARED OFFICE  
186 sq.ft.

**PD 18**



**BRIEFING (20 + 8 CHAIRS) BRIEFING CONFIGURATION**  
722 sq.ft.



**BRIEFING (20 + 8 CHAIRS) TRAINING CONFIGURATION**

A work/copy/mail area should be central to the department and is intended for sharing with CID. The report writing stations and mailboxes should be located in close proximity to the Patrol staff entrance and this work area. A juvenile lounge needs to be adjacent to report writing so that Officers may supervise any juvenile waiting at the facility.

The Patrol Briefing area will be sized for 20 officers (with 2 officers per 1'-6" x 6'-0" table) plus additional chairs along one wall. Options for setting up this room are shown in sketch PD18. The Briefing room should be close to the staff entry for quick movement of officers.

## Patrol (continued)

At the staff entry, duty lockers (or storage cubbies) were requested, so that officers can drop their gear as they enter the building. A place for officer files should be adjacent to these lockers. Two other spaces near the staff entry should be the K-9 office with adjacent room for housing the dogs inside, in lieu of in the officer's vehicle.

## Staff Support

The Staff Support areas will be shared by all Police staff. The break room will have tables and chairs for 12 people. The kitchen/vending will have a double sink, a microwave, dishwasher, coffeepot, and full size refrigerator along with room for three vending machines. A large trash container should be in this area, and some consideration for recycling. A small room for vending and supply storage should be nearby.

Each locker room will have full size lockers for all sworn staff (18"x22"x72"tall) and half height lockers for the non-sworn staff (18"x22"x36"tall). In planning for the future, a certain ratio of male to female is usually determined in order to establish the proper number of lockers. It was determined that the men's side percentage should be 80% sworn while the women's sworn percentage should be 30%.

The locker rooms will each have a dry side component (toilet bank, sinks, and lockers), and a wet side component which are showers and sinks. Space should also be allotted for stacked washer/dryer and a utility sink.

A small quiet room outfitted with two lounge chairs was requested. This room provides a place for officers to wait between shifts for a court appearance or other scheduled meeting before or after their shift.

An exercise area adjacent to the locker rooms will be provided to encourage physical fitness of all staff.

### **Note for following Uniform Operations Department Chart:**

Please be aware that the negative numbers shown for staffing in the projections are not showing an actual reduction in staff, but indicate that those personnel are transferring to another facility.

Requirements Data Sheet		Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Patrol</b>												
Admin Assistant/Secr.			WS4		7x8	80	1	1	80			
Uniform Operations Captain			PO5		19X13	247			-	1	1	247
Conference (6)					11x15	165		1	165			
Shift A (6am-6pm)												-
Lieutenant			PO3		12X12	144				1	1	144
Patrol Sergeant	2		SO1a		12X15.5	186		1	186			-
Patrol Officer	12											-
Shift B (10am-10pm)												
Lieutenant			PO3		12X12	144				1	1	144
Sergeant	2		SO1a		12X15.5	186		1	186			
Officer	14											
Shift C (6pm-6am)												
Lieutenant			PO3		12X12	144				1	1	144
Sergeant	1		SO3		15.5X15.5	240	2	1	240			
Officer	17						2					
Report Writing/Evid Drop					22x28	616		1	616			-
Stations (5)			WS1		3x5	35		5				
Mail									-			
Evidence Work/Drop												
Juvenile Lounge					10x11	110		1	110			
Coffee/Coats					6x9	54		1	54			
Squad/Briefing (12+8chairs)			PD18		19x38	722		1	722			-
A/V Closet					5x5	25		1	25			
Equipment Distribution					9x9	81		1	81			-
Gun Cleaning/Armory					9x17	153		1	153			
Staff Vestibule					8x10	80		1	80			
Duty Lockers (54)(2x2x3)						3		54	178			
Files					9x15	135		1	135			
K-9 Office (2)					9x12	108		1	108			
K-9 Dogs and Storage					9x12	108		1	108			
<b>Staff Support</b>												
Breakroom (12)					12x17	204		1	204			
Kitchen/Vending ( )					9x16	144		1	144			
Storage					5x5	25		1	25			
Male Locker												
80% Sworn (18"wX22"dX72"h)						9		64	576			
Civilian (18"wX22"dX36"h)						5		4	20			
Male Toilet (3wc, 3urinal, 3sink)					12x14	168		1	168			
Male Shower					12x13	156		1	156			
Shower Stall (2)									-			
ADA Shower (1)									-			
Utility/Washer/Dryer									-			
Quiet Room					10x10	100		1	100			
Female Locker									-			
30% Sworn (18"wX22"dX72"h)						9		24	216			
Civilian (18"wX22"dX36"h)						5		4	20			
Female					12x24	288		1	288			
Toilets (3)									-			
Sinks(2)									-			
Shower Stall (1)									-			
ADA Shower (1)									-			
Utility/Washer/Dryer									-			
Quiet Room					10x10	100		1	100			
Exercise					24x32	768		1	768			
Net Subtotal	48						5		6,012	4		679
28% Gross Circulation									2,338			120
Total Gross Sq. Footage									8,350			799

( ) Peak Users to be Accommodated  
( ) Volunteers



# Holding

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## Holding

The holding to be provided at this facility is only intended to be short-term. The current policy of transferring detainees to the County Jail as soon as practicable following completion of the booking process is expected to continue into the foreseeable future.

Space to book three persons simultaneously is to be provided. A separate area is to be provided for the Livescan or similar digital fingerprint equipment and the taking of digital photographs as part of the booking process. Additionally, a separate area is to be provided for the use of the intoxilizer equipment. Infrastructure will be included in this area to allow for DRE (Drug Recognition Expert) examinations also. Though there is not a need at this time for this function, wiring the lighting to allow for full blackout and providing conduit and backbox for a focal light in the grout filled walls that will enclose this area will be much easier, and less expensive, to include at this time than as a retrofit in the future.

The fingerprint/photograph/intoxilizer spaces are intended to be shared with the Juvenile booking area. Electronic interlocks or displays will be utilized to ensure that only adults or only Juveniles are present in these areas, no crossover of occupancy can occur.

Times will arise with the need to hold some detainees for a number of hours. For this reason mats and blankets are to be provided and an area to store these items is to be provided. An area to remove and hold property will be provided as this has been an area of some concern with operations in the past. Also, a need for at least some capacity to process laundry was noted as an historical concern, therefore a small laundry area with heavy-duty residential grade equipment is to be provided.

Finally, holding capacity was determined after conversations with the Police command structure. As downtown is the area with the greatest holding need it was determined that three single holding cells and two four-person cells would be provided. The arrangement of these cells is to be such that male/female sight/sound segregation can be maintained and the single cells can be used for security segregation when an individual may be endangered if held with others also in custody.



## City of Columbia

## Police Needs Assessment Downtown Precinct - Holding

Requirements Data Sheet			Current 2011				Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area		Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b><u>Booking/Processing</u></b>																
Property					8x14	112		1	112							
Multi-Holding Cell (4)					8x16	128		2	256							
Holding Cell					8x8	64		3	192							
Interrogation Room					9x9	81		2	162							
Secure Toilet					8x8	64		1	64							
Booking(3)/Photo/Fingerprint					11X30	330		1	330							-
Intoxilizer/DRE					10x12	120		1	120							
Janitor					5x5	25		1	25							
Laundry					8x10	80		1	80							
Storage					10x12	120		1	120							
Net Subtotal									1,461							-
32% Gross Circulation									688							-
Total Gross Sq. Footage									2,149							-
<b>Total Area</b>									2,149							2,149

( ) Peak Users to be Accommodated  
[ ] Volunteers

# Building Support

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## Building Support

Building Support includes areas that are general to the entire building. This area should have direct exterior access or be close to an exit for ease of maintenance. These areas include the central electrical room, sprinkler and central mechanical.

It is suggested that the City assign a Building Engineer to this facility who will understand the systems installed in this facility. The Building Control Room will be this person's office and have the computer controls for the building systems and security system.

The Central Janitor will serve as a storage/work area for the cleaning staff. The general storage will serve as bulk storage for the entire facility. Dedicated space for the Phone Demark and the Central Data Room should be included. The General Storage is intended for storage of all of the stock items the contractor will be required to provide at the end of construction.

Other support spaces that would be distributed throughout the facility are elevator equipment rooms, janitor closets, electrical closets, and IT/data closets.

Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Building Support</b>															
Sprinkler					9x10	90		1	90						-
General Storage					9x18	162		1	162						-
Central Electrical					15x20	300		1	300						-
Building Control/Engineer					9x12	108		1	108						-
Central Janitor					18x22	396		1	396						-
Mechanical						2,030		1	2,030						-
Elevator Equipment Room					13x16	208		1	208						-
Janitor Closet					5x7	35		2	70						-
Electrical Closet					8x9	72		2	144						-
Phone Demark/IT					9x20	180		1	180						-
Central Data					10x16	160		1	160						-
I.T./Data Closet					8x9	72		2	144						-
Public Toilet					8x8	64		1	64						-
Net Subtotal									4,056						-
17% Gross Circulation									831						-
Total Gross Sq. Footage									4,887						-
<b>Total Area</b>									4,887						

( ) Peak Users to be Accommodated

# Support Building Spaces

## Police Support Building - Non A/C

At the existing Downtown building these areas will not be true, free-standing support buildings, but will instead be dedicated spaces within the building.

A bike patrol and work area is anticipated to accommodate 12 bikes, a workbench, and storage capabilities for supplies, helmets, gloves, etc. Another area for motorcycle and traffic storage was requested. Electrical outlets for charging should be available to each of these areas. Space will be designated for storage of property bicycles, up to 40 at a time.

The last of the non-conditioned spaces in this area is the Sallyport. This should tie directly to the adult booking/processing area. A decontamination shower should be included at this area for the purpose of removing any potential contaminants from detainees prior to bringing them into the main facility.

### City of Columbia

### Police Needs Assessment Downtown Precinct - Non A/C Support Buildings

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Support Building - Non-conditioned</b>									-			
Bicycles (40 covered /enclosed)												
Bays 2-3												
Motorcycle (10)			PD22		22X38	836		1	836			
Bay 4												
Speed Trailer/Traffic Storage					18x22	396		1	396			
Bay 5												
Bicycle Patrol(8) /Work			PD25		16x22	352		1	352			
Bay 6												
Vehicle Maint					16x22	352		1	352			
Bays 7												
Sallyport (2)					24x28	672		1	672			
Decontamination Shower					5X5	25		1	25			
Net Subtotal									2,633			-
7% Gross Circulation									198			-
<b>Total Gross Sq. Footage</b>									<b>2,831</b>			<b>-</b>

( ) Peak Users to be Accommodated  
[ ] Volunteers



## Police Support Building - Conditioned

Similar to the spaces described above, a section should be provided with HVAC and should contain a K-9 area which would provide for kennel space, areas to store training props and suits, a wash area and finally, supply storage. Also within this conditioned zone, an office/work space will be provided for personnel dedicated to Fleet Service.

### City of Columbia

### Police Needs Assessment Downtown Precinct - A/C Support Buildings

Requirements Data Sheet			Current 2011		Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description		Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No.of Spcs	Total Area	Staff	No.of Spcs	Total Area
<b>Support Building - Conditioned</b>										-			
Bay 1 - AC						18x22	396		1	396			
K-9 Area						13x18	234		1				
Wash													
Suits/Training Equip													
Supply													
Fleet Service						9x18	162		1				
Net Subtotal										396			-
7% Gross Circulation										30			-
<b>Total Gross Sq. Footage</b>										<b>426</b>			<b>-</b>

( ) Peak Users to be Accommodated

[ ] Volunteers

# Parking

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## Downtown Parking Needs and Compromises

Parking at a Police Facility is often a driving factor of site size and selection. With an existing downtown facility as the premise for this option, parking will be limited to only what is available as existing on-site structured parking that will remain following the renovation; all other parking, whether staff or public will have to be accommodated on street or in off-site parking garages. This area of downtown Columbia has ample garage parking for well into the foreseeable future.

As seen on the following parking needs chart, there is a total parking need of 177 at peak associated with the renovated downtown Police precinct. The existing building currently has 81 spaces, all of which are retained. The parking needs chart indicates that the need for City/Secure parking is only 42, which can be accommodated on site on the elevated deck. A number of existing garage spaces will be utilized for support building functions, while those remaining can be used for staff vehicle parking. The remaining staff and all public parking will need to be accommodated via street or off-site garage parking.

**Columbia Police  
Downtown Precinct - 2031**

		12 am	2 am	4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm
<b>DEPARTMENT</b>	<b># Staff</b>												
<b>PUBLIC PARKING</b>													
Police Visitors						10	10	10	10	10	10		
Volunteers						2	2	2	2	2	2		
Community Room/Training						48	48	48	48	48	48	48	48
<b>Total Public Cars</b>		0	0	0	0	0	60	60	60	60	60	48	0
<b>STAFF CARS</b>													
<b>Police Administration</b>													
Deputy Chief	1						1	1	1	1	1		
Crime Analyst	1						1	1	1	1	1		
Report Review Officer	1						1	1	1	1	1		
Crime Prevention Officer	1						1	1	1	1	1		
Admin. Secretary	1						1	1	1	1	1		
Station Master (1)	2	1	1				1	1	1	1	1	2	1
CSA (1)	4	2	1	1	1	1	2	1	1	1	1	2	1
<b>Investigations</b>													
Captain	1						1	1	1	1	1		
Lieutenant	1						1	1	1	1	1		
ASA III	2						2	2	2	2	2		
Sergeant	2						2	2	2	2	2		
Investigators	7						7	7	7	7	7		
Investigator - Civilian	7						7	7	7	7	7		
Sergeant - Street Crimes	1						1	1	1	1	1		
Street Crimes Officers	6						6	6	6	6	6		
DOVE	6						6	6	6	6	6		
Juvenile Sergeant	1						1	1	1	1	1		
Juvenile Investigators	6						6	6	6	6	6		
Traffic Sergeant	1						1	1	1	1	1		
Accident Investigators	3						3	3	3	3	3		
CSA	1						1	1	1	1	1		
DWI Sergeant	1	1	1	1	1	1						1	1
DWI Officer	4	4	4	4	4	4						4	4
Motor Sergeant	1					1	1	1	1	1	1	1	1
Motor Officer	10					10	10	10	10	10	10	10	10
<b>Patrol</b>													
Shift A													
Lieutenant					1	1	1	1	1	1	1	1	
Sergeant					1	1	1	1	1	1	1	1	
Officers					4	4	4	4	4	4	4	4	
Shift B													
Lieutenant							1	1	1	1	1	1	1
Sergeant							1	1	1	1	1	1	1
Officers							5	5	5	5	5	5	5
Shift C													
Lieutenant		1	1	1	1	1						1	1
Sergeant		1	1	1	1	1						1	1
Officers		6	6	6	6	6						6	6
K-9						2	2	2	2	2	2	2	2
<b>Total Staff Cars</b>	72	16	15	14	14	14	33	20	21	71	78	78	15
5% Reduction Sick/Vacation		15	14	13	13	13	31	19	20	67	74	74	14
<b>CITY CARS/SECURE</b>													
<b>Miscellaneous Police</b>													
CPD Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
CSA Pool Cars	2	2	2	2	2	2	2	2	2	2	2	2	2
Lt. Pool Cars	3	3	3	3	3	3	3	3	3	3	3	3	3
Detective Shared Units	7	7	7	7	7	7	7	7	7	7	7	7	7
Patrol Cars	27	27	27	27	27	27	27	27	27	27	27	27	27
Vans	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Total City Cars</b>	42	42	42	42	42	42	42	42	42	42	42	42	42



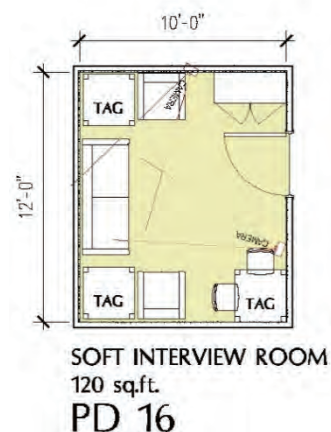
# Public Lobby

## Public Lobby

The main Lobby will be an open gathering space for the facility with seating for 15 people and will be open and manned 24 hours. A Station Master/reception desk will accommodate a uniformed desk officer and one civilian staff. Supporting the reception desk should be a small work area and a single toilet.

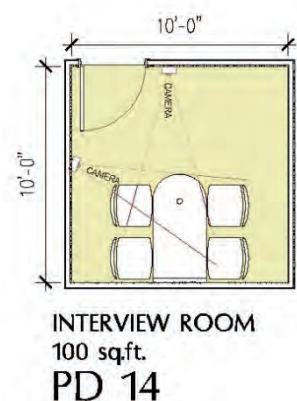
A simple lounge room for juveniles should be immediately visible from the reception desk so that staff may observe juveniles waiting to be released.

Three interview rooms will be located off of the main lobby to allow meetings and interviews to take place without having to go into the secure portions of the facility. One interview room should accommodate Livescan or similar equipment to allow for taking fingerprints for public/employee records. Another interview room will be a standard 4-person conference space. (See sketch PD14.) The other interview room should be outfitted with more comfortable furniture. This “soft” interview room provides a setting for staff to meet with children/families in a more comfortable environment. (See sketch PD16.)



A sound vestibule with an area for hanging coats will separate the Lobby from a Community Room / Training Room sized to seat 48 people in a training set-up with tables, and 80 people in a lecture format with only chairs. Storage for the additional tables and chairs is to be provided immediately adjacent. A Catering Kitchen will also be provided as part of this area.

Public toilets and drinking fountains in the main lobby will support the lobby and the Community/Training Room. One free-standing information kiosk should be located within the open lobby area to allow visitors to access department information, forms, etc.





Requirements Data Sheet			Current 2011				Future Space Needs			Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Public Safety Lobby</b>															
Vestibule					10x10	100		1	100						-
Lobby (15)						1,200		1	1,200						-
Information Kiosk ( 1)									-						-
Drinking Fountains					5x5	25			-						-
Public Toilet					13x19	247		2	494						-
Reception					8x18	144		1	144						-
Station Master	3						2								-
Civilian Staff ( )	5												1		
Work Area					9x12	108		1	108						
Staff Toilet					8x8	64		1	64						
Juvenile Lounge					10X10	100		1	100						
Interview/Fingerprint					9x12	108		1	108						-
Interview			PD14		10x10	100		1	100						-
Soft Interview (4)			PD16		10x12	120		1	120						
Sound Vestibule / Coats					8x10	80		1	80						
Community Room (48/80)					30x42	1260		1	1,260						
Storage					11x14	154		1	154						
Catering Kitchen					10x15	150		1	150						
Storage					5x5	25		1	25						
Net Subtotal	8						2		4,207	1					-
15% Gross Circulation									742						-
Total Gross Sq. Footage									4,949	9					-

( ) Peak Users to be Accommodated

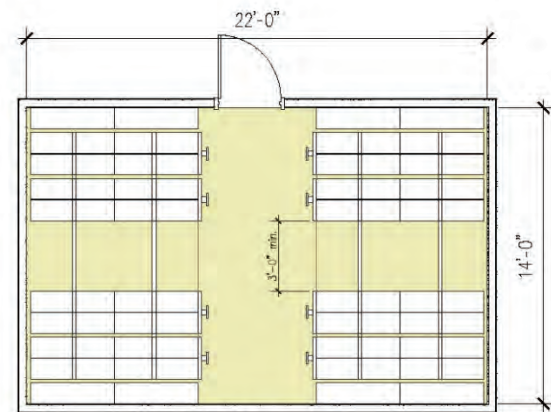
# Records

## Records

Police Records serves as a central point of access to all data that the police have on file. This area acts as the source of information for the public and Police staff. Entry into Records is from the main lobby into a secondary lobby with a clerk window. This window will not be a dedicated workstation for staff, but a walk-up window for any staff to greet the public. An information kiosk will be in the Records lobby for the public to look up information, fill out forms, etc.

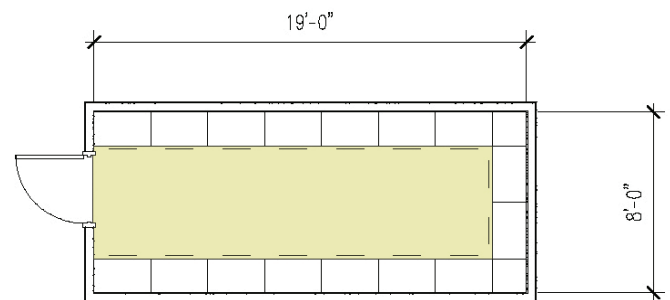
Adjacent to the front counter should be a storage delivery room that allows package and mail drop-off. Access to this room is from both the lobby/public side as well as the Records staff side. The central mail room for the facility should be next to this drop-off room for easy pick-up and delivery.

A work/copy room should be centrally located to support the front window as well as the central workstations in the department. The active files (housed in 10 mobile file units) should be adjacent to the work/copy for central and easy access. Additional files are kept close at hand for staff reference. This area will also be in rolling files as shown in sketch PD2. Discussion of this area set the size to match the current size even though currently archive files are contained within this area. The basis of the decision is that it is expected that the department will be shifting to a “paperless” records system in the future. If this does not occur archive files will be stored off-site to provide additional file space. A separate secure room will house juvenile files. (Sketch PD3.)



**PD 2** ROLLING FILES  
308 sq.ft.

The Support Supervisor and the Report Review Officer will each have a private office. All other Records staff will have individual workstations in a central open office area. The staff in this open area should have a view line to the public window and also to an officer counter. This counter provides a point of interaction for officers to communicate with Records staff without entering the suite.



**PD 3** JUVENILE FILES  
152 sq.ft.

## Records (continued)

Rounding out the suite are a coffee bar and coats area and two single toilet rooms to support the staff.

### City of Columbia

### Police Needs Assessment Headquarters Precinct - Records

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Records</b>												
Lobby/kiosk					10x14	140		1	140			-
Window(1)/Clerk (ASA I)					3X6	18		1	18			-
Delivery/Storage					9x9	81		1	81			-
Central Mail					9x10	90		1	90			-
Work/Copy					9x14	126		1	126			-
Active Files					7x18	126		1	126			-
ASA I	8		WS2		6x7	60		8	480			-
Volunteer/Scan station			WS2		6x7	60		2	120			-
Part Time Station			WS2		6x7	60			-			-
Support Supervisor	1		PO3		12X12	144		1	144			-
Officer Counter					5x7	35		1	35			-
Report Review Officer			PO2		10x12	120	1	1	120			-
Files (rolling)			PD2		14X22	308		1	308			-
Juvenile Files			PD3		8X19	152		1	152			-
Archive ( )									-			-
Coffee/Coats					6x9	54		1	54			-
Toilet					8x8	64		2	128			-
Net Subtotal	9						1		2,122			-
24% Gross Circulation									670			-
Total Gross Sq. Footage									2,792			-
<b>Total Area</b>	9								2,792	1		2,792



# Public Access

## Public Access

Select personnel for Police will have frequent interaction with the public which means their office space should be directly accessible from the Public Lobby. A recruiting office will house two officers in a shared space with an interview room immediately adjacent. (See sketch PD14 on page 5.6.) A private office should be provided for Crime Prevention as well as a large storage room.

Another space to locate in the public access section is a volunteer workroom. This space provides three desks and a conference table for 6 that serves as the gathering point for any volunteers working in the building.

## City of Columbia

## Police Needs Assessment Headquarters Precinct - Public Access

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Public Access</b>												
Officer/Recruiting			SO4		12x18	216	2	1	216			
Interview/Conference ( 4 )			PD14		10x10	100		1	100			
Crime Prevention			PO2		10X12	120	1	1	120			
Crime Prevention Storage					12X12	144		1	144			
Volunteer Workspace (3)					16x17	272		1	272			
Net Subtotal							3		852			-
24% Gross Circulation									269			-
Total Gross Sq. Footage									1,121			-
<b>Total Area</b>							3		1,121	3		1,121

( ) Peak Users to be Accommodated

[ ] Volunteers



# Administration Division

## Administration

This component services the administrative needs of the Police facility. Activities which have a day-to-day interaction with the Chief of Police are included in this area. This area is generally in operation during normal business hours.

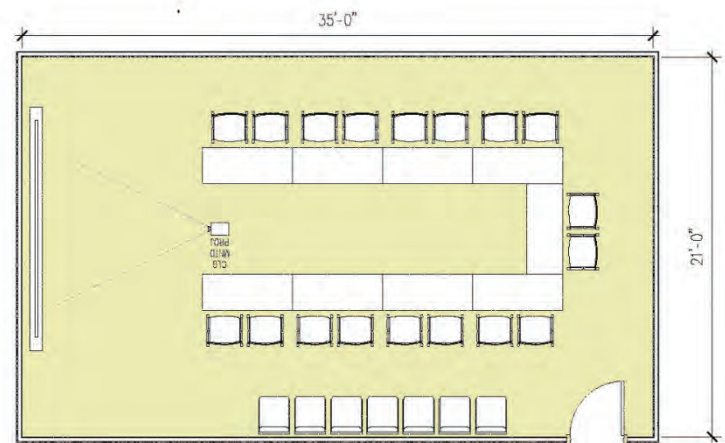
The Receptionist/ASA III will have a workstation adjacent to a waiting area for eight visitors. This workstation will have a glass front or window looking into the waiting area. Adjacent to this waiting area should be a small conference room.

The Internal Affairs staff will all have private offices and have a secure file room centrally located. These offices should have direct access to the suite's lobby for convenient movement of staff and public visitors.

The Chief's private office is a large formal office with one side outfitted with a casual seating area for informal meetings. For more structured meetings, an 8-person conference room should be directly adjacent to this office. The Chief's Administrative Secretary will have a private office close by.

Private offices will be provided for the remaining staff in this suite. The Assistant Chief and Admin Captain will both have PO5 offices, which contain a small conference table and 4 chairs within the office. All other staff in this suite will have either private offices or a shared office space.

Support spaces for this office suite should include a work/coffee bar area with copier, printer, fax and day-to-day supplies, a storage room, and staff toilets. A large conference room for command staff meetings completes the suite. This room is large enough for 18 people to sit at tables in a U-shape configuration. Additional seating is provided along one wall. (See sketch PD4.)



PD 4 CONFERENCE (18+7)  
735 sq.ft.

Requirements Data Sheet	Current 2011		Future Space Needs				Projected 2021 Requirements			Projected 2031 Additional Requirements		
Item Description	Staff	Area	Space Code	Note Code	Unit Size	Unit Area	Staff	No. of Spcs	Total Area	Staff	No. of Spcs	Total Area
<b>Administration Division</b>												
Waiting (8)					12X14	168		1	168			
Reception / ASA III	1		SO1		12X13	156	1	1	156			-
IA Interview (4)					10x10	100		1	100			-
IA Lieutenant	1		PO3		12X12	144		1	144			-
IA Sergeant	1		PO2		10x12	120		1	120			
IA Officer	1		PO2		10x12	120	2	3	360			
Secure Files					9x14	126		1	126			
Admin Tech	1		PO2		10x12	120		1	120			
Financial Mangmt Specialist	1		PO3		12X12	144		1	144			
Admin. Captain	1		PO5		13x19	247		1	247			
Planner/Grant Manager			PO3		12X12	144				1	1	144
PR Sergeant	1		PO2		10x12	120	1	2	240			
PIO	2		SO3		15.5x15.5	240	1	1	240			
Accreditation Officer	1		PO3		12X12	144		1	144			
Legal			PO3		12X12	144				1	1	144
Social Media			PO2		10X12	120	1	1	120			
Police Chief	1		PO6		23X13	299		1	299			-
Executive Conf. (8)			CN-B		18x12	216		1	216			
A/V Closet					5x5	25		1	25			
Admin. Secretary	1		PO3		12X12	144		1	144			
Deputy Chief	1		PO5		13x19	247		1	247			
Manager (Lt)			PO3		12X12	144			-	1	1	144
System Analyst			PO3		12X12	144	1	1	144			
Intelligence Analyst	1		PO2		10x12	120		1	120			
Large Conference (18+7)			PD4		21X35	735		1	735			
A/V Closet					5x5	25		1	25			
Work/Copy/Coffee/Coats					9x14	126		1	126			-
Staff Toilet					8x8	64		2	128			-
Supply Storage					8x9	72		1	72			
Net Subtotal	15						7		4,710	3		432
24% Gross Circulation									1,487			136
Total Gross Sq. Footage									6,197			568
<b>Total Area</b>	15						22		6,197	25		6,766

( ) Peak Users to be Accommodated

[ ] Volunteers