

Bureau of Indian Affairs

Office of Facilities Management and Construction



JUSTICE / DETENTION FACILITIES SPACE CRITERIA

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BUREAU OF INDIAN AFFAIRS JUSTICE | DETENTION FACILITIES SPACE CRITERIA HANDBOOK

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CHAPTER 1: GENERAL

1.1 PURPOSE AND SCOPE This handbook describes the planning process for, and the type of spaces required for Justice and Detention Facilities developed under the authority of the Bureau of Indian Affairs (BIA), Office of Facilities Management and Construction. The guidelines presented in this document apply to the planning and design of new buildings, analysis of existing buildings, and alterations to existing buildings.

This handbook provides a methodology for BIA funded Justice and Detention Facilities to determine programmatic space standards. The criteria in the handbook should be followed during the planning phase to ensure that new or renovated facilities meet the prescribed standards, including planning for general requirements, infrastructure, future expansion, architectural space standards, operational and functional efficiency, and accessibility.

1.2 OBJECTIVES

- 1.2.1 Serves as a guide to assist the BIA, Tribal leaders, other stakeholders and designers in the initial planning of Justice / Detention Facilities within Indian Country.
- 1.2.2 Provide programming standards and other relevant information necessary for the development of a needs assessment for each specific project.
- 1.2.3 Identify criteria necessary for the proper design of facilities, including required spaces, space standards, required adjacencies, and special considerations.
- 1.2.4 Allow the BIA, Tribal leaders and design consultants a means to evaluate an existing facility or make recommendations for a new facility based, on defined standards.

1.3 DOCUMENT ORGANIZATION

- 1.3.1 **General** - Chapter 1 covers general information and an overview of the handbook.
- 1.3.2 **Criteria Handbook** Application - Chapter 2 provides a methodology for the planning required to determine the key space components for Justice / Detention Facility. A separate methodology with individual steps is outlined separately for law enforcement, detention, and tribal court facilities.
- 1.3.3 **Law Enforcement** - Chapter 3 covers specific space standards for law enforcement facilities.
- 1.3.4 **Tier 1 Holding** - Chapter 4 covers specific space standards for tier 1 holding facilities.
- 1.3.5 **Tribal Courts** - Chapter 5 covers specific space standards for tribal courts facilities.
- 1.3.6 **Facility Support** - Chapter 6 covers space standards for support and administrative facilities required to support individual law enforcement, detention, or tribal court facility, or a combined facility.
- 1.3.7 **Appendix** - Sample analysis of records and arrest records provide the design team with a means to record the storage needs and calculate the bed capacity with the facility. An example of a space needs analysis for a Justice | Detention Facility is included to demonstrate the analysis needed to appropriately size the facility. Each analysis requires input from the local users as well as BIA.

1.4 JUSTICE | DETENTION OVERVIEW Justice / Detention facilities are comprised of 3 basic functions and components: Law Enforcement, Detention, and Tribal Courts.

1.4.1 Law Enforcement. Law enforcement officers serve the public health, safety and welfare by helping to prevent violation of tribal laws and regulations, and where laws are broken, to arrest and bring to justice those individuals accused of breaking tribal laws.

1.4.2 Detention. An integrated and structured, replacement tiered facilities master plan has been developed to uniquely address the need for facilities to provide justice services for the safety, and security in Indian Country.

Appropriate justice services provided at the facilities fall into three tiers, that are not necessarily tiered by the severity of the crime or the need of security; rather, by the expected function that they are expected to serve within the structure of the sovereign Indian community, agreements, obligations and understandings of the past, and their relationship to the federal justice system. **This handbook is limited to Tier I facilities.**

Tier I facilities will serve as a 'Local Booking and Holding for Transport – 48-hour Detention and Substation Facility.' These facilities will serve remote populations and/or low criminal traffic locations.

Tier II facilities will serve as a 'Combination Corrections, Law Enforcement and Court Facility.' These facilities will serve single or multiple tribes with medium populations and/or high criminal traffic.

Tier III facilities will serve as 'Regional Corrections and Video Court Facility.' These facilities will serve large populations and single or multiple tribes. These facilities will serve as a resources and distribution center for the region.

Several subsets within each tier are created to address unique needs within the general framework and functionality of the tier. Such subsets are noted as Tier I c, Tier II h, or Tier III c, etc. The subsets are referred as 'Facility Type'. There are 28 subset facility types within the three tiers. The tiered and the facility types are noted in more detail in the associated descriptions that follow.

Tier I – Local booking and Holding for Transport 48 hour detention and substation facility. Facility serving remote populations and/or low traffic locations – Serving to Tier II or Tier III.

Tier I a

- One to two special treatment cells
- Adult Male and Female Dormitory
- Law Enforcement Substation Staff
- Booking and Holding Detention Staff
- Interactive Video Court and Satellite Link to Full Court

Tier I b

- One to two special treatment cells
- Juvenile Male and Female Dormitory
- Law Enforcement Substation Staff
- Booking and Holding Detention Staff
- Interactive Video Court and Satellite Link to Full Court

Tier I c

- Combination of Tier I a and I b serving Adult and Juvenile, Males and Females
- Adult Male and Female Dormitory
- Law Enforcement Substation Staff
- Booking and Holding Detention Staff
- Interactive Video Court and Satellite Link to Full Court

Tier I d

- Same as Tier I c with additional
- Law Enforcement
- Court Room and Judges Chambers

Tier I e

- Same as Tier I c expanded to serve 50 occupants
- Law Enforcement
- Criminal Investigation

Tier I f

- Same as Tier I c reduced to serve 15 occupants
- Law Enforcement
- Criminal Investigation

Tier I g

- Same as Tier I c reduced to serve 10 occupants
- Law Enforcement
- Criminal Investigation

Tier II – Corrections, Law Enforcement and Court Facility. Facilities serving medium populations and/or high traffic locations – Serving to Tier III.

Tier II a (serving single Tribe)

- Special Male/ Female Treatment cells
- Adult Male and Female Dormitory
- Corrections Functions
- Law Enforcement Functions
- Criminal Investigations functions
- Dispatch functions
- Full Court with Satellite Link to Video Court at Tier I facility
- Approximately 100 to 120 bed capacity

Tier II b (serving single Tribe)

- Special Male/ Female Treatment cells
- Juvenile Male and Female Dormitory
- Corrections Functions
- Law Enforcement Functions
- Criminal Investigations functions
- Dispatch functions
- Full Court with Satellite Link to Video Court at Tier I facility
- Approximately 100 to 120 bed capacity

Tier II c (serving single Tribe)

- Integrated Type II a and Type II b
- Housing both adult and juveniles with sight and sound separation
- Corrections Functions
- Law Enforcement Functions
- Criminal Investigations functions
- Dispatch functions
- Full Court with Satellite Link to Video Court at Tier I facility
- Approximately 150 bed capacity (120 adults, 30 juveniles)

Tier II d (serving multiple Tribes)

- Same as Type II a except
- Only Arraignment Court with Satellite Link to Video Court at Tier I facility in lieu of
- Satellite Link to Video Court at tier I facility or Full Court

Tier II e (serving multiple Tribes)

- Same as Type II b except
- Only Arraignment Court with Satellite Link to Video Court at Tier I facility in lieu of
- Satellite Link to Video Court at tier I facility or Full Court

Tier II f (serving multiple Tribes)

- Same as Type II c except
- Only Arraignment Court with Satellite Link to Video Court at Tier I facility in lieu of
- Satellite Link to Video Court at tier I facility or Full Court

Tier III – Regional Corrections, and Video Court Facility. Facilities serving large populations and/or multiple tribes – Served from Tier I or Tier II.

Tier III a (serving single Tribe)

- Special Male/ Female Treatment cells
- Adult Male and Female Dormitory
- Corrections Functions
- Satellite Link to Video Court at Tier II facility
- Additional Services as Central Resource and Distribution Center for the region
- Approximately 200 to 250 bed capacity

Tier III b (serving single Tribe)

- Special Male/ Female Treatment cells
- Juvenile Male and Female Dormitory
- Corrections Functions
- Satellite Link to Video Court at Tier II facility
- Additional Services as Central Resource and Distribution Center for the region
- Approximately 200 to 250 bed capacity

Tier III c (serving single Tribe)

- Integrated Tier III a and Tier III b
- Housing both adult and juveniles with sight and sound separation
- Corrections Functions
- Satellite Link to Video Court at Tier II facility
- Additional Services as Central Resource and Distribution Center for the region
- Approximately 250 bed capacity

Tier III d (serving multiple Tribes)

- Same as Tier III a except serving multiple Tribes

Tier III e (serving multiple Tribes)

- Same as Tier III b except serving multiple Tribes

Tier III f (serving multiple Tribes)

- Same as Tier III c except serving multiple Tribes

Tier III g (serving multiple Tribes)

- Same as Tier III c except serving multiple Tribes
- Approximately 100 bed capacity

- 1.4.3** Tribal Courts. These courts are self administered by each Tribe and have a federally prescribed jurisdiction over offenses committed on tribal lands by members of the tribe, and civil claims between tribal members and non-members.

CHAPTER 2: CRITERIA HANDBOOK APPLICATION

2.1 APPLICATION The space criteria contained in this handbook has been compiled to assist BIA with two planning applications:

- 2.1.1** To provide guidance for the design and construction of replacement justice facilities.
- 2.1.2** To assess existing justice facilities to determine if the space utilized is functionally adequate to conduct the Bureau's required functions and programs. The application criteria are detailed separately for each major component: Law Enforcement, Detention and Tribal Courts.

2.2 FEASIBILITY STUDY: GENERAL The feasibility study is intended to broadly define what the tribal jurisdiction needs, what options it has to fulfill those needs, and what it will cost. The feasibility study will include a report that identifies the mission statement, project goals and objectives, size, characteristics, estimated construction and operational costs, and resources available. The feasibility study would answer the following fundamental questions:

- What are the goals and objectives?
- What are the deficiencies of the current facility?
- What is the purpose of the replaced facility?
- How does this project consolidate the use of existing resources?
- What are the options for the proposed facility, in terms of renovation, new addition, or entirely new facility?
- What funded programs and services will be provided?
- How many staff are currently funded? How is staff organized and structured, and what is their workload? Will additional staff be required?
- What type of expansion capability is needed?
- What forecasting model has been used and why?
- How big will the facility be? How many beds or court rooms are required? What gross floor area is required? How much land is required?
- How much should it cost to build? Is this within available resources?
- How much will it cost to operate? Is this within available resources?
- What critical spaces are needed, how are they interrelated? Critical spaces would include law enforcement spaces in response to funded positions; required bed count based on arrest records; and / or required number of court rooms.

2.2.1.1 Stakeholder Meetings. Meetings shall be conducted with Bureau and Tribal leadership to set up a participatory planning structure, review the project history, identify current problems, set goals and objectives, prepare action plans, develop a timeline for the work, and establish a process for making critical path decisions. Stakeholder meetings would occur throughout the entire planning process, at intervals necessary to meet established goals, and make key decisions.

2.2.1.2. Develop Questionnaires. Questionnaires can be developed and distributed to tribal leaders and justice staff to gain an understanding of how the justice system operates in the particular jurisdiction, to clarify personnel structure, to identify funded staff positions, operational deficiencies within existing facilities, and obtain user input on any number of issues and needs.

2.2.1.3 Gathering, Analyzing and Interpreting Data. Data gathering and analysis will be done by the Bureau and / or tribal staff with the help of design consultants to develop a clear understanding of the issues and needs of the tribal jurisdiction, to identify deficiencies in the current justice system facilities, and to document trends such as population demographics and growth, crime, social issues, etc that will impact the

jurisdiction's needs for new programs and supporting facilities. Specific data gathered will support information gathered from questionnaires and site visits to obtain a clear picture of current and future needs. Data can be obtained from known statics, observations, interviews and questionnaires.

2.2.1.4. Review Existing Facilities. An assessment of the existing facilities will need to be provided to assist the design team understand current working conditions, operational issues, deficiencies, and the physical condition of the existing facility. The team will be able to better evaluate the potential reuse or future use the current facility, and the range of options for the new facility.

2.2.1.5. Available Resources.

2.2.1.6. Design Options. Consideration should be given to various design options, including remodel, new addition, and an entirely new replacement facility. Options might consider funding options, construction and operating costs, available land, and options to share or consolidate existing facilities. Options are developed to help the Bureau and Tribe select the best and most feasible facility option.

2.2.1.7. Prepare Summary Report.

2.3 FEASIBILITY STUDY: LAW ENFORCEMENT The following must be considered when planning a new or replacement law enforcement facility: develop a mission statement, develop goals and objectives, identify number of funded positions and organizational structure, identify and clarify operational issues affecting the building and select and endorse a building option.

2.3.1 Step 1: Develop a Mission Statement. The mission statement shall define the purpose of the law enforcement organization within the tribal jurisdiction, its legal mandates, organizational values, responsibilities for public safety and service to the community, and overall law enforcement philosophy. The mission statement shall then become a basis for making decisions about the size and nature of the law enforcement facility.

2.3.2 Step 2: Identify Goals and Objectives. Goals and objectives are defined by the application of the mission statement to the operational needs of the facility. Goals and objectives will shape the decisions made concerning all aspects of the project, including its size, the organization of spaces, the programs and types of spaces required, the standards applied, the management philosophy, operational issues and concerns, security needs, environmental requirements, future expansion, relationship to the community, and other considerations specific to the jurisdiction.

2.3.3 Step 3: Identify Funded Positions, Operational Procedures and Organizational Structure.

2.3.4 Step 4: Identify Operational Issues Affecting Space Needs.

2.3.5 Step 5: Apply Criteria to determine Program Square Footage.

2.3.6 Step 6: Identify Future Growth Needs

2.3.7 Step 7: Seek BIA approval of Feasibility Study

2.4 FEASIBILITY STUDY: DETENTION The following must be considered when planning a new or replacement detention facility: develop a mission statement, develop goals and objectives, identify funded positions and organizational structure, determine the bed capacity, identify and clarify operational issues effecting the building, apply criteria to determine square footage, select and endorse a building option.

2.4.1 Step 1: Develop a Mission Statement. The mission statement shall define the purpose of the jail in the tribal jurisdiction, its legal mandates, the organizational values, responsibilities for public safety and service to the community and to the occupants housed, and the overall correctional philosophy. The mission statement shall then become the basis for making decisions about the size and nature of the facility.

2.4.2 Step 2: Identify Goals and Objectives. Goals and objectives are defined by the application of the mission statement to the operational needs of the facility. Goals and objectives will shape the decisions made concerning all aspects of the project, including its size, the organization of spaces, the programs and types of spaces required, the standards applied, the management philosophy, operational issues and concerns, security needs, environmental requirements, future expansion, relationship to the community, and other considerations specific to the jurisdiction.

2.4.3 Step 3: Identify Funded Positions, Operational Procedures and Organizational Structure.

2.4.4 Step 4: Determine Bed Capacity. Projecting the correct number of beds for the facility is one of the most important phases. The bed count will drive the cost of the facility more than any other single factor. Establishing the bed count requires more than the application of a mathematical projection of need based on past data trends. There are numerous factors that should be considered when making a determination for the required count. The most important consideration is arrest records, but other factors may skew the conclusions made from a review of historical data such as arrest records. Such factors include demographic changes, alternatives in to incarceration, changes in law, classification system used, etc. The establishment of bed count should consider the following issues:

2.4.4.1 Arrest Records. For a Tier 1 facility, arrest records are the single most important factor in the establishment of required bed count. Arrest records will provide historical data on the number of individuals arrested, the types of offenses committed, the age and gender of the arrestee, where the arrestee resides, mental state of the arrestee, etc. Such information will identify the most appropriate system of occupant classification, the levels of required security, and the types of housing units and programs needed to serve the community. It can also be used in a statistical model with population trends to estimate future bed needs. See Appendix II for an example analysis.

2.4.4.2 Average Daily Jail Population. This will provide a daily snapshot of the jail population, and is the easiest data to understand. While not the most accurate means of determining a required bed count, it will identify any disparity between number of arrests and number of daily occupants. Such disparity could be the result of any number of factors, all of which should be understood when planning a facility. An average daily population, for the previous 10 years, including juvenile and adult male and females needs to be provided to complete the required analysis. See Appendix II for an example analysis.

- 2.4.4.3** Population and Demographics and Profile. A population profile describes the probable characteristics of the population that will be housed within the detention facility. The profile helps the design team plan for a facility that meets the specific needs of the tribal jurisdiction. For example, a profile might indicate that the majority of occupants will be minimum security non-violent offenders with a history of unemployment and substance abuse. With this information, the design team might consider an intake area with some padded cells, a nurse's station, low security dorm cells, and a multi-purpose classroom for vocational workshops and substance abuse counseling. Population and Demographic records, for the previous 10 years, need to be provided to determine the specific needs of the facility.
- 2.4.4.4** Demographic Changes. Historical changes in population, if relatively consistent, can be used to project demographic changes and future population growth or decline. If used with other historical data such as arrest records, a projection can be made to estimate the possible number of arrests in the future. This information will be helpful in the estimating to what extent the new facility should be designed for future expansion. A facility that is planned without this consideration could quickly become obsolete, and require more costly renovations in the future.
- 2.4.4.5** Population Peaks. Peaks in the jail population should be considered. For example, if a facility has a large percentage of substance abuse offenders, there may be significant peaks at various times of the year, including holidays. These peaks can be tracked on the Arrest Records and Average Daily Jail Population reports.
- 2.4.4.6** Changes in law. Changes in the law can have an impact on the projected jail population. For example, if tribal laws change to mandate arrest for certain misdemeanor crimes, or incarceration for non-violent felons, there could be an increase in jail time and required quantity of beds beyond current historical trends.
- 2.4.4.7** Other considerations. There may be conditions specific to a particular location or tribe which may impact the jail population. For example, the arrival of a new shopping center or casino to a region can skew historical arrest data. The condition of the local economy may also affect arrest statistics.

The bed capacity will be determined by a mathematical projection that includes the analysis of both past and current data. Capacity projections would be developed for each year, at least 10 years into the future, for the planning of future expansion. The bed capacity would include the type of bed and classification, which would then determine the number and size of the facility housing units. This capacity should be determined with a consensus of BIA and operations staff that will run the facility. See Appendix II for an example analysis.

- 2.4.5 Step 5: Identify Operational Issues.** Once the bed total has been determined, some operational considerations will begin to establish the general and scope and character of the building. These will enable the preparation of preliminary area calculations, and thus allow the development of various options. Issues to consider include the following:

- 2.4.5.1** Confirm the occupant classification system. A tier 1 facility will temporarily house every possible type of arrest from non-violent misdemeanors to violent felony arrests. A classification system shall be developed to establish the appropriate level of custody designed to protect the occupant, visitors, administrative and correctional staff working in the facility. Minimum classifications used to separate and manage occupants include the following:

- Adult Male
- Adult Female
- Juvenile Male
- Juvenile Female
- Special Problems including substance abuse or mental illness
- Disciplinary Detention
- Administrative Segregation

2.4.5.2 Determine the appropriate occupancy level for each occupant classification. Examples include single occupancy cell, double occupancy cell, multi-occupancy dormitories, and special housing cells. Occupancy level is often tied to classification type, and level of security.

2.4.5.3 Determine the type of supervision to be utilized within the housing units. The type of supervision utilized in the facility is a key operational decision that will have a major impact on the type of spaces, number of required staff, and the degree of safety within the proposed facility. Methods of supervision include “direct supervision” and “indirect supervision”. Indirect supervised areas will need to be used to segregate individuals dependent upon their occupancy level. Direct supervised dormitory spaces are the standard to be used. The ratio of direct/indirect supervised areas is subject to BIA approval.

- **Direct supervision** places a detention officer within each housing unit in direct contact with occupants. This allows the officer to manage, supervise and control occupant activities and behavior rather than having to watch and react to behaviors from behind a barrier.
- **Indirect supervision** places the officer outside of the housing unit rather than inside. The supervising officer is often placed in a position of remote surveillance.

2.4.5.4 Determine the staffing needs. If staffing is known and fixed, a method of classification and supervision may be developed based on existing staffing and resources.

2.4.5.5 Determine the type of programs and services to be included.

2.4.5.6 Identify the required support functions for the facility.

2.4.5.7 Determine the need for future expansion that should be accommodated in the design.

2.4.5.8 Apply Criteria to Determine Square Footage

2.4.5.9 Seek BIA approval of Feasibility Study

2.5 FEASIBILITY STUDY: TRIBAL COURTS Recognizing how essential the availability of a courtroom is to the fulfillment of the judge’s responsibility to serve the public by disposing of criminal trials, sentencing, and civil cases in a fair and expeditious manner, and presiding over the wide range of activities that take place in courtrooms requiring the presence of a judicial officer, the following steps need to be taken into consideration in determining the number of courtrooms needed within a facility.

2.5.1 Step 1: Develop a Mission Statement - The mission statement shall define the purpose of the Court in the tribal jurisdiction, its legal mandates, the organizational values, responsibilities for public safety and service to the community, and the overall judicial philosophy. The mission statement shall then become a basis for making decisions about the size and nature of the facility.

- 2.5.2 Step 2:** Identify Goals and Objectives - Goals and objectives are defined by the application of the mission statement to the operational needs of the facility. Goals and objectives will shape the decisions made concerning all aspects of the project, including its size, the organization of spaces, the programs and types of spaces required, the standards applied, the management philosophy, operational issues and concerns, security needs, environmental requirements, future expansion, relationship to the community, and other considerations specific to the jurisdiction.
- 2.5.3 Step 3:** Evaluate Court Workload, Staffing, Procedures & Organizational Structure - Provide a workload analysis of the past 10 years, in terms of the number and types of cases handled by each funded judge. Provide an evaluation of the current courtrooms and their projected use within the facility in order to establish the number of required courtrooms.
- 2.5.4 Step 4:** Determine the Number and Type of Required Court Rooms - At a minimum, one 1,500 square foot courtroom with a jury box must be provided for the Chief Tribal Judge. Additional judges with caseloads requiring substantial use of a courtroom will require a 1,250 square foot courtroom without a jury box. This is determined by the evaluation of the workload in terms of the number and types of cases anticipated to be handled by each such judge.
- 2.5.5 Step 5:** Identify Operational Issues
- 2.5.6 Step 6:** Define Available Resources
- 2.5.7 Step 7:** Apply Criteria to Determine Square Footage
- 2.5.8 Step 8:** Identify Future Growth Options
- 2.5.9 Step 9:** Seek BIA approval of Feasibility Study

2.6 CIRCULATION & BUILDING FACTORS

- 2.6.1** Circulation & Building Factors. The space allowances identified in this handbook are specified in terms of net square footage. Additional square footage will be added to net totals to account for circulation, lobbies, corridors, stairwells, elevator hoist ways building structure, wall thicknesses, and related support spaces, including mechanical rooms, electrical equipment rooms, mechanical chases, public restrooms, custodial rooms, and other spaces required to service the facility.

Circulation and building factors are based on general experience with the various types of program spaces, and should be multiplied against net square footage to arrive at the required gross floor area. Circulation and building factors are listed below:

- 35% circulation factor is added to the net sub-total area for office spaces within law enforcement, detention, and tribal court facilities.
- 60% circulation factor is added to areas within a Detention Area, including areas such as detention housing areas, control, visitation, booking and release.

- A circulation factor is not applied to large open spaces such as main public lobbies, vehicular sally ports, outdoor exercise areas, etc. which generally function as key programmatic circulation spaces rather than supporting circulation spaces.
- 20% - 17% building grossing factor is applied to the subtotal square footage to arrive at the gross area for the building. Building factors can be sub-divided into the following components:
 1. 2.5% for minor lobbies and reception areas
 2. 5% for major inter-facility circulation
 3. 6.5% for supporting spaces such as public restrooms, custodial, mechanical and electrical spaces
 4. 3% for building structure and wall thickness
 5. 3% for vertical circulation (only required for multi-story structures)

2.6.2 Gross Floor Area. Gross area is calculated by first multiplying each net area by its circulation factor, then multiplying the sub-total area by the building gross factor.

- 3.1** STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with at one given time and whether there is a need of privacy within the space.
- 3.1.1 Chief of Police** - The maximum space allowance is a 350 square foot private office.
- 3.1.2 Chief of Police Assistant** - The maximum space allowance in an 80 square foot workstation.
- 3.1.3 Director of Public Safety** - The maximum space allowance is a 350 square foot private office.
- 3.1.4 Director of Public Safety Assistant** - The maximum space allowance is an 80 square foot workstation.
- 3.1.5 Police Captain** - The maximum space allowance is a 180 square foot private office.
- 3.2** SUPPORT SPACES
- 3.2.1 Reception** - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.
- 3.2.2 Conference Room** - Conference rooms are to be provided throughout each facility and should be located to maximize use. Private conference rooms will need to be approved based upon the security needs of the department. Conference rooms are to be sized to accommodate 25 square feet per person.
- 3.2.3 Copy/Work Room** - Copy/Work rooms are to be provided throughout each facility and located to maximize use. Work rooms need to be sized based upon the equipment requirements. When available equipment serving multiple functions such as copy/print/fax/scanner need to be used to reduce square footage needs. A typical work room provides upper and lower cabinets for supplies and an open floor space for trash/recycling and copy machine. When a multi-functioning copier is used the work room should be 80 square feet. When separate machines are required the work room shall be 120 square feet. The number of Copy/Work rooms within a facility shall be based upon the security needs of the individual departments funded.
- 3.2.4 Staff Restroom** - Private restrooms are to be provided within departments with security concerns. In this case, (1) one male and (1) one female 48 square foot ADA accessible restroom is to be provided.
- 3.3** CRIMINAL INVESTIGATION STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with at one given time and whether there is a need of privacy within the space.
- 3.3.1 Supervisory Special Agent Office** - The maximum space allowance is a 180 square foot private office.

- 3.3.2 **Lead Special Agent** - The maximum space allowance is a 96 square foot workstation.
- 3.3.3 **Special Agent** - The maximum space allowance is a 64 square foot workstation.
- 3.3.4 **Law Enforcement Assistant** - The maximum space allowance is a 64 square foot workstation.
- 3.3.5 **Evidence Tech** - The maximum space allowance is an 80 square foot workstation.

3.4 CRIMINAL INVESTIGATION SUPPORT SPACES

- 3.4.1 **Reception** - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.
- 3.4.2 **Equipment Storage** - The equipment room is used to store a large amount of equipment and supplies used by the Criminal Investigation personnel. This could include radios, shotguns, assault rifles, flashlights, cameras, ticket books (used and unused), child car seats, tools and numerous other items. The equipment storage is to be sized to accommodate 10 square feet per person, with a maximum space allowance of 150 square feet.
- 3.4.3 **Ammunition Storage** - Ammunition needs to be stored in a separate room than the firearms used by the Criminal Investigation personnel. The ammunition storage is to be sized to accommodate 5 square feet per person, with a maximum space allowance of 50 square feet.
- 3.4.4 **Interview Room** - The maximum space allowance is 100 square foot per interview room.
- 3.4.5 **Copy/Work Room** - Copy/Work rooms are to be provided throughout each facility and located to maximize use. Work rooms need to be sized based upon the equipment requirements. When available equipment serving multiple functions such as copy/print/fax/scanner need to be use to reduce square footage needs. A typical work room provides upper and lower cabinets for supplies and an open floor space for trash/recycling and copy machine. When multi-functioning copier is used the work room will be a maximum of 80 square feet. When separate machines are required the work room will be a maximum of 120 square feet. The number of Copy/Work rooms within a facility shall be based upon the security needs of the individual departments funded.
- 3.4.6 **File Room** – File storage is to be provided within each administrative office space and individual private office. Although, certain departments require additional secure file storage. Lateral filing units should be used when possible as they provide as they provide more file storage per square foot than vertical filing units.

A typical vertical 5-drawer filing cabinet holds 7.5 cubic feet of records and occupies 7.5 square feet of floor space including room to stand while pulling out a drawer. Therefore 1 square foot of floor space is needed to store 1 cubic foot of records.

A typical 5 drawer 42" wide lateral filing unit provides 195 linear inches of file capacity or 13.0 cubic feet. It also occupies 7.5 square feet of floor space. Therefore 1 square foot of floor space is needed to store 1.73 cubic feet of records. Lateral filing in this example is 73% more space efficient.

An assessment is required for each department in order to identify the current and future storage needs. The needs assessment will define square footage requirements and whether high density file storage or typical lateral file cabinets are most appropriate. A sample needs assessment can be found in Appendix I.

- 3.5 PATROL STAFF SPACES** Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

3.5.1 Police Captain - The maximum space allowance is a 180 square foot private office.

3.5.2 Police Sergeant - The maximum space allowable is a 64 square foot workstation.

3.5.3 Police Officers - Patrol officers are NOT to be provided with workstations. They have the ability to share workstations within the Report Writing Area.

3.6 PATROL SUPPORT SPACES

3.6.1 Sally Port - All facilities shall have either an enclosed vehicular sally port or a secure entry vestibule as the point of entry into the booking and release area. If a Vehicular Sally Port is included, it shall be designed to the following space criteria:

3.6.1.1 Consideration shall be given to the type and quantity of vehicles used in the transport of prisoners and allowed in the Sally Port at any given time. A minimum space of 20'x40' shall be provided for vans or squad cars associated with the transport of arrestees or inmates to accommodate the transport vehicle and floor area necessary to safely unload and move prisoners into the facility. A minimum space of 20'x80' shall be provided for a transport bus. The Sally Port shall not be less than 1600 SF.

3.6.1.2 Where group arrests are anticipated, or group transport to a long term holding facility is required, provide a sally port that will accommodate at least 1 transport bus.

3.6.1.3 The Sally Port shall have a drive-through configuration, with interlocked heavy duty overhead doors or gates, remotely controlled by Master Control. Such doors shall not be less than 12'-0" in width and 12'-0" in height for vans and squad cars, and 12'-0" in width x 14'-0" in height for buses.

3.6.1.4 Direct visual or CCTV monitoring shall be provided both inside and outside the Sally Port, and monitored by Master Control. CCTV shall be configured to maximize viewing in the Sally Port with transport vehicles parked within.

3.6.1.5 Provide a pedestrian access door into the Sally Port from the exterior, controlled by Master Control, and interlocked with all overhead and pedestrian doors to prevent unauthorized access or escape.

- 3.6.1.6** Provide an intercom station at every entrance into the Sally Port and entrance into the jail or booking area, controlled and monitored by Master Control. The station shall be used to request entry to and from the Sally Port. The station shall also be monitored by direct visual or CCTV.
- 3.6.2 Secured Entry Vestibule** - A secure entry vestibule is required if there is no secure, fully enclosed vehicular sally port, or if additional security is required in addition to the sally port.
- 3.6.2.1** Provide floor area to accommodate ingress and egress functions, including the number of anticipated prisoners moving from the transport vehicle to booking, transport officers, and additional officers to handle emergencies such as fighting or resisting transport. A minimum space of 8'-0" width and 10'-0" length should be provided for the passage of up to 3 occupants, including prisoners and officers. Provide an additional 16 SF per occupant.
- 3.6.2.2** All doors shall be interlocked, and controlled by Master Control. Provide an emergency override for emergency ingress and egress. Doors shall have security glazing for direct viewing to either side of the door. Provide voice communication from the vestibule to intake area and to Master Control.
- 3.6.3 Pre-Booking** - The Pre-booking area provides a space for the arresting officer to fill out forms, write reports, secure the prisoner, search the prisoner, test for sobriety, and other tasks related to prisoner arrival. This space should be directly adjacent to the Sally Port, Secure Vestibule, and the Booking Area. It should be configured to allow access between Booking and the Sally Port without passing directly through the waiting area.
- 3.6.3.1** The pre-booking area shall be designed to accommodate the anticipated number of arrestees, but shall not be less than 100 SF. For each arrestee beyond 2, provide an additional 15 SF.
- 3.6.3.2** Provide a bench with a means to restrain the prisoner within the pre-booking room. Provide a telephone for the prisoner to communicate with friends or family. Provide a separate 48 SF ADA accessible unisex toilet adjacent to the pre-booking room.
- 3.6.3.3** Pre-Booking shall have visibility from a continuously staffed post, but shall have sufficient screening to allow privacy for pat searches from DUI/DRE room or holding areas.
- 3.6.4 DUI/DRE Room** - Provide a sobriety testing area if arrest records indicate a substantial number of arrests associated with intoxication. Sobriety testing should be adjacent to the Sally Port or Secure Vestibule, and be able to accommodate testing equipment and storage of equipment and materials.
- 3.6.4.1** The testing area should be at least 100 SF to allow space to seat and observe the arrestee for up to 20 minutes, for motor skills testing, and video-taping.
- 3.6.4.2** Provide secure storage cabinets for testing equipment and materials.
- 3.6.4.3** Provide direct access to a 48 SF ADA accessible unisex toilet room with a remote flush for the arrestee.

- 3.6.5 Report Writing Room** - This room shall be adjacent to the Pre-Booking waiting area, and shall provide the arresting officer with a place to write a report on the arrest. The report writing room should have direct visibility into the Pre-Booking waiting area.
- 3.6.5.1** The report writing room should be sized to accommodate the number of officers on shift at one time, but not less than 100 SF. Each work station shall have a work surface at least 24"x48" with an additional space for access and circulation. Provide an additional 20 SF for each officer within the report writing area.
- 3.6.5.2** Provide a pass-through to enable the secure passage of documents and property from the Report Writing to Booking.
- 3.6.6 Briefing Room** - The briefing room is used to provide training to sworn personnel. The size of the briefing room is to be based upon the number of sworn officers within the department. The briefing room is to be sized to accommodate 25 square feet per officer.
- 3.6.7 Interview Room** - The maximum space allowance is 100 square foot per interview room.
- 3.6.8 Equipment Storage** - The equipment room is used to store a large amount of equipment and supplies used by the Patrol personnel. This could include radios, shotguns, assault rifles, flashlights, cameras, ticket books (used and unused), child car seats, tools and numerous other items. The equipment storage is to be sized to accommodate 10 square feet per person, with a maximum space allowance of 150 square feet.
- 3.6.9 Ammunition Storage** - Ammunition needs to be stored in a separate room than the firearms used by the Patrol personnel. The ammunition storage is to be sized to accommodate 5 square feet per person, with a maximum space allowance of 50 square feet.
- 3.6.10 Conference Room** - Conference rooms are to be provided throughout each facility and should be located to maximize use. Private conference rooms will need to be approved based upon the security needs of the department. Conference rooms are to be sized to accommodate 25 square feet per person.
- 3.6.11 Men's Sworn Officer Locker Rooms** - The locker room should be sized using 15 square feet per sworn officer with an additional 90 square feet per shower. 1 shower to be provided for every 25 lockers. Individual height lockers should be provided in the locker rooms for each sworn officer with additional lockers provided for 30% growth factor unless otherwise approved by BIA. The locker rooms must be designed to accommodate the changing ratios of male to female officers.
- 3.6.12 Women's Sworn Officer Locker Rooms** - The locker room should be sized using 15 square feet per sworn officer with an additional 90 square feet per shower. 1 shower to be provided for every 25 lockers. Individual height lockers should be provided in the locker rooms for each sworn officer with additional lockers provided for 30% growth factor unless otherwise approved by BIA. The locker rooms must be designed to accommodate the changing ratios of male to female officers.

- 3.6.13 Fitness Room** - The weight training and physical fitness area is to be sized to accommodate a minimum of five occupants comfortably using 50 square feet per occupant. The size and occupant load of the fitness room will be determined by the number of funded sworn officers on each shift within the facility using 50 SF per officer.
- 3.6.14 Copy/Work Room** - Copy/Work rooms are to be provided throughout each facility and located to maximize use. Work rooms need to be sized based upon the equipment requirements. When available equipment serving multiple functions such as copy/print/fax/scanner need to be use to reduce square footage needs. A typical work room provides upper and lower cabinets for supplies and an open floor space for trash/recycling and copy machine. When multi-functioning copier is used the work room will be a maximum of 80 square feet. When separate machines are required the work room will be a maximum of 120 square feet. The number of Copy/Work rooms within a facility shall be based upon the security needs of the individual departments funded.
- 3.7 FINANCIAL MANAGEMENT - STAFF SPACES** Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.
- 3.7.1 Chief Financial Officer** - The maximum space allowance is a 180 square foot private office.
- 3.7.2 Payroll** - The maximum space allowance is a 64 square feet workstation.
- 3.7.3 Payroll Assistant** - The maximum space allowance is a 64 square feet workstation.
- 3.7.4 Accounts Payable** - The maximum space allowance is a 64 square feet workstation.
- 3.7.5 Travel Clerk** - The maximum space allowance is a 64 square feet workstation.
- 3.7.6 Procurement Clerk** - The maximum space allowance is a 64 square feet workstation.
- 3.7.7 Accountant** - The maximum space allowance is a 64 square feet workstation.
- 3.8 HUMAN RESOURCES - STAFF SPACES** Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.
- 3.8.1 HR Manager** - The maximum space allowance is a 180 square foot private office.
- 3.8.2 HR Manager Assistant** - The maximum space allowance is a 144 square foot private office.
- 3.8.3 Applicant Screener** - The maximum space allowance is a 144 square foot private office.
- 3.8.4 Training Director** - The maximum space allowance is a 144 square foot private office.

3.8.5 Employee Assistance - The maximum space allowance is a 180 square foot private office.

3.8.6 HR Tech - The maximum space allowance is a 144 square foot private office.

3.8.7 Administrative Assistant - The maximum space allowance is a 64 square feet workstation.

3.9 HUMAN RESOURCES - SUPPORT SPACES

3.9.1 ID/Photo Area - The maximum space allowance is 80 square feet.

3.10 RECORDS MANAGEMENT - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

3.10.1 Director - The maximum space allowance is a 180 square foot private office.

3.10.2 Records Clerk - The maximum space allowance is a 64 square feet workstation.

3.11 RECORDS MANAGEMENT - SUPPORT SPACES

3.3.1 Active Records File Room – File storage is to be provided within each administrative office space and individual private office. Although, certain departments require additional secure file storage. Lateral filing units should be used when possible as they provide as they provide more file storage per square foot than vertical filing units.

A typical vertical 5-drawer filing cabinet holds 7.5 cubic feet of records and occupies 7.5 square feet of floor space including room to stand while pulling out a drawer. Therefore 1 square foot of floor space is needed to store 1 cubic foot of records.

A typical 5 drawer 42" wide lateral filing unit provides 195 linear inches of file capacity or 13.0 cubic feet. It also occupies 7.5 square feet of floor space. Therefore 1 square foot of floor space is needed to store 1.73 cubic feet of records. Lateral filing in this example is 73% more space efficient.

An assessment is required for each department in order to identify the current and future storage needs. The needs assessment will define square footage requirements and whether high density file storage or typical lateral file cabinets are most appropriate. A sample needs assessment can be found in Appendix I.

3.11.1 File Viewing Room – The maximum space allowance is 150 square feet.

3.12 CONTRACTS / GRANTS - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

3.12.1 Director - The maximum space allowance is a 180 square foot private office.

3.12.2 Administrative Assistant - The maximum space allowance is a 64 square feet workstation.

- 3.12.3 Contracts / Grants Specialist** - The maximum space allowance is a 64 square feet workstation.
- 3.13 INFORMATION TECHNOLOGY - STAFF SPACES** Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.
- 3.13.1 IT Manager** - The maximum space allowance is a 180 square foot private office.
- 3.13.2 IT Tech** - The maximum space allowance is an 80 square feet workstation.
- 3.14 COMMUNICATIONS - STAFF SPACES** Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.
- 3.14.1 Communications Supervisor** - The maximum space allowance is a 180 square foot private office.
- 3.14.2 Lead Communications Officer** - The maximum space allowance is an 80 square feet workstation.
- 3.14.3 Communications Officer** - The maximum space allowance is an 80 square feet workstation.
- 3.15 COMMUNICATIONS - SUPPORT SPACES**
- 3.15.1 Reception** - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.
- 3.15.2 UPS Room** - The maximum space allowance is 675 square feet.
- 3.15.3 Server Room** - The maximum space allowance is 1,350 square feet.
- 3.15.4 Staff Restroom** - Private restrooms are to be provided within departments with security concerns. In this case, (1) one male and (1) one female 48 square foot restroom is to be provided.
- 3.15.5 Sleep Rooms** - The maximum space allowance is 120 square feet. Provide a minimum of 2 sleep rooms, 1 for male and 1 for female staff.
- 3.15.6 Break Room** – The maximum space allowance for a break room is 400 square feet. Space will be required for dining tables and chairs, upper/lower cabinet storage with integrated sink, refrigerator, vending machines and microwave.

3.15.7 Copy/Work Room - Copy/Work rooms are to be provided throughout each facility and located to maximize use. Work rooms need to be sized based upon the equipment requirements. When available equipment serving multiple functions such as copy/print/fax/scanner need to be use to reduce square footage needs. A typical work room provides upper and lower cabinets for supplies and an open floor space for trash/recycling and copy machine. When multi-functioning copier is used the work room will be a maximum of 80 square feet. When separate machines are required the work room will be a maximum of 120 square feet. The number of Copy/Work rooms within a facility shall be based upon the security needs of the individual departments funded.

A Tier 1 Holding Facility is a temporary holding facility. Therefore, the number of beds and methodology for determining the bed count for a detention facility applies to the booking and release area of a Tier 1 facility. The number of users and the size of the booking and release area is determined from historical booking records and data, statistical data, including arrest records and other relevant information to project the number of users and spaces required. Factors that can influence the number of intakes include the time of day, such as weekends, holidays, evenings, events which might result in group arrests, and average length of stay.

If a facility will handle juvenile holding, separate booking and holding areas shall be provided for juvenile creating sight and sound separation. Each booking area shall be designed to accommodate the projected number of required beds, based on required housing classifications.

Some key decisions should be considered which will have an impact on the overall cost, security, and requirements for design.

- Will the arrestee and arresting officer enter the facility through a secure and protected vehicle sally port or will they park outside the facility in a less secure area and enter through a vestibule into the booking area?
- What types of evaluations and testing procedures will be administered at the facility? Will medical staff be on hand at the facility?
- Will intake and booking areas be shared or separate with release areas?
- Will men and women be processed in the same areas?
- Will the arresting officer interview the arrestee at the booking area, or will interviews be made prior to arrival to booking?
- Are there dedicated booking officers, and is the area staffed all of the time, or will the arresting officer help with the booking and admitting process?
- Will occupants admitted into the facility be given clothing, or will they wear their own clothing?

4.1 INTAKE / RELEASE Intake/Release Area shall be designed to receive, evaluate, admit, and release an arrestee or occupant.

4.1.1 Waiting Area - The waiting area provides a place for cooperative arrestees to wait for booking or for bond arrangements. The waiting area offers the arrestee an atmosphere to reduce tension and anxiety, by communicating the appearance of a clinic or lobby with the use of carpet, chairs and normal activities such as television and/or reading materials. The waiting area would provide maximum freedom within the secure booking area. Waiting area would have direct observation and supervision from the booking station and other staffed areas. CCTV provides additional indirect observation by Central Control. Provide an open waiting area of 100 square feet minimum for 8 arrestees, within or adjacent to the general booking area, comprised of individual seating for arrestees. Add 18 SF/person for each additional detainee, based on the daily average of arrestees within the facility.

4.1.2 Booking Station - Provide (1) one booking station for every (8) eight daily average admissions, but not less than (2) two booking stations for each facility.

4.1.3 Property Storage - Provide (1) one individual property storage locker for each intake or occupant. Provide additional bulk storage bins and (1) one safe for valuables. Property storage shall be at least (6) six square feet per occupant, but not less than 200 square feet.

4.1.4 Supply Storage - For facilities located less than 100 miles roundtrip from a town with a population of more than 25,000, 200 square feet of space will be provided for supply storage. For facilities located more than 100 miles roundtrip from a town with a population of more than 25,000, 300 square feet of space will be provided for supply storage.

4.1.5 Records Storage – File storage is to be provided within each administrative office space and individual private office. Although, certain departments require additional secure file storage. Lateral filing units should be used when possible as they provide as they provide more file storage per square foot than vertical filing units.

A typical vertical 5-drawer filing cabinet holds 7.5 cubic feet of records and occupies 7.5 square feet of floor space including room to stand while pulling out a drawer. Therefore 1 square foot of floor space is needed to store 1 cubic foot of records.

A typical 5 drawer 42" wide lateral filing unit provides 195 linear inches of file capacity or 13.0 cubic feet. It also occupies 7.5 square feet of floor space. Therefore 1 square foot of floor space is needed to store 1.73 cubic feet of records. Lateral filing in this example is 73% more space efficient.

An assessment is required for each department in order to identify the current and future storage needs. The needs assessment will define square footage requirements and whether high density file storage or typical lateral file cabinets are most appropriate. A sample needs assessment can be found in Appendix I.

4.1.6 Search Area - The maximum space allowance is a 100 square foot screened area.

4.1.7 Transport Cells - All single cells shall have at a minimum, 70 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. Lavatory facilities should be screened for privacy. At least one cell shall be configured for persons with disabilities.

4.1.8 Safety Cells - All safety cells shall have at a minimum, 70 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. When confinement exceeds 10 hours per day, the minimum cell size shall be increased to 80 SF. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. At least one cell shall be configured for persons with disabilities.

4.1.9 Individual Holding Cells - All single cells shall have at a minimum, 70 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. When confinement exceeds 10 hours per day, the minimum cell size shall be increased to 80 SF. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. Lavatory facilities should be screened for privacy. At least one cell shall be configured for persons with disabilities.

4.1.10 Group Holding Cells - All group occupancy cells or rooms shall have at a minimum, 50 SF of floor space per occupant, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 25 SF of unencumbered floor area for each occupant. All cells shall have access to a toilet, wash basin, drinking water and hot and cold water. Lavatory facilities should be screened for privacy.

4.1.11 Staff Toilet – Private restrooms are to be provided within departments with security concerns. In this case, (1) one male and (1) one female 48 square foot restroom is to be provided.

4.2 ADULT HOUSING

4.2.1 Security Vestibule - A separate security vestibule shall be provided at each point of ingress and egress to the housing unit. The vestibule shall be designed as an individual security perimeter, and shall be directly monitored by Master Control, who shall also control ingress and egress. Vestibule doors shall be interlocked such that both doors cannot be opened at the same time. The vestibule should be sized to accommodate the maximum number of occupants moved at any given time, and all equipment that may be required to pass through, including food carts, laundry carts, medical stretchers, and any specialized equipment, such as a lift necessary for general maintenance staff to gain access to high ceilings. Swinging doors should swing out away from the dayroom to facilitate emergency egress and to prevent occupants from barricading themselves within the dayroom or vestibule. The maximum space allowance is 150 square feet per vestibule.

4.2.2 Individual Holding Cells - When confinement exceeds 10 hours per day, all single cells shall have at a minimum of 80 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. Lavatory facilities should be screened for privacy. At least one cell shall be configured for persons with disabilities.

4.2.3 Dayrooms - There shall be a dayroom for each cell block or detention room cluster. Dayrooms shall be placed immediately adjacent to occupant sleeping areas, and shall provide a minimum of 35 SF of floor area per occupant, exclusive of sleeping areas, lavatories, showers, and toilets. No dayroom shall be less than 100 SF. Each dayroom shall provide a minimum of 12 SF of transparent glazing with a view to the exterior, plus an additional 2 SF of glazing per occupant whose room or cell does not have a window with a view to the exterior.

4.2.4 Adult Showers - The maximum space allowance is 80 square feet per shower area. Provide 1 shower per 8 occupants.

4.2.5 Utility / Beverage Counter - Provide (1) 45 SF beverage counter within each minimum or medium security general housing dayroom.

4.2.6 Officer Workstation - Provide (1) 100 SF officer work station within each directly supervised housing unit.

4.3 JUVENILE HOUSING

- 4.3.1 Security Vestibule** - A separate security vestibule shall be provided at each point of ingress and egress to the housing unit. The vestibule shall be designed as an individual security perimeter, and shall be directly monitored by Master Control, who shall also control ingress and egress. Vestibule doors shall be interlocked such that both doors cannot be opened at the same time. The vestibule should be sized to accommodate the maximum number of occupants moved at any given time, and all equipment that may be required to pass through, including food carts, laundry carts, medical stretchers, and any specialized equipment, such as a lift necessary for general maintenance staff to gain access to high ceilings. Swinging doors should swing out away from the dayroom to facilitate emergency egress and to prevent occupants from barricading themselves within the dayroom or vestibule. The maximum space allowance is 150 square feet per vestibule.
- 4.3.2 Boys High/Medium/Low Security Cells** - When confinement exceeds 10 hours per day, all single cells shall have at a minimum of 80 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. At least one cell shall be configured for persons with disabilities.
- 4.3.3 Boys Dayroom** - There shall be a dayroom for each cell block or detention room cluster. Dayrooms shall be placed immediately adjacent to occupant sleeping areas, and shall provide a minimum of 35 SF of floor area per occupant, exclusive of sleeping areas, lavatories, showers, and toilets. No dayroom shall be less than 100 SF.
- 4.3.4 Boys Showers** - The maximum space allowance is 80 square feet per shower area. Provide 1 shower per 8 occupants.
- 4.3.5 Girls High/Medium/Low Security Cells** - When confinement exceeds 10 hours per day, all single cells shall have at a minimum of 80 SF of floor space, with no less than 7 feet in between walls and no less than 8 feet between the floor and ceiling. There shall be at least 35 SF of unencumbered floor area for the single occupant. All single cells shall have access to a toilet, wash basin, drinking water, shower facilities and hot and cold water. Lavatory facilities should be screened for privacy. At least one cell shall be configured for persons with disabilities.
- 4.3.6 Girls Dayroom** - There shall be a dayroom for each cell block or detention room cluster. Dayrooms shall be placed immediately adjacent to occupant sleeping areas, and shall provide a minimum of 35 SF of floor area per occupant, exclusive of sleeping areas, lavatories, showers, and toilets. No dayroom shall be less than 100 SF.
- 4.3.7 Girls Showers** - The maximum space allowance is 80 square feet per shower area. Provide 1 shower per 8 occupants.
- 4.3.8 Utility / Beverage Counter** - Provide 1 beverage counter within each minimum or medium security general housing dayroom.
- 4.3.9 Officer Workstation** - Provide (1) 100 SF officer work station within each directly supervised housing unit.

4.4 SUPPORT SERVICES

- 4.4.1 **Video Arraignment** - The maximum space allowance is 200 square feet.
- 4.4.2 **Interview Rooms** - Provide at least 80 SF of floor area.
- 4.4.3 **Food Service** - The maximum space allowance is 1000 square feet
- 4.4.4 **Laundry Service** - The maximum space allowance is 100 square feet
- 4.4.5 **Janitorial Services** - Provide one janitor closet for each housing unit. Each closet shall be a minimum of 25 SF.
- 4.4.6 **Trash / Recycle Area** - The maximum space allowance is 100 square feet
- 4.4.7 **Clothing Storage** - The maximum space allowance is 200 square feet
- 4.4.8 **Secure Chemical Storage** - The maximum space allowance is 100 square feet.
- 4.4.9 **Copy/Work Room** - Copy/Work rooms are to be provided throughout each facility and located to maximize use. Work rooms need to be sized based upon the equipment requirements. When available equipment serving multiple functions such as copy/print/fax/scanner need to be use to reduce square footage needs. A typical work room provides upper and lower cabinets for supplies and a open floor space for trash/recycling and copy machine. When multi-functioning copier is used the work room should be 80 square feet. When separate machines are required the work room shall be 120 square feet. The number of Copy/Work rooms within a facility shall be based upon the security needs of the individual departments funded.

4.5 VISITATION This area should have access to the public lobby and restrooms.

- 4.5.1 **Visitor Stations** - Professional visitation rooms shall not be less than 80 square feet.

4.6 CENTRAL CONTROL Central Control shall monitor all security systems, including CCTV, intercom stations, officer stations, interlocked hardware, alarms, movement detectors, and other electronic security system components. Central Control shall directly observe and control movement at all ingress and egress points into the main secure perimeter, and between defined internal security perimeters of the facility. Movement through the various security perimeters shall not be designed or configured to bypass Central Control. Central Control shall be placed within an interior secure perimeter, and there shall be no external access into the Central Control area within the main security perimeter outside of Central Control. An override key to gain access into Central Control shall be stored in a restricted area outside of the main security perimeter.

- 4.6.1 **Control Workstations** - The control workstation shall be configured and positioned to directly observe every area of the adjacent housing unit dayroom and all cell fronts.
- 4.6.2 **Staff Restrooms** - Private restrooms are to be provided within departments with security concerns. In this case, (1) one male and (1) one female 48 square foot restroom is to be provided.

5.1 JUDICIARY OFFICE - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

- 5.1.1 Chief Tribal Court Judge** - The maximum space allowance is a 350 square foot private office.
- 5.1.2 Associate Judge** - The maximum space allowance is a 224 square foot private office.
- 5.1.3 Probation Judge** - The maximum space allowance is a 224 square foot private office.
- 5.1.4 Traffic Judge** - The maximum space allowance is a 224 square foot private office.
- 5.1.5 Clerk of Court** - The maximum space allowance is a 350 square foot private office.
- 5.1.6 Court Administration** - The maximum space allowance is a 144 square foot private office.
- 5.1.7 Administrative Assistant** - The maximum space allowance is a 64 square foot workstation.

5.2 CIVIL DIVISION - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

- 5.2.1 Deputy Clerk of Courts** - The maximum space allowance is an 80 square foot workstation.
- 5.2.2 Traffic Deputy Clerk of Courts** - The maximum space allowance is an 80 square foot workstation.

5.3 CRIMINAL DIVISION - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

- 5.3.1 Criminal Clerk** - The maximum space allowance is a 64 square foot workstation.
- 5.3.2 Front Line Clerk** - The maximum space allowance is a 64 square foot workstation.

5.4 JUVENILE DIVISION - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

- 5.4.1 Juvenile Clerk** - The maximum space allowance is a 64 square foot workstation.

5.5 CHILD SUPPORT - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

5.5.1 Child Support Clerk - The maximum space allowance is a 64 square foot workstation.

5.5.2 Process Server - The maximum space allowance is a 64 square foot workstation.

5.5.3 Court Reporter - The maximum space allowance is a 64 square foot workstation.

5.6 PROBATION - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

5.6.1 Probation Officer - The maximum space allowance is a 144 square foot private office.

5.6.2 Probation Clerk - The maximum space allowance is a 64 square foot workstation.

5.7 INFORMATION TECHNOLOGY - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

5.7.1 IT Tech - The maximum space allowance is a 64 square foot workstation.

5.8 TRIBAL COURT - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with a one given time and whether there is a need of privacy within the space.

5.8.1 Phone Operator - The maximum space allowance is a 64 square foot workstation.

5.8.2 Cash Receipts Clerk - The maximum space allowance is a 144 square foot private office.

5.8.3 Archivist - The maximum space allowance is a 64 square foot workstation.

5.8.4 Security - The maximum space allowance is a 64 square foot workstation.

5.8.5 Bailiff - The maximum space allowance is a 64 square foot workstation.

5.9 TRIBAL COURT - SUPPORT SPACES

5.9.1 Criminal Courtroom - The maximum space allowance is 1,500 square feet.

5.9.2 Civil Courtroom - The maximum space allowance is 1,250 square feet.

5.9.3 Juvenile Courtroom - The maximum space allowance is 1,250 square feet.

5.9.4 Traffic Courtroom - The maximum space allowance is 1,250 square feet.

5.9.5 Child Support Courtroom - The maximum space allowance is 1,250 square feet.

5.9.6 Public File Viewing Area - The maximum space allowance is 200 square feet.

5.9.7 Conference Room / Law Library - Conference rooms are to be provided throughout each facility and should be located to maximize use. Private conference rooms will need to be approved based upon the security needs of the department. Conference rooms are to be sized to accommodate 25 square feet per person. This individual conference room will provide bookshelves to accommodate the Law Books used by the Judicial Division as well as providing space for the Supreme Court Judges to use when they are in session.

5.9.8 Conference Room / Jury Assembly - Conference rooms are to be provided throughout each facility and should be located to maximize use. Private conference rooms will need to be approved based upon the security needs of the department. Conference rooms are to be sized to accommodate 25 square feet per person. This individual conference room needs to be sized and located adjacent

5.9.9 Judicial Private Restrooms - Private restrooms are to be provided within departments with security concerns. In this case, (1) one 48 square foot restroom is to be provided.

5.10 SUPREME COURT - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with at one given time and whether there is a need of privacy within the space.

5.10.1 Chief Justice - The maximum space allowance is a 350 square foot private office.

5.10.2 Associate Judge - A private office is NOT to be provided for this position. Refer to section 5.9.7 for further information.

5.10.3 Clerk of Court - The maximum space allowance is a 180 square foot private office.

5.11 PROSECUTION - STAFF SPACES Staff spaces are to be provided based upon BIA funding of the position. The size of individual spaces and whether they are private offices or workstations is based upon the number of people the individual will need to meet with at one given time and whether there is a need of privacy within the space.

5.11.1 Chief Prosecutor - The maximum space allowance is a 180 square foot private office.

5.11.2 Prosecutor - The maximum space allowance is a 144 square foot private office.

5.11.3 Juvenile Prosecutor - The maximum space allowance is a 144 square foot private office.

5.11.4 Child Services Coordinator - The maximum space allowance is a 144 square foot private office.

5.11.5 Receptionist - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.

5.11.6 File Clerk - The maximum space allowance is a 64 square foot workstation.

5.11.7 Complaints Clerk - The maximum space allowance is a 64 square foot workstation.

5.11.8 Secretary - The maximum space allowance is a 64 square foot workstation.

5.12 PROSECUTION – SUPPORT SPACES

5.12.1 Reception - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.

5.12.2 Conference Room - Conference rooms are to be provided throughout each facility and should be located to maximize use. Private conference rooms will need to be approved based upon the security needs of the department. Conference rooms are to be sized to accommodate 25 square feet per person.

5.12.3 File Room - File storage is to be provided within each administrative office space and individual private office. Although, certain departments require additional secure file storage. An assessment is required for each department in order to identify the current and future storage needs. A sample needs assessment can be found in Appendix I.

6.1 RECORDS STORAGE

- 6.1.1 **Reception** - Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance. Most individual departments will require a minimum of 3 seats. Additional seating is to be approved on a case by case basis as determined by the visitors within a department.
- 6.1.2 **Semi-Active Records File Storage** - An assessment is required for each department in order to identify the current and future storage needs. A sample needs assessment can be found in Appendix I.
- 6.1.3 **Archive Records File Storage** - An assessment is required for each department in order to identify the current and future storage needs. A sample needs assessment can be found in Appendix I.
- 6.1.4 **Document Scanning Room** - In efforts to minimize the physical storage requirements a document scanning room may be provided to maintain electronic file storage.

6.2 INFORMATION TECHNOLOGY

- 6.2.1 **Data Center** - The maximum space allowance is 2500 square feet.
- 6.2.2 **Computer Training Lab** -The maximum space allowance is 525 square feet at 35 square feet per occupant for a maximum of 15 occupants.

6.3 PROPERTY & EVIDENCE The Patrol and Criminal Investigation Divisions may require separate property and evidence packaging, processing and storage areas.

- 6.3.1 **Property & Evidence Packaging** - The maximum space allowance is 180 square feet.
- 6.3.2 **Property & Evidence Processing** - The maximum space allowance is 120 square feet.
- 6.3.3 **Vehicle Evidence Processing** - The maximum space allowance is 700 square feet.
- 6.3.4 **Property & Evidence Release Counter** - The maximum space allowance is 100 square feet.
- 6.3.5 **Property Storage** - An assessment is required to define the protocol for storing and disposing of found property in order to identify the current and future storage needs. A sample needs assessment can be found in Appendix I.
- 6.3.6 **Evidence Storage** - An assessment is required to define the protocol for storing and disposing of evidence in order to identify the current and future storage needs. A sample needs assessment can be found in Appendix I.

6.4 GENERAL SUPPORT

- 6.4.1 Public Lobby** – All public visitors will arrive at the building through a metal detector within the Public Lobby. The Law Enforcement and Tribal Courts will typically have separate entrances. Within the Law Enforcement lobby, visitors will need to be greeted by an officer at a security station. The officer will provide service or direct the visitor to the correct location within the facility. Reception areas are to be provided at the entry of a department requiring physical separation from other departments. These seating areas are to be sized to accommodate 18 square feet per person and directly adjacent to administrative personnel to provide assistance.
- 6.4.2 Public Dining Area** - The maximum space allowance is 750 square feet. A kitchen will NOT be provided for this space. Space will be required for dining tables and chairs, vending machines, microwave and upper/lower lockable cabinet storage.
- 6.4.3 Facility Maintenance Office** - The maximum space allowance is 150 square feet.
- 6.4.4 Facility Maintenance Workshop** - The maximum space allowance is based upon the facility location and size. An analysis of the types of equipment needed to maintain the facility as well as the surrounding landscaped areas.
- 4.1.1 Supply Storage** - For facilities located less than 100 miles roundtrip from a town with a population of more than 25,000, 200 square feet of space will be provided for supply storage. For facilities located more than 100 miles roundtrip from a town with a population of more than 25,000, 300 square feet of space will be provided for supply storage.
- 6.4.5 Chemical Storage** - The maximum space allowance is 100 square feet.
- 6.4.6 Receiving Department** - The maximum space allowance is a 64 square foot workstation.
- 6.4.7 Loading Dock** - The maximum space allowance is 250 square feet.
- 6.4.8 Trash / Recycle Storage and Collection** - The maximum space allowance within the building is 100 square feet.

APPENDIX I: FILE STORAGE ANALYSIS

File Storage - A sample analysis of record storage to determine active, inactive, archive file requirements are shown below:

<u>Location</u>	<u>Program Name</u>	<u>Active Cubic Feet</u>	<u>Inactive Cubic Feet</u>	<u>Archives Cubic Feet</u>
Existing Station	Police Department	55	425	
Existing Station	Criminal Investigations	280		
Adult Detention Center	Division of Corrections		34	20
Juvenile Detention Center	Division of Corrections		50	16
	Sub TOTAL	335	509	36
	TOTAL VOLUME	888 cubic feet (+ Pod est. 100) 988		

Results:

1. Total volume of records is **988 cubic feet**.
2. Inactive records were not clearly marked or identified as archived, so I left them in Inactive column.
3. A key was not available to access a Pod outside the Police Department where records are located. **(estimated 100 cubic feet)**

Recommendations:

1. Records Manager should cut off files of cases that are closed at the end of fiscal year (funding cycle) and moved to inactive.
2. Inactive records should be identified and marked/moved to Archived.
3. Correctional Facility: File all loose papers and label file folders. Files should be safeguarded in locked filing cabinets or locked records room.

APPENDIX I: FILE STORAGE ANALYSIS

Detailed Report of Records Volume

<u>Location</u>	<u>Program Name</u>	<u>Room</u>	<u>Type of Records</u>	<u>Years</u>	<u>Active Cubic Feet</u>	<u>Inactive Cubic Feet</u>	<u>Archives Cubic Feet</u>
Existing Facility	Police Department	Records	Finance Records	2001-2006		156	
		Records	Personnel, Human Resources	1993-2007		112	
		Records	Dispatch and Records	2003-2004		17	
		Records	Property and Supply	1999-2009		35	
		Office	Reports, Logs	2002-2009		86	
		Office	Administrative Files	2010	5		
		Office	Administrative Files	2009		9	
		Office	Employee Files, Logs, Police Weapon, Vehicles, Uniforms, etc.	2010	40	10	
		Office	Evidence Files, returned currency, guns, property, etc.	2010	10		
				Sub-Total	55	425	

<u>Location</u>	<u>Program Name</u>	<u>Room</u>	<u>Type of Records</u>	<u>Years</u>	<u>Active Cubic Feet</u>	<u>Inactive Cubic Feet</u>	<u>Archives Cubic Feet</u>
Existing Facility	Criminal Investigations	Records (14 Rotating shelf File Cabinets)	Case Files	2007-2010	280		
					Sub-Total	280	

APPENDIX I: FILE STORAGE ANALYSIS

<u>Location</u>	<u>Program Name</u>	<u>Room</u>	<u>Type of Records</u>	<u>Years</u>	<u>Active Cubic Feet</u>	<u>Inactive Cubic Feet</u>	<u>Archives Cubic Feet</u>
Adult Detention	Division of Corrections	Office	Jail Logs, Activity Logs	2008-2009		4	
		Supply Room	Jail Activity Logs	2005-2008		30	
		Outside Storage (Bin)	Jail Activity Logs	1990's			20
					Sub-Total		34

<u>Location</u>	<u>Program Name</u>	<u>Room</u>	<u>Type of Records</u>	<u>Years</u>	<u>Active Cubic Feet</u>	<u>Inactive Cubic Feet</u>	<u>Archives Cubic Feet</u>
Juvenile Detention Center	Division of Corrections	Office Area	Juvenile Case Files	1997-2010	36	24	16
		Counselors	Counselor Case Files	1997-2009		24	
		Counselors	Counseling Statistics Files	2003-2009		2	
					Sub-Total		50

APPENDIX II: ARREST RECORD ANALYSIS

Adult Detention Facility Summary - Based upon the records provided in the adult arrest records/average population analysis listed above, there was an average of 41 male and 12 female offenders. Therefore, using a 30% growth factor, a minimum of 53 male beds and 16 female beds are need within this facility.

Juvenile Detention Facility Summary - Based upon the records provided in the juvenile arrest records/average population analysis listed on the next page, there was an average of 15 juveniles confined. Therefore, using a 30% growth factor, a minimum of 20 beds are needed within this facility.

Adult Detention Facility - A sample analysis of adult arrest records to determine average daily population is shown below:

Month/Year	Average Occupant Population	Percentage of Pre-Sentenced Occupants	Average Pre-Sentenced Occupants	Maximum Occupants Admitted	Percentage of Male Offenders	Number of Male Offenders	Percentage of Female Offenders	Number of Female Offenders
Aug-08	58	80%	46.4	75	75%	34.8	25%	8.7
Sep-08	66	75%	49.5	54	72%	35.6	27%	9.6
Oct-08	69	71%	49.0	85	69%	33.8	30%	10.1
Nov-08	65	78%	50.7	97	71%	36.0	29%	10.4
Dec-08	75	77%	57.8	50	74%	42.7	26%	11.1
Jan-09 *	88	73%	64.2	58	69%	44.3	31%	13.7
Feb-09	84	78%	65.5	48	69%	45.2	31%	14.0
Mar-09	97	69%	66.9	45	69%	46.2	31%	14.3
Apr-09	90	62%	55.8	49	71%	39.6	29%	11.5
May-09	90	63%	56.7	55	66%	37.4	34%	12.7
Jun-09	110	63%	69.3	59	70%	48.5	30%	14.6
Jul-09	105	65%	68.3	64	66%	45.0	34%	15.3
TOTALS	83.1	71%	58.3	61.6	70%	40.8	30%	12.2

* January 1, 2009 maximum occupants admitted equals 131

Juvenile Detention Facility - A sample analysis of Juvenile arrest records to determine average daily population is shown below:

APPENDIX II: ARREST RECORD ANALYSIS

Month/Year	Daily Average Booked	Daily Average Confined	Daily Average Pre-Adjudicated	Average Stay per Juvenile	Number of Males Admitted	Male Percentage Admitted	Number of Females Admitted	Female Percentage Admitted	Number of Juveniles Admitted
Oct-06	5	13	8	2	88	58	65	42	153
Nov-06	5	15	10	4	91	61	58	39	149
Dec-06	3	11	8	4	89	62	54	38	143
Jan-07	4	11	7	4	71	60	47	40	118
Feb-07	5	12	7	5	77	60	51	40	128
Mar-07	6	16	10	6	119	62	74	38	193
Apr-07	3	17	14	6	108	57	83	43	191
May-07	3	17	14	6	89	45	110	55	199
Jun-07	7	7	0	15	113	58	82	42	195
Jul-07	6	22	16	6	120	57	89	43	209
Aug-07	6	21	15	6	117	59	83	42	200
Sep-07	5	17	12	5	99	59	69	41	168
Oct-07	3	14	11	6	97	55	79	45	176
Nov-07	5	10	5	5	74	52	67	48	141
Dec-07	4	11	7	12	61	54	51	46	112
Jan-08	5	12	7	3	86	57	66	43	152
Feb-08	4	11	7	4	62	53	55	47	117
Mar-08	5	13	8	2	74	52	69	48	143
Apr-08	5	16	11	3	76	52	70	48	146
May-08	7	14	7	3	126	57	97	43	223
Jun-08	5	17	12	5	104	63	61	37	165
Jul-08	7	20	13	3	112	50	112	50	224
Aug-08	7	16	9	2	112	51	108	49	220
Sep-08	6	17	11	6	80	46	94	54	174
TOTALS	5	15	10	5	94	56	75	44	168

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

In the following example a Justice | Detention Facility has entered into the planning phase for the construction of a replacement facility. The steps outlined in Chapter 2 were followed to determine the space for each department, program and overall size of the facility.

SUMMARY

	COMPONENT	PROGRAM REQUIREMENTS				REMARKS
		SWORN STAFF TOTAL	CIVILIAN STAFF TOTAL	STAFF	TOTAL AREA	
100	Law Enforcement	4	3	7	2763	
200	Criminal Investigation	9	2	11	1709	
300	Patrol	42	0	42	5652	
400	Administration	0	47	47	10790	
500	Tier 1 Holding	0	12	12	20320	
600	Tribal Courts	0	43	43	15459	
700	Staff Support	0	0	0	4473	
800	Facility Support	0	0	0	1536	
900	Property Building	0	8	8	13808	
	STAFF TOTALS:	55	115	170		
	SUBTOTAL:				76510	
	TOTAL:				89517	(+ 17% Grossing Factor)

LAW ENFORCEMENT

ID	POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS			REMARKS
				UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	

DEDICATED STAFF SPACES

101	Chief of Police	S	PO-1	350	1	1	350	Includes conference area with seating for 6
102	Chief of Police - Assistant	C	WS-4	80	1	1	80	
103	Director of Public Safety	S	PO-4	350	1	1	350	
104	Director of Public Safety - Assistant	C	WS-4	80	1	1	80	
105	Emergency Manager/Homeland Security	C	PO-4	144	1	1	144	
106	Police Captain	S	PO-3	180	1	1	180	
107	Highway Safety - Lieutenant	S	PO-4	144	1	1	144	

DEDICATED SUPPORT SPACES

108	Reception		RECP-2	18		3	54	Seating for 3 people
109	EOC Conference Room			0		0	0	Shared with Director of Public Safety - Conference Room
110	Director of Public Safety - Conf. Room		CONF-3	25		16	400	Seating for 16 people
111	Copy Center / Supply		COPY-1	120		1	120	
112	Coffee Bar		KIT-2	45		1	45	
113	Private Restroom			50		2	100	Shared within Department / Adjacent to Chief's Office

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

Component Staff Requirements:	7		
Component Total Assignable Area:		2047	
		2763	Sub-total (+ 35% Circulation Factor unless otherwise noted)
Sworn Total:	4		
Civilian Total:	3		
Staff Total:	7		

CRIMINAL INVESTIGATION

	POSITION				PROGRAM REQUIREMENTS			REMARKS
					SWORN/CIVILIAN	SPACE STANDARD	UNIT AREA PROVIDED (NSF)	

DEDICATED STAFF SPACE

200	Supervisory Special Agent	S	PO-3	180	1	1	180	
201	Lead Special Agent	S	WS-1	96	1	1	96	
202	Special Agent	S	WS-3	64	7	7	448	Includes 1 future position
203	Law Enforcement Asst	C	WS-4	64	1	1	64	
204	Evidence Tech	C	WS-5	80	1	1	80	

DEDICATED SUPPORT SPACE

205	Reception		REC-2	18	3		54	Provides seating for 3 people
203	Coffee Bar			0	0		0	Shared with Law Enforcement
204	Firearms / Equipment Storage		STOR-2	80	1		80	
205	Ammunition Storage		STOR-2	40	1		40	
206	Conference			0	0		0	Shared with Law Enforcement
207	Interview Room		INTER-2	80	1		80	
208	Copier/Fax		COPY-2	64	1		64	
209	IT Server Room			0	0		0	Located within Data Center
210	File Room		FILE-3	80	1		80	

EVIDENCE ROOM

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

211	Evidence Storage Room	EV-4	0	0	0	Located in Property Building
	Component Staff Requirements:		1			
	Component Total Assignable Area:		1		1266	
					1709	Sub-total (+ 35% Circulation Factor unless otherwise noted)
	Sworn Total:		9			
	Civilian Total:		2			
	Staff Total:		1			
			1			

PATROL

POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS				REMARKS
			UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	TOTAL AREA	

DEDICATED STAFF SPACE

301	Police Captain	S	PO-3	180	1	1	180	
302	Patrol Sergeants	S	WS-4	64	9	9	576	
303	Patrol Officers	S		0	32	32	0	Patrol Officers to share report writing workstations

DEDICATED SUPPORT SPACE

304	Report Writing Room		WS-5	36		8	288	8 workstations shared by Patrol Officers
305	Briefing Room		CONF-2	25		20	500	Area does not require 35% Circulation Factor
306	Firearms / Equipment Storage		SUPP-5	150		1	150	
307	Ammunition Storage		SUPP-5	50		1	50	
308	Watch Commander		PO-3	180		1	180	
309	Witness/Victim Interview Room		INTER-2	80		2	160	Adjacent to Public Lobby
310	Children's Waiting/Interview Room		INTER-2	120		1	120	Adjacent to Interview Room
311	Vehicle Sally Port		SUPP-1	1950		1	1950	Area does not require 35% Circulation Factor
312	Gun Cleaning Area			50		1	50	

ADULT - PRE BOOKING AREA

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

313	Pedestrian Sally Port / Search Area	DET-12	68	1	68	
314	Safety Cell	DET-4	65	1	65	
315	DUI/DRE Room	DET-7	80	1	80	Room for waiting bench and Intoxilizer
316	Staff Toilet/Decontamination Shower	DET-7	48	2	96	
JUVENILE - PRE BOOKING AREA						
317	Pedestrian Sally Port / Search Area	DET-12	68	1	68	
318	Safety Cell	DET-4	65	1	65	
319	DUI/DRE Room	DET-7	80	1	80	Room for waiting bench and Intoxilizer
320	Staff Toilet/Decontamination Shower	DET-7	48	2	96	
Component Staff Requirements:						
Component Total Assignable Area:				42		
					4822	
					5652	Sub-total (+ 35% Circulation Factor unless otherwise noted)
Sworn Total:				42		
Civilian Total:				0		
Staff Total:				42		

ADMINISTRATION

POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS				REMARKS
			UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	TOTAL AREA	

DEDICATED STAFF SPACES

FINANCIAL MANAGEMENT

401	CFO	C	PO-3	180	1	1	180	
402	Payroll	C	WS-4	64	2	7	448	1 future position provided
403	Payroll Assistant	C	WS-4	64	3	3	192	1 future position provided
404	Accounts Payable	C	WS-4	64	2	2	128	
405	Travel Clerk	C	WS-4	64	1	1	64	
406	Procurement Clerk	C	WS-4	64	2	2	128	1 future position provided
407	Accountant	C	WS-4	64	3	3	192	1 future position provided

HUMAN RESOURCES

408	HR Manager	C	PO-3	180	1	1	180	
409	Assistant HR Manager	C	PO-4	144	1	1	144	
410	Applicant Screener	C	PO-4	144	1	1	144	
411	Training Director	C	PO-4	144	1	1	144	
412	Employee Assistance	C	PO-3	180	2	2	360	
413	HR Tech	C	PO-4	144	2	2	288	1 future position provided
414	Secretarial Pool	C	WS-4	64	5	5	320	

RECORDS MANAGEMENT

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

415	Director	C	PO-3	180	1	1	180	
416	Records Tech	C	WS-4	64	4	3	192	1 future position provided, 1 future position located in document scanning room
CONTRACTS/GRANTS								
417	Director	C	PO-3	180	1	1	180	
418	Admin Asst	C	WS-4	64	1	1	64	
419	Contract/Grants Tech	C	WS-4	64	1	1	64	
INFORMATION TECHNOLOGY								
420	Manager	C	PO-3	180	1	1	180	
421	Street Addressing (GIS Mapping)	C		200	2	1	200	Provide area to accommodate 2 people, plotter and map layout space
422	IT Tech	C	WS-2	80	5	5	400	80 sf provides the Tech the ability to work on multiple computer at their workstation
COMMUNICATIONS								
423	Office	C		180	1	1	180	
424	Supervisor Console		WS-2	80	0	1	80	
425	Training Console		WS-2	80	0	1	80	
425	Radio Dispatcher	C	WS-2	80	3	2	160	
DEDICATED SUPPORT SPACE								
426	Records: Reception Area		RECP-2	18		3	54	Seating for 3 people
427	Records: Active File Storage		FILE-1	400		1	400	High Density File Storage
428	Records: Secure File Room		FILE-1	100		1	100	
429	Copy Center / Supply		COPY-1	120		1	120	
430	ID/Photo Area			80		1	80	
431	Document Scanning Room			200		1	200	Provide 64 sf workstation for future Records Tech
432	File Viewing Room			120		1	120	
433	IT Storage		FILE-1	100		1	100	Provide shelving to store new IT equipment
434	IT Server Room			0		0	0	Located within Data Center
435	Computer Training/Lab			0		0	0	Located in Staff Support as a shared Conference Room
COMMUNICATIONS								
436	Break Room		SUPP-4	150		1	150	To be adjacent to Data Center
437	Telephone/Radio Room			1350		1	1350	Area does not require 35% Circulation Factor

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

438	UPS Room	675	1	675	Area does not require 35% Circulation Factor
439	Server Room	0	0	0	Located within Data Center
440	Copy/Work Area	120	1	120	
441	Staff Restrooms	50	2	100	
Component Staff Requirements:			47		
Component Total Assignable Area:				8441	
				10790	Sub-total (+ 35% Circulation Factor unless otherwise noted)
	Sworn Total:		0		
	Civilian Total:		47		
	Staff Total:		47		

TIER 1 HOLDING

	POSITION		SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS			REMARKS
					UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	

DEDICATED STAFF SPACE

501	Central Control		C		300	2	1	300	
502	Booking Station		C		200	2	1	200	
503	Lead Correction Officer		C		144	1	1	144	
504	Correction Officer		C		64	7	7	448	

DEDICATED SUPPORT SPACE

ADULT BOOKING AREA

505	Male Group Holding Cell			DET-2	200		3	600	
506	Female Group Holding Cell			DET-2	200		1	200	
507	Male Safety Cell			DET-4	100		2	200	
508	Female Safety Cell			DET-4	100		2	200	
509	Adult Records Storage			STOR-2	200		1	200	High Density File Storage
510	Adult Inmate Property			DET-6	300		1	300	
511	Male Shower			DET-11	65		1	65	
512	Female Shower			DET-11	65		1	65	
513	Adult ID Area			DET-5	100		1	100	

JUVENILE BOOKING AREA

514	Boys Holding Cell			DET-10	65		2	130	
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APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

515	Girls Holding Cell	DET-10	65	2	130	
516	Juvenile Safety Cell	DET-4	100	2	200	
517	Juvenile Records Storage	STOR-2	200	1	200	High Density File Storage
518	Juvenile Inmate Property	DET-6	200	1	200	
519	Boys Shower	DET-11	65	1	65	
520	Girls Shower	DET-11	65	1	65	
521	Juvenile ID Area	DET-5	100	1	100	
ADULT SUPPORT AREAS						
522	Equipment Room (Electronics)		0	0	0	Located within Data Center
523	Video Arraignment		200	1	200	
524	Visitation Room	DET-8	96	4	384	
525	Break Room	SUPP-4	100	1	100	
526	Staff Toilets	SUPP-9	48	2	96	
527	Supply Storage	STOR-2	500	1	500	Area does not require 60% Circulation Factor
528	Equipment Storage	STOR-2	100	1	100	
529	Interview Room	INTER-2	80	2	160	
530	Warming Kitchen / Food Storage	KIT-1	960	1	960	Area does not require 60% Circulation Factor
531	Laundry	SUPP-7	100	1	100	
JUVENILE SUPPORT AREAS						
532	Video Arraignment	SUPP-3	200	1	200	
533	Visitation Room	DET-8	96	2	192	
534	Interview Room	INTER-2	80	2	160	
MALE HOLDING AREAS						
535	Dorm Cell		95	42	3990	Area does not require 60% Circulation Factor
536	Single Cell	DET-9	80	4	320	
FEMALE						
537	Dorm Cell		95	16	1520	Area does not require 60% Circulation Factor
538	Single Cells	DET-9	80	2	160	
JUVENILE HOLDING AREAS						
539	Boys: High Security Holding Area/Beds	DET-9	80	2	160	
540	Boys: Medium Security Holding Area/Beds	DET-9	80	3	240	
541	Boys: Low Security Holding Area/Beds	DET-9	80	4	320	
542	Boys: Showers	DET-11	80	2	160	
543	Girls: High Security Holding Area/Beds	DET-9	80	2	160	

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

544	Girls: Medium Security Holding Area/Beds	DET-9	80	3	240
545	Girls: Low Security Holding Area/Beds	DET-9	80	4	320
546	Girls: Showers	DET-11	80	2	160
TRANSPORT AREA					
547	Waiting Area		100	1	100
548	Transport Cell	DET-4	100	2	200

Component Staff Requirements:
Component Total Assignable Area:

12

15314

20320

Sub-total (+ 60% Circulation Factor unless otherwise noted)

Sworn Total: 0
Civilian Total: 12

Staff Total: 12

TRIBAL COURTS

POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS				REMARKS
			UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	TOTAL AREA	

DEDICATED STAFF SPACE

JUDICIARY

601	Chief Tribal Court Judge	C	PO-1	350	1	1	350	Includes conference area with seating for 6
602	Associate Judge	C	PO-2	224	2	2	448	
603	Probation Judge	C	PO-2	224	1	1	224	
604	Traffic Judge	C	PO-2	224	1	1	224	
605	Clerk of Court	C	PO-2	224	1	1	224	
606	Court Administrator	C	PO-4	144	1	1	144	
607	Administrative Assistant	C	WS-4	64	1	1	64	

CIVIL DIVISION

608	Deputy Clerk of Courts	C	WS-4	80	2	2	160
609	Traffic Deputy Clerk of Courts	C	WS-4	80	1	1	80

CRIMINAL DIVISION

610	Criminal Clerk	C	WS-4	64	4	4	256
611	Front Line Clerk	C	WS-4	64	1	1	64

JUVENILE DIVISION

612	Juvenile Clerk	C	WS-4	64	2	2	128
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CHILD SUPPORT DIVISION

613	Child Support Clerk	C	WS-4	64	1	1	64	1 future position provided
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APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

COURT SERVICES								
614	Bailiff	C	WS-4	64	1	1	64	
615	Phone Operator	C	WS-4	64	1	1	64	
616	Cash Receipts Clerk	C	PO-5	144	1	1	144	
617	Archivist	C	WS-4	64	2	2	128	1 future position provided
618	Security	C	WS-4	64	1	1	64	
619	Process Server	C	WS-4	64	1	1	64	
620	Court Reporter	C		0	0	0	0	This space is provided by a Clerk. Workstation provided within court room.
PROBATION								
621	Probation Officer		PO-4	144	2	2	288	
622	Probation Clerk	C		64	2	2	128	
SUPREME COURT								
622	Chief Justice	C	PO-1	0	1	0	0	Provided within the Supreme Court Conference Room
623	Associate Judge	C	PO-4	0	2	0	0	Provided within the Supreme Court Conference Room
624	Clerk of Court	C	PO-4	180	1	1	180	Any files pertaining to Supreme Court to be stored within Clerk's office.
INFORMATION TECHNOLOGY								
625	IT Tech	C	WS-2	80	1	1	80	
PROSECUTOR'S OFFICE								
626	Chief Prosecutor	C	PO-3	180	1	1	180	
627	Prosecutor	C	PO-4	144	2	2	288	1 future position is provided
628	Juvenile Prosecutor / Child Services Coordinator	C	PO-3	180	1	1	180	Include furniture to accommodate 2 occupants
629	Receptionist		WS-4	64	1	1	64	
630	Complaints Clerk	C	WS-4	64	1	1	64	
631	File Clerk		WS-4	64	1	1	64	
632	Secretary	C	WS-4	64	1	1	64	
DEDICATED SUPPORT SPACE								
633	Public File Viewing Area			50		1	50	
634	Active File Room		FILE-2	300		1	300	High density file storage

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

635	Archive File Room	FILE-2	1800	1	1800	High density file storage
636	Civil Court	CT-2	1250	1	1250	Area does not require 35% Circulation Factor
637	Juvenile Court	CT-2	1250	1	1250	Area does not require 35% Circulation Factor
638	Traffic / Child Support Court	CT-2	1250	1	1250	Area does not require 35% Circulation Factor
639	Criminal Court	CT-1	1500	1	1500	Area does not require 35% Circulation Factor
640	Conference Room	CONF-5	25	8	200	Seating for 8 people, located adjacent to Criminal Court
641	Supreme Court Conference Room	CONF-3	25	16	400	Seating for 16 people, includes Law Library
642	Private Restroom		50	7	350	Adjacent to each Judge's Office
643	IT Server Room	SERV-1	0	0	0	Located within Data Center
PROSECUTOR'S OFFICE						
644	Lobby/Reception	RECP-1	18	5	90	Seating for 5 people
645	Conference Room	CONF-4	25	8	200	Seating for 8 people
646	File Room	FILE-2	200	1	200	High density file storage

Component Staff Requirements:	43
Component Total Assignable Area:	13378
	15459

Sub-total (+ 35% Circulation Factor unless otherwise noted)

Sworn Total:	0
	4
Civilian Total:	3
	4
Staff Total:	3

STAFF SUPPORT

POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS			REMARKS
			UNIT AREA PROVIDED (NSF)	STAFF QUANTITY	TOTAL AREA	

DEDICATED SUPPORT SPACE

701	Dining Room		900	1	900	To be accessible to the public
702	Employee Lounge	SUPP-4	120	1	120	To be inaccessible to the public but primarily to the Judges
703	Fitness Room	FIT-1	800	1	800	Fitness Room to accommodate up to 20 occupants
704	Training Room		25	16	400	
705	Conference Room	CONF-1	25	36	900	Seating for 36 people
706	Document Scanning		120	1	120	To be located adjacent or with proximity to Prosecutor's Office

LOCKERS AND SHOWERS

707	Women's Sworn Lockers	FIT-2	7.5	28	206	
708	Women's Restrooms & Showers		90	2	180	1 shower, 1 sink per 25 lockers
709	Men's Sworn Lockers	FIT-2	7.5	28	206	
710	Men's Restrooms & Showers		90	2	180	1 shower, 1 sink per 25 lockers
711	Sleeping Rooms	SUPP-8	115	4	460	To be located in close proximity to 911 Dispatch

Component Total Assignable Area:

4473

(Circulation Factors do not pertain to this section)

FACILITY SUPPORT

DEDICATED SUPPORT SPACE

801	Public Lobby		0	0	0	Part of Overall Building Grossing Factor
802	Security Station	WS-5	36	1	36	
803	Public Restroom		0	0	0	Part of Overall Building Grossing Factor
804	Connecting Corridor		1500	1	1500	
805	Elevators		0	0	0	Part of Overall Building Grossing Factor
806	Main Mechanical Room		0	0	0	Part of Overall Building Grossing Factor
807	Janitor's Closet		0	0	0	Part of Overall Building Grossing Factor
Component Total Assignable Area:					1536	(Circulation Factors do not pertain to this section)

PROPERTY BUILDING

POSITION	SWORN/CIVILIAN	SPACE STANDARD	PROGRAM REQUIREMENTS				REMARKS
			UNIT AREA PROVIDED (NSF)	STAFF	QUANTITY	TOTAL AREA	

DEDICATED STAFF SPACE

901	Administration	C	WS-3	64	4	4	256	
902	Facility Manager	C	PO-4	180	1	1	180	
903	Janitorial Department	C		64	1	1	64	
904	Receiving Department	C		64	1	1	64	
EVIDENCE STORAGE								
905	Evidence Tech	C	WS-2	80	1	1	80	

DEDICATED SUPPORT SPACE

906	Supply Storage		STOR-1	1200		1	1200	
907	Garage			2000		1	2000	Manual garage doors requested
908	Loading Area			250		1	250	
909	Recycle Storage and Collection			100		1	100	LEED Requirement
910	Maintenance Storage			800		1	800	Expansion of existing Maintenance Building
INFORMATION TECHNOLOGY								
911	Data Center			2500		1	2500	This area provides server space for the entire facility

RECORDS DEPARTMENT

APPENDIX III: EXAMPLE – REPLACEMENT FACILITY

912	Semi-Active Record Storage	STOR-1	800	1	800	High Density Storage
913	Archive Record Storage	EV-1	400	1	400	High Density Storage

LAW ENFORCEMENT - EVIDENCE ROOM

914	Packaging - Pass-thru lockers	EV-1	30	3	90	
915	Packaging - Packaging Counter	EV-1	60	1	60	
916	Packaging - Form Storage	EV-1	11	1	11	
917	Processing - Processing Counter	EV-2	60	1	60	
918	Processing - Form Storage	EV-2	16	1	16	
919	Processing - Release Counter	EV-3	45	1	45	
920	Evidence Storage	EV-4	1200	1	1200	
921	Property Storage		500	1	500	

CRIMINAL INVESTIGATIONS - EVIDENCE ROOM

922	Evidence Storage Room	EV-4	2150	1	2150	
923	Packaging - Pass-thru lockers		30	3	90	
924	Packaging - Packaging Counter	EV-1	60	1	60	
925	Packaging - Form Storage	EV-1	11	1	11	
926	Processing - Processing Counter	EV-2	60	1	60	
927	Processing - Form Storage	EV-2	16	1	16	
928	Processing - Release Counter	EV-3	45	1	45	
929	Processing - Vehicle Evidence	EV-2	700	1	700	

Component Staff Requirements:

8

Component Total Assignable Area:

13808

(Circulation Factors do not pertain to this section)

Sworn Total: 0

Civilian Total: 8

Staff Total: 8