



POLICE DEPARTMENT

NEEDS ASSESSMENT

DRAFT REPORT

JUNE 6, 2009



# City of Garden Grove POLICE DEPARTMENT NEEDS ASSESSMENT



GRIFFIN STRUCTURES, INC.

385 Second Street  
Laguna Beach, CA 92651

phone 949.497.9000

fax 949.497.8883

[www.griffinholdings.net](http://www.griffinholdings.net)

**Report to  
The City of Garden Grove, California**

**Draft Report**

**Needs Assessment for New  
Police Department Facilities**

**June 5, 2009**



**Griffin Structures, Inc.**

**385 Second Street  
Laguna Beach, CA 92651**

**949-497-9000**



## TABLE OF CONTENTS

---

<b>1. INTRODUCTION .....</b>	<b>1</b>
PURPOSE OF THIS REPORT .....	1
COMPUTED REQUIREMENTS .....	1
<b>2. AGGREGATE-LEVEL STAFF PROJECTIONS .....</b>	<b>3</b>
HISTORIC AND PROJECTED POPULATION .....	3
CURRENT CITY DEMOGRAPHY AND CHARACTER.....	4
CITY BOUNDARY AND NEIGHBORING COMMUNITIES.....	5
PROFILES OF SELECTED NEARBY CITIES.....	6
PROJECTION OF STAFF – AGGREGATE LEVEL .....	7
Current Sworn Positions per Capita in Garden Grove.....	7
Current Sworn Positions per Capita in Orange County.....	7
Current Sworn Positions per Capita in California.....	8
Future Sworn Positions per Capita.....	9
Future Professional Positions.....	10
Worksheet.....	10
Future Positions (in Aggregate) .....	12
<b>3. DETAIL-LEVEL STAFF PROJECTIONS.....</b>	<b>13</b>
Staff Projection Tables .....	14
<b>4. DEVELOPMENT OF SPACE STANDARDS .....</b>	<b>15</b>
<b>5. EXISTING FACILITIES.....</b>	<b>17</b>
SUMMARY OF PD HQ SPACE OCCUPIED .....	17
EXISTING LAYOUTS.....	17
<b>6. SUMMARY OF HQ BUILDING REQUIREMENTS .....</b>	<b>18</b>
TOTAL SPACE REQUIREMENTS .....	18
FUNCTIONAL REQUIREMENTS FOR THE BUILDING AS A WHOLE.....	22
SUMMARY OF PARKING REQUIREMENTS.....	25
OTHER AREAS.....	27
<b>7. COMPUTATION OF FACILITIES REQUIREMENTS.....</b>	<b>28</b>
DATA SHEETS .....	28

### ATTACHMENTS

- ATTACHMENT 1 – SPACE STANDARDS
- ATTACHMENT 2 – HOW TO READ THE DATA SHEETS
- ATTACHMENT 3 – EXISTING BUILDINGS

## I. INTRODUCTION

---

### PURPOSE OF THIS REPORT

The purpose of this report is to present true and accurate space requirements for a new Garden Grove Police Department Headquarters facility. This report is analytical and statistical. It does not contain layouts of the facility, but instead arrives at the numerical requirements for the building based on an analysis of staffing, operations, functional needs, and other such considerations.

Our report focuses on the police headquarters, and describes, but does not address in detail, the open areas, parking, and light covered facilities, such as bicycle storage, barricade storage, and other items in low-grade structures. These elements are identified, quantified, and tabulated in this report, but are not included in the building summaries.

### COMPUTED REQUIREMENTS

#### Method

The amount of space needed in a new police headquarters facility depends on several factors, including the number and deployment of staff to be accommodated, assumptions of operational needs (evidence handling, records management, and the like), allowances made for operational support areas (such as locker rooms, meeting areas, training areas, etc.), the needs for special operational areas, and assumptions of circulation and access within the building. The computation of these elements depends on a sequence of activities beginning with data collection and including analysis of each functional area in turn. In summary, the methodology used in this report is summarized in the following abbreviated steps.

Data Collection. Our first step has been to interview Department Staff representing each of the divisions, bureaus, and sections regarding their operations, staffing levels, space usage, earlier space planning, and long term requirements. We also surveyed current space use in detail, computing the amount of space in use as well as tabulating the equipment used, the nature of space use, and areas of apparent space deficiency.

Projection of Staff and Operations. We projected future operations based on information obtained from each of the staff interviewed, along with application of a model which seeks to achieve certain target staff-per-capita ratios. This approach shows the effects of various future requirement scenarios on department space requirements.

The staffing projections were accomplished in two steps: first is an aggregate-level projection by which total staff are computed (sworn and not sworn); second is a distribution of the macro level numbers into individual positions throughout the department. The computation of staff in aggregate is based on assumptions of officers per capita, using values which the Department has analyzed and our own review of comparison communities in California. The results therefore which are in line with the local region as well as the state. This model is explained in some detail in the main body of this report.

Scenario Models. In concert with the aggregate projections, we reviewed various options for modeling future staff-per-capita, as well as periodic projection of total City population in 5-year increments to 2035. This has resulted in the following seven scenario models: Present and Planning Levels 1



(PL-1) through 6 (PL-6). Present is the current authorized staffing level (as opposed to filled positions), though the model takes into account the current City budget conditions, and the associated computation of space reflects this where appropriate.

Subsequent to the computation of staff in aggregate, using the factors above, we then developed a distribution of the total staff projection into specific positions throughout the department. This distribution is the "Detailed Projection," and will require review and verification by the Department as part of their review of the analysis of space requirements in this document. Associated with this detail is the need to identify possible new positions or organizations, such as new Investigations Teams, community policing teams, or others.

Space Standards. We developed space standards used here by (a) review of existing operational requirements and working conditions for each person, (b) consideration of existing and projected activities, (c) analysis of established standards in use in other cities and public offices, and (d) consideration of future trends and the needs for flexibility and adaptability. Space standards are used in computing building space requirements by multiplying the standards sizes by the numbers of areas, when those areas are on the standards list.

Computation of Space Requirements. The calculation of space requirements for each of the functions and operations in the department was accomplished in large part by applying space standards to the staff levels or to the projected support areas required to perform City functions. For equipment areas, we use the existing allowance for files and other items as a baseline, and increased this square footage in the future projection periods based on identified growth factors.

Then, the requirements details are tabulated on data sheets for each organizational component. These detail sheets show the items, the space standards used, and the projected quantity and well as square footage requirement at each of the projection levels. This allows the City to analyze the needs on an individual basis, and also to examine how requirements change from now to the future.

## 2. AGGREGATE-LEVEL STAFF PROJECTIONS

### HISTORIC AND PROJECTED POPULATION

U.S. Census data is available for past years, along with population estimates from the State of California, Department of Finance. The table on the following page summarizes the recent population history for the City of Garden Grove, using Census data for the decade years and Department of Finance interpolations for the intervening years, up to the present.

Projected values are provided by Southern California Association of Governments (SCAG), but these show a sudden discrepancy at the 2009 – 2010 connection. As a consequence, we have modified the presented numbers by smoothing them, still arriving at the same final result, but accommodating the interim years with smoother growth.

**Exhibit  
Garden Grove Historic and Projected Population**

Year	Garden Grove	Note	Year	Garden Grove	Note
1/1/70	121,155		4/1/00	165,196	US Census
1/1/71	120,700		1/1/01	167,291	
1/1/72	120,500		1/1/02	168,872	
1/1/73	118,800		1/1/03	170,154	168,169?
1/1/74	118,800		1/1/04	171,386	
1/1/75	119,000		1/1/05	171,757	171,222?
1/1/76	118,800		1/1/06	172,056	
1/1/77	119,000		1/1/07	172,781	
1/1/78	119,800	Sources:			
1/1/79	120,600				
			<u>Year:</u>	<u>Raw Data</u>	<u>Source</u>
1/1/80	123,307	US Census	1/1/09	173,067	GGPD
1/1/81	126,700		1/1/10	181,187	SCAG
1/1/82	128,300		1/1/15	185,404	SCAG
1/1/83	130,600		1/1/20	188,817	SCAG
1/1/84	132,700		1/1/25	190,540	SCAG
1/1/85	134,800		1/1/30	192,463	SCAG
1/1/86	136,900		1/1/35	192,578	SCAG
1/1/87	138,600				
1/1/88	139,200		<u>Year:</u>	<u>Smoothed:</u>	<u>Difference:</u>
1/1/89	141,000		1/1/09	172,781	0
1/1/90	142,400	US Census	1/1/10	173,067	0
4/1/90	143,050		1/1/15	174,000	7187
1/1/91	144,400		1/1/20	180,000	5404
1/1/92	146,900		1/1/25	186,000	2817
1/1/93	148,300		1/1/30	190,000	540
1/1/94	150,200		1/1/35	192,463	0
1/1/95	151,200		1/1/09	192,578	0
1/1/96	151,800				
1/1/97	153,100				
1/1/98	155,100				
1/1/99	156,500				

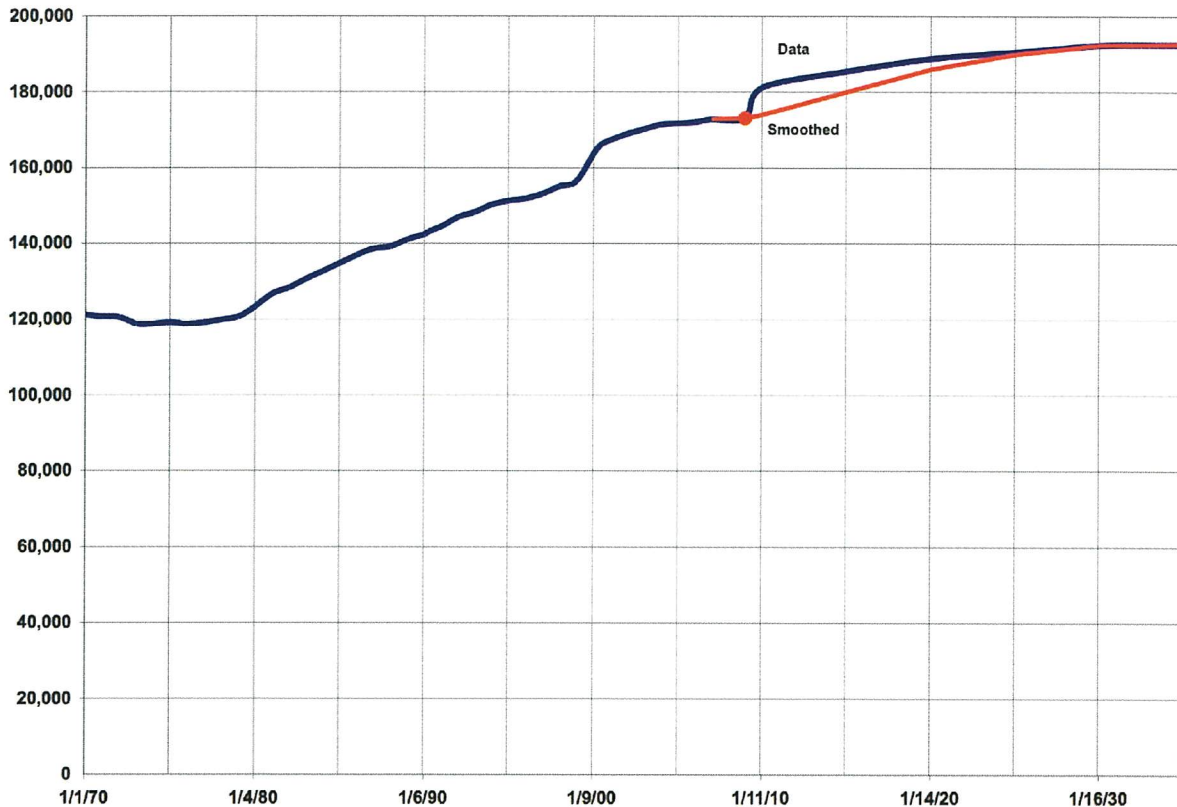
The future growth rates (for the smoothed data) are summarized as follows:

	2009	2010	2015	2020	2025	2030	2035
Population Assumed per Model	173,067	174,000	180,000	186,000	190,000	192,463	192,578
Rate of Population Increase	1.000	1.005	1.040	1.075	1.098	1.112	1.113



The total population increase from 1975, and including the forecast values from SCAG and our “smoothed” values, is illustrated in the following chart.

**Exhibit  
Graph of Garden Grove Historic and Projected Population**



**CURRENT CITY DEMOGRAPHY AND CHARACTER**

Generally, we assume the overall character of the City resident profile to remain generally similar to that existing, but further that the City will develop economic and commercial opportunities that include a focus on the hospitality / entertainment core as well as others.

As of the 2000 census, there were 165,196 people, 45,791 households, and 36,449 families residing in the city. The population density was 3,539.5/km<sup>2</sup> (9,165.2/mi<sup>2</sup>). There were 46,703 housing units at an average density of 1,000.7/km<sup>2</sup> (2,591.1/mi<sup>2</sup>). The racial makeup of the city was 46.88% White, 30.92% Asian, 1.31% Black or African American, 0.76% Native American, 0.65% Pacific Islander, 15.35% from other races, and 4.12% from two or more races. Additionally, 32.45% of the population were Hispanic or Latino of any race.

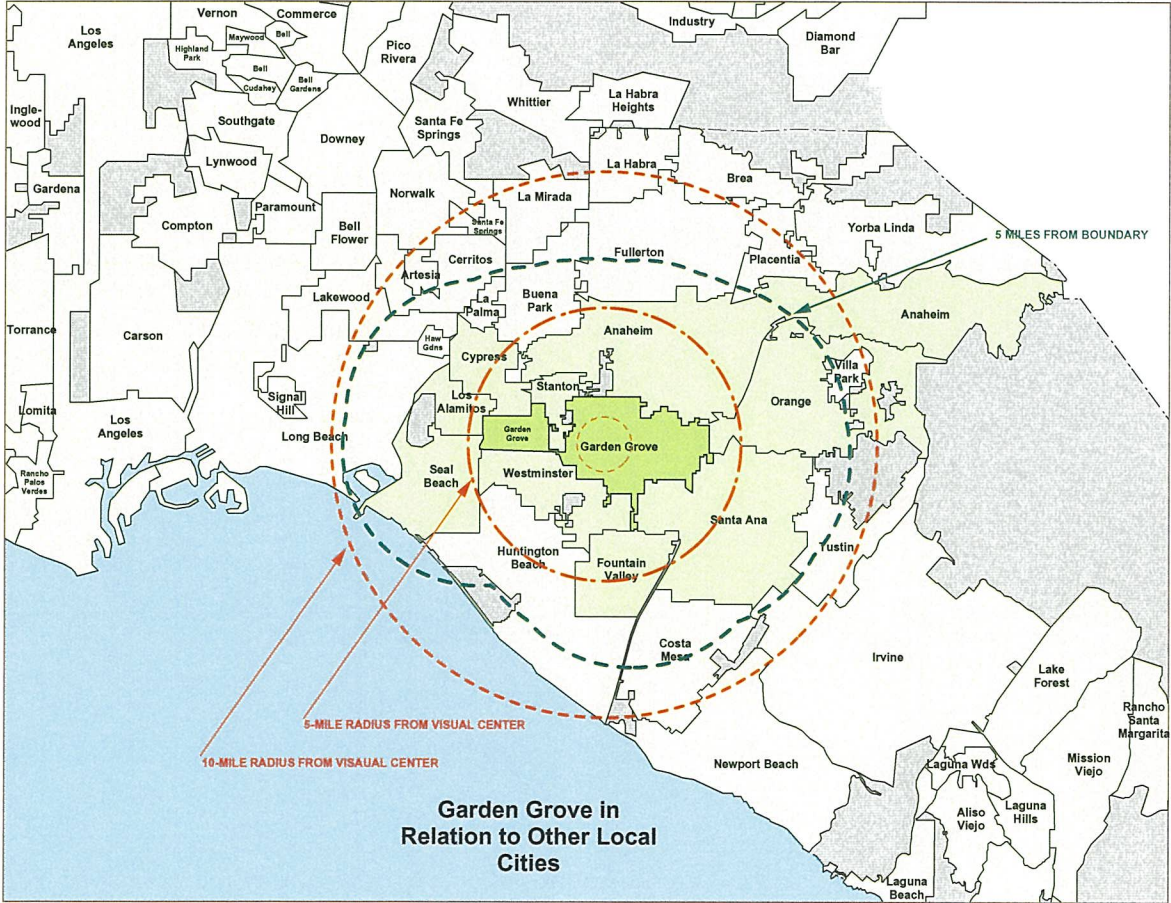
There were 45,791 households out of which 42.6% had children under the age of 18 living with them, 59.7% were married couples living together, 13.0% had a female householder with no husband present, and 20.4% were non-families. 15.2% of all households were made up of individuals and 6.0% had someone living alone who was 65 years of age or older. The average household size was 3.56 and the average family size was 3.90.

The City population age spread was 28.5% under the age of 18, 9.2% from 18 to 24, 33.4% from 25 to 44, 19.3% from 45 to 64, and 9.5% 65 years of age or older. The median age was 32 years. For every 100 females there were 100.2 males. For every 100 females age 18 and over, there were 98.6 males. The median income for a household in the city was \$47,754, and the median income for a family was \$49,697. Males had a median income of \$33,295 versus \$26,709 for females. The per capita income for the city was \$16,209. About 10.5% of families and 13.9% of the population were below the poverty line, including 17.1% of those under age 18 and 10.0% of those age 65 and up.

**CITY BOUNDARY AND NEIGHBORING COMMUNITIES**

The City of Garden Grove is located in the heart of North Orange County. The City shares certain demographic similarities with its neighbors, and City population characteristics are influenced to some degree by a wider ring of economic and social conditions in the area. Garden Grove is increasingly associated with an entertainment and hospitality venues, and so attracts visitors from outside its borders at various times.

**Exhibit  
Map of Garden Grove and Environs**



Refer to the map above. This map shows the City of Garden Grove, other cities in Orange and Los Angeles County, and two types of “distance rings” from the city. The red rings are circles of 5 and 10 miles radius drawn from the visual center of the city, and the green ring is based on the area 5 miles



from the city border. The 5-mile-from-boundary ring lies between the circles drawn 5- and 10-miles from center. The long, and irregular, “pinched”, shape of Garden Grove adds to the complexity of its policing.

## PROFILES OF SELECTED NEARBY CITIES

For an analysis of crime and police service demands, it is possible to compare Garden Grove with a selection of neighboring communities. The same analysis also applies to staffing ratios per capita, which we discuss later. While crime has a tendency to migrate across city boundaries, it can be mitigated by reputation of police practices and by crime prevention activities in a particular community. Also, some crime behavior makes use of freeway access, perceptions of safety in one city or another, gang boundaries, and other geography. This can show up in detailed and long term crime data, although this is not presented here, nor is it essential to the current analysis. But some high-level comparisons between the profiles of Garden Grove and its neighbors is useful.

The following table identifies various properties of 20 selected cities (including Garden Grove). The percentages of youthful and older persons is diverse, as are the total size, total population, and even the population density. Even so, it is of interest to observe crime rates and other meaningful statistics in part to validate the police effectiveness with current resources as a basis for our projections. The data in this table are taken from 2000 U.S. Census data as provided by these Cities and in available national publications and web sites; areas are taken from available mapping data.

**Exhibit  
Selection of Nearby Cities**

City	County	2000 Census Pop'n Total	2000 Popn Under 18	2000 Popn Over 64	Persons per Acre	Appx Area Total SqMi
Anaheim	Orange	328,014	30.2%	8.2%	10.1	50.9
Artesia	LA	16,380	27.2%	12.4%	15.1	1.7
Buena Park	Orange	78,282	29.4%	9.3%	11.5	10.6
Cerritos	LA	51,488	24.5%	9.7%	8.6	9.4
Cypress	Orange	46,229	27.0%	10.6%	10.8	6.7
Fullerton	Orange	126,003	25.1%	11.3%	8.8	22.4
<b>Garden Grove</b>	<b>Orange</b>	<b>165,196</b>	<b>28.5%</b>	<b>9.5%</b>	<b>14.3</b>	<b>18.1</b>
Hawaiian Gardens	LA	14,779	36.8%	6.2%	22.1	1.0
La Habra	Orange	58,974	29.1%	10.8%	12.4	7.4
La Mirada	LA	46,783	26.2%	13.8%	9.1	8.0
La Palma	Orange	15,407	23.8%	10.2%	13.1	1.8
Lakewood	LA	79,345	27.5%	11.9%	12.8	9.7
Long Beach	LA	461,522	29.2%	9.1%	14.6	49.3
Los Alamitos	Orange	11,536	25.2%	14.8%	4.5	4.0
Norwalk	LA	103,298	32.1%	9.0%	16.0	10.1
Santa Fe Springs	LA	17,438	29.1%	12.8%	3.0	9.2
Seal Beach	Orange	24,157	13.3%	37.5%	3.3	11.5
Stanton	Orange	37,403	30.4%	9.6%	18.8	3.1
Westminster	Orange	88,207	25.9%	11.2%	13.6	10.1
Whittier	LA	83,680	28.3%	12.5%	10.3	12.7
<b>Average all</b>		<b>92,706</b>	<b>27.4%</b>	<b>12.0%</b>	<b>11.6</b>	<b>12.9</b>

## PROJECTION OF STAFF – AGGREGATE LEVEL

As noted earlier, in order to compute staff requirements, we take a two-part approach. The first part is the determination of overall, or “Aggregate-Level” staff projections, based on scenario assumptions of officers-per-capita. This is the approach suggested by the Department in our initial interviews, and is the forecasting approach most commonly used nationally.

### Current Sworn Positions per Capita in Garden Grove

The number of authorized sworn positions in the department is 173 (according to the roster we are using as the base point), but only 160 positions are being filled, mainly due to budget considerations. Based on an estimated 2009 population of 173,067 persons, this is a staff-per-1000-population ratio of 0.9996 on the budgeted level and only 0.9245 on the actual filled level.

Either way, this is quite low for comparable cities locally or in the state as a whole. Our staffing model below is based on authorized staff, and on scenarios that bring the ratio of authorized staff (per 1000 population) into the average range.

### Current Sworn Positions per Capita in Orange County

The Department has undertaken a review of local communities and their respective staffing ratios. The data from this study, as supplied by the Department, is summarized in the following table. The staffing levels are current in all cases (actual filled). As shown, Garden Grove is the lowest on the list. The sworn City police in Orange County is estimated at 2,759 persons, for an aggregate population of 2,411,015 persons, for a ratio of 1.144 sworn; the average of the individual ratios is 1.247. If Garden Grove is omitted from these calculations, the aggregate staff ratio is 1.161 sworn per 1000 persons, and the average of the individual city rates is 1.263 sworn officers per 1000 persons.

**Exhibit**  
**Police Staff and Population for Orange County Cities**

Agency	Pop'n	Sq.Mi.	Sworn Sworn	Reciprocal Ratio	Sw/Pop Ratio
Anaheim	350,000	50	396	884	1.13
Brea / Yorba Linda	105,510	22	103	1,024	0.98
Buena Park	82,768	10	93	890	1.12
Costa Mesa	113,440	16	164	692	1.45
Cypress	49,541	7.5	58	854	1.17
Fountain Valley	54,797	10	65	843	1.19
Fullerton	137,437	22	158	870	1.15
<b>Garden Grove</b>	<b>173,067</b>	<b>18</b>	<b>160</b>	<b>1,082</b>	<b>0.92</b>
Huntington Beach	202,000	28	237	852	1.17
Irvine	209,806	65	203	1,033	0.97
La Habra	61,500	7	71	866	1.15
La Palma	16,000	2	25	640	1.56
Laguna Beach	25,131	n/a	49	513	1.94
Los Alamitos	12,500	4	23	543	1.84
Newport Beach	84,554	51	149	567	1.76
Orange	139,000	27	167	832	1.20
Placentia	50,000	7	50	1,000	1.00
Santa Ana	348,143	27	361	964	1.03
Seal Beach	25,986	n/a	30	866	1.15
Tustin	76,808	11	95	809	1.20
Westminster	93,027	11	102	912	1.10

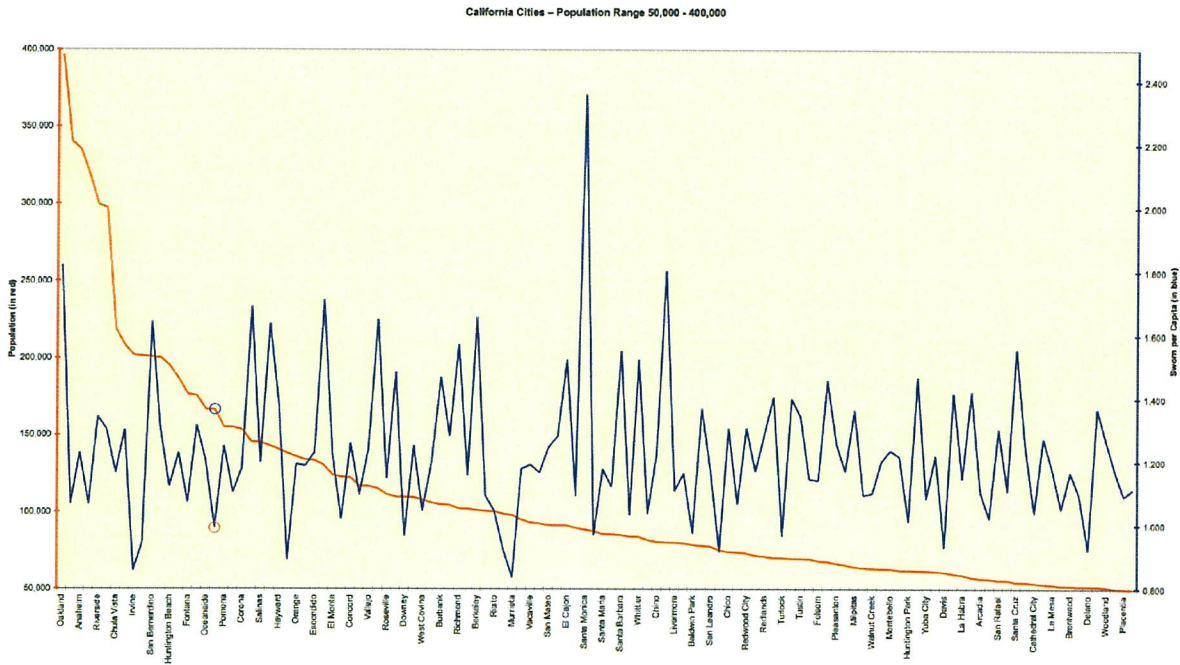


## Current Sworn Positions per Capita in California

We have City law Enforcement employment data available from the FBI data systems, and State Department of Finance population, which we have combined for 2007 (the last year available from the FBI). We have shown in the chart below the ratio of sworn officers per 1000 population for all California cities reporting, and for which the population ranges between 50,000 persons and 400,000 persons. The chart is admittedly difficult to read due to its small scale, but the point is mainly to note the general trend of data, and the positioning of Garden Grove on the graph.

Data for that sample include Garden Grove, and this is indicated by the tiny data circles on the chart lines on the left side of the curves. The red curve shows population (axis to the left) and the blue curve shows the staff per capita (axis to the right). Clearly, Garden Grove is relatively low on this scale.

**Exhibit**  
**Sworn Staff per 1000 Population in 2007**  
**California Cities with Population between 50k and 400k**

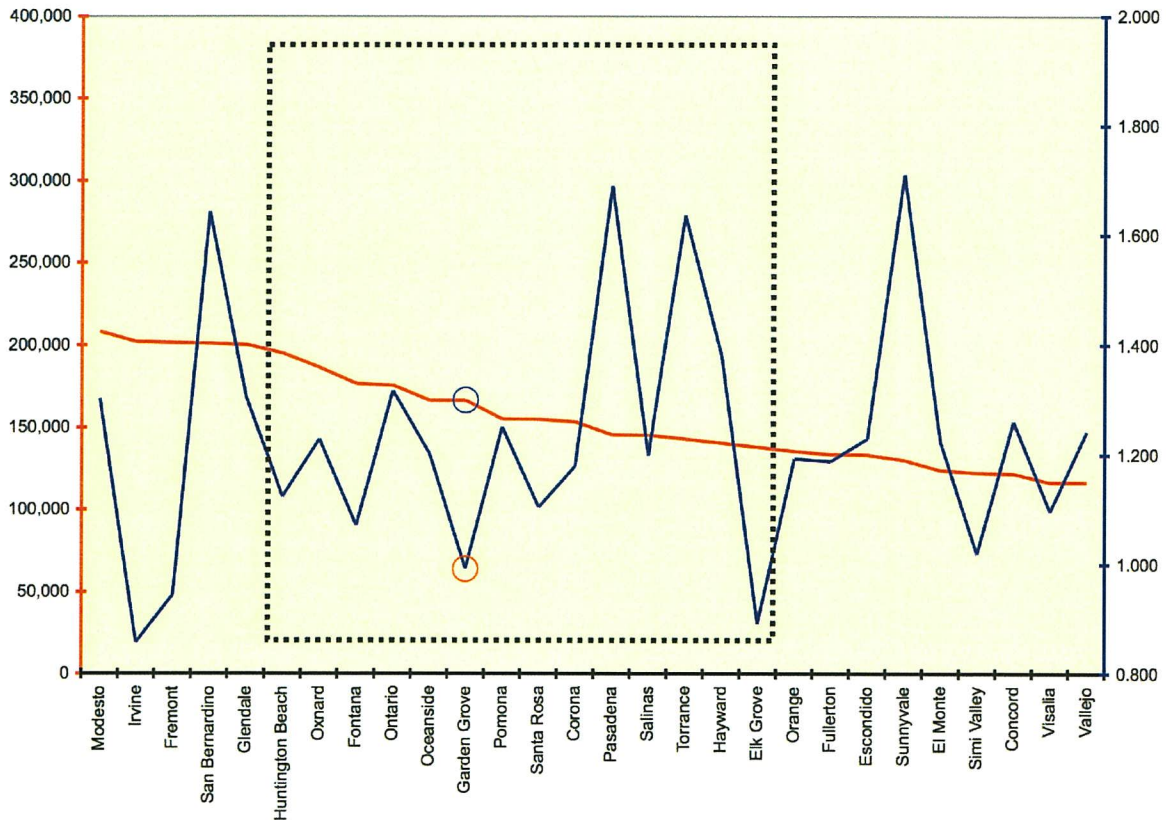


The chart of these cities is weighted to small cities or otherwise cities which are not like Garden Grove in many aspects.

To focus on cities of a similar population band, we have restricted the above data to a more relevant range of within 50,000 persons (above or below) the current population for Garden Grove; this is a sample of 27 cities. This is illustrated in the following exhibit.

The dotted line indicates the cities for which the population lies within 30,000 persons of Garden Grove. This restricted sample contains only 13 cities.

The average of the individual city ratios (number of sworn staff per 1000 population) for the 27 cities within 50,000 population of Garden Grove is 1.2401. ***This is the ratio we have proposed for using in our development of projection scenarios for Garden Grove police operations.*** We believe this is a better sample due to its larger size (27 cities) than the cities within 30,000 population of Garden Grove (sample of 13 cities). Note, however, that in the latter case, the average of the ratios is 1.2514, which is higher than the ratio for the larger sample that we have proposed.



### Future Sworn Positions per Capita

There are two variables we have used in arriving at proposed future sworn officer staffing in Garden Grove. These are (1) a series of steps leading to the officer-per-capita<sup>1</sup> goal of 1.2401 and (2) the increasing level of projected population as supplied by SCAG (and smoothed by us to be consistent with 2009 population estimates).

We have taken the current officers per capita level and increased them linearly by year according to 5-year increments for which we have corresponding population forecasts. These increasing rates were then applied to that population level to arrive at the resulting total sworn staffing. If we did not do this linear increase, then there would be an unreasonable and abrupt increase in PL-1, with a rela-

<sup>1</sup> We use “officer per capita” to mean “sworn staff per 1000 resident population”, as noted throughout this discussion.



tively flat increase in each of the levels PL-2 through PL-6. Our approach makes the Planning Levels more useful as planning tools.

Based on this analysis, then, each planning level is attached to a specific projection year, and also to an assumed rate of staff per capita. Accordingly, these planning levels can be considered projection scenarios on which facility planning can be based. If the city should elect to consider any particular scenario individually, then planning level forms the basis of a corresponding facility requirement.

	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6
<u>Population Associated with Each Planning Level</u>							
Population Year	2009	2010	2015	2020	2025	2030	2035
Population Assumed per Model	173,067	174,000	180,000	186,000	190,000	192,463	192,578
Rate of Population Increase	1.000	1.005	1.040	1.075	1.098	1.112	1.113
<u>Sworn Staff Needed per Goal Rate (No Steady Increase)</u>							
Goal Rate Per Capita	1.2401	1.2401	1.2401	1.2401	1.2401	1.2401	1.2401
Sworn Positions	214.6	215.8	223.2	230.7	235.6	238.7	238.8
Delta over 2009	41.6	42.8	50.2	57.6	62.6	65.7	65.8
<u>Steady Increase in Sworn Ratio per Capita</u>							
Current & Goal Rate Per Capita	0.9996						1.2401
% Time	0.0%	3.85%	23.08%	42.31%	61.54%	80.77%	100.0%
Steady Increase in Rate	0.9996	1.0089	1.0551	1.1013	1.1476	1.1938	1.2401
<b>Resulting Sworn Staff</b>	<b>173.0</b>	<b>175.5</b>	<b>189.9</b>	<b>204.8</b>	<b>218.0</b>	<b>229.8</b>	<b>238.8</b>
Delta over 2009	0.0	2.5	16.9	31.8	45.0	56.8	65.8

### Future Professional Positions

The full-time Civilian Professional staff is assumed to remain in the existing proportion to sworn personnel, with no change. This ratio (Civilian authorized / Sworn authorized) is presently equal to 46.82%.

We have only incomplete data, but this is in the range of typical cities, which can be on average between 45% and 55%, depending on policies on how civilians are used. Part-time staff also affects this ratio, and Garden Grove has been effective at using a number of part-time positions, including both regular civilians and MRO positions. We have generally assumed part-time staff ratios to remain consistent with present practice, and have added space (a later consideration in this report) for selective contingency workstations to provide for a continuation of the existing policy in this regard.

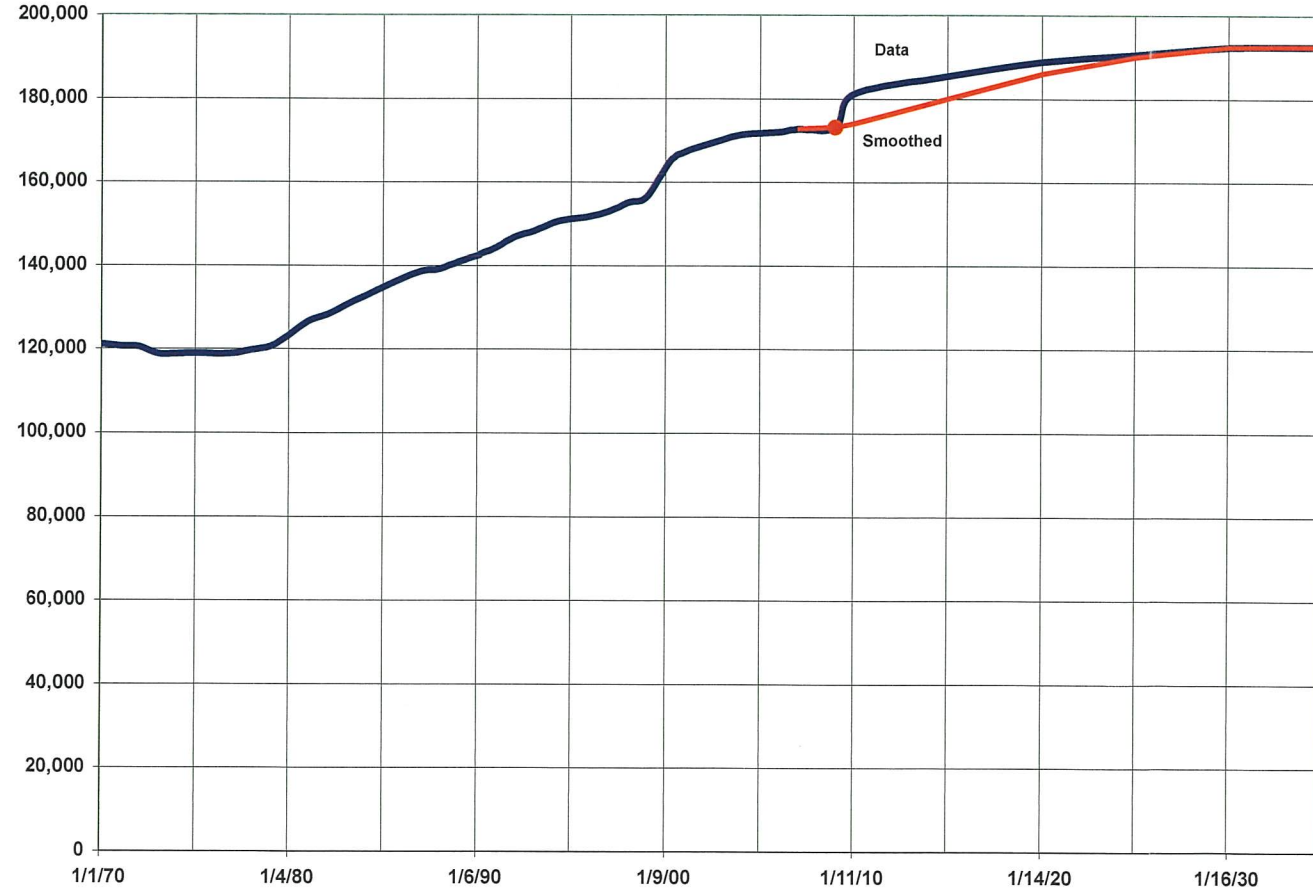
### Worksheet

The following page is a worksheet summarizing the above calculations.



Overall Projection Model (Macro Model)  
Garden Grove Police Department Staffing

Year	Garden Grove	Note
1/1/70	121,155	
1/1/71	120,700	
1/1/72	120,500	
1/1/73	118,800	
1/1/74	118,800	
1/1/75	119,000	
1/1/76	118,800	
1/1/77	119,000	
1/1/78	119,800	Sources:
1/1/79	120,600	
1/1/80	123,307	US Census
1/1/81	126,700	
1/1/82	128,300	
1/1/83	130,600	
1/1/84	132,700	
1/1/85	134,800	
1/1/86	136,900	
1/1/87	138,600	
1/1/88	139,200	
1/1/89	141,000	
1/1/90	142,400	
4/1/90	143,050	US Census
1/1/91	144,400	
1/1/92	146,900	
1/1/93	148,300	
1/1/94	150,200	
1/1/95	151,200	
1/1/96	151,800	
1/1/97	153,100	
1/1/98	155,100	
1/1/99	156,500	
4/1/00	165,196	US Census
1/1/01	167,291	
1/1/02	168,872	
1/1/03	170,154	168,169?
1/1/04	171,386	
1/1/05	171,757	171,222?
1/1/06	172,056	
1/1/07	172,781	
1/1/09	173,067	GGPD
1/1/10	181,187	SCAG
1/1/15	185,404	SCAG
1/1/20	188,817	SCAG
1/1/25	190,540	SCAG
1/1/30	192,463	SCAG
1/1/35	192,578	SCAG



Value	Comparison of Rates – Sworn per Capita
160	Sworn Garden Grove (FILLED)
173,067	Garden Grove Population
0.924	Sworn per Capita – GG
2,759	Sworn County
2,411,015	Orange County Population
1.144	Sworn per Capita – Whole OC (Rate for Total)
1.247	Average of Individual City Ratios, Whole of OC
2,599	Sworn County w/o GG
2,237,948	Orange County Population w/o GG
1.161	Sworn per Capita – OC (Rate for Total) omitting GG
1.263	Average of Individual OC City Ratios, GG Omitted
173	Sworn Garden Grove (AUTHORIZED)
0.99961	Sworn per Capita – GG – If Authorized Staff were Filled
<u>Reporting Calif Cities within 50k Population of Garden Grove</u>	
27	Total Cities in Sample
1.2362	Sworn per Capita for Total Population and Total Sworn
1.2401	Average of Sworn per Capita Rates for Cities in Sample
<u>Reporting Calif Cities within 30k Population of Garden Grove</u>	
13	Total Cities in Sample
1.2452	Sworn per Capita for Total Population and Total Sworn
1.2514	Average of Sworn per Capita Rates for Cities in Sample
<u>Reporting Calif Cities, Population within 166k–193k Band</u>	
6	Total Cities in Sample
1.2083	Sworn per Capita for Total Population and Total Sworn
1.2075	Average of Sworn per Capita Rates for Cities in Sample

Year	Smoothed:	Difference:
1/1/09	172,781	0
1/1/10	173,067	0
1/1/15	174,000	7187
1/1/20	180,000	5404
1/1/25	186,000	2817
1/1/30	190,000	540
1/1/35	192,463	0
1/1/09	192,578	0

	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6	Comment
<u>Population Associated with Each Planning Level</u>								
Population Assumed per Model	173,067	174,000	180,000	186,000	190,000	192,463	192,578	
Rate of Population Increase	1.000	1.005	1.040	1.075	1.098	1.112	1.113	
Population Year	2009	2010	2015	2020	2025	2030	2035	
<u>Sworn per Capita Associated with Each Planning Level</u>								
Sworn Staff Needed per Goal Rate	214.61	215.77	223.21	230.65	235.61	238.66	238.81	
Delta over 2009	41.6	42.8	50.2	57.6	62.6	65.7	65.8	
% Time	0.0%	3.85%	23.08%	42.31%	61.54%	80.77%	100.0%	
Rate	0.9996	1.0089	1.0551	1.1013	1.1476	1.1938	1.2401	
Sworn	173.0	175.5	189.9	204.8	218.0	229.8	238.8	
Delta over 2009	0.0	2.5	16.9	31.8	45.0	56.8	65.8	
<u>Growth Model Applied to Existing Authorized Staff</u>								
Chief	1	1.00	1.00	1.00	1.00	1.00	1.00	
Deputy Chief	1	1.00	1.00	1.00	1.00	1.00	1.00	
Captain	3	3.00	3.00	3.00	3.00	3.00	3.00	
Lieutenant	9	9.14	9.91	10.71	11.41	12.04	12.53	
Sergeant	23	23.35	25.32	27.36	29.17	30.77	32.01	
Officer	136	138.06	149.70	161.78	172.46	181.95	189.27	
Total Sworn Full-time	173	175.54	189.92	204.85	218.04	229.76	238.81	Per model
Special Officer Personnel	4	4.02	4.16	4.30	4.39	4.45	4.45	Population growth rate
Civilian Professional – Full time	81	82.19	88.92	95.91	102.09	107.58	111.81	Keep current ratio to sworn
Total All Full-Time	258	261.75	283.00	305.06	324.52	341.79	355.07	
Master Reserve Ofcr	10	10.15	10.98	11.84	12.60	13.28	13.80	Sworn growth rate
Reserve Ofcr	15	15.22	16.47	17.76	18.91	19.92	20.71	Sworn growth rate
Cadet	11	11.16	12.08	13.03	13.86	14.61	15.18	Sworn growth rate
Civilian Professional – Part time	8	8.12	8.78	9.47	10.08	10.62	11.04	Sworn growth rate
Total Part-Time Positions	44.00	44.65	48.30	52.10	55.46	58.44	60.74	
Total All Positions	302	306.40	331.30	357.16	379.97	400.23	415.81	
<u>Growth Models</u>								
Population Model	1.0000	1.0054	1.0401	1.0747	1.0978	1.1121	1.1127	
Sworn Model Model	1.0000	1.0147	1.0978	1.1841	1.2603	1.3281	1.3804	
Civilian Model	1.0000	1.0147	1.0978	1.1841	1.2603	1.3281	1.3804	
Total Staff Model	1.0000	1.0146	1.0970	1.1826	1.2582	1.3253	1.3768	

Rounding Factor 0.333 The numbers below are rounded up from the table above if the fractional part is larger than this "Rounding Factor."

	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6
<u>Staff Projection – Rounded on factor</u>							
Chief	1	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1	1
Captain	3	3	3	3	3	3	3
Lieutenant	9	9	10	11	12	12	13
Sergeant	23	24	25	28	29	31	32
Officer	136	138	150	162	173	182	189
Total Sworn Full-time	173	176	190	206	219	230	239
Special Officer Personnel	4	4	4	4	5	5	5
Civilian Professional – Full time	81	82	89	96	102	108	112
Total All Full-Time	258	262	283	306	326	343	356
Master Reserve Ofcr	10	10	11	12	13	13	14
Reserve Ofcr	15	15	17	18	19	20	21
Cadet	11	11	12	13	14	15	15
Civilian Professional – Part time	8	8	9	10	10	11	11
Total Part-Time Positions	44	44	49	53	56	59	61
Total All Positions	302	306	332	359	382	402	417

### Future Positions (in Aggregate)

The result of these calculations for each planning level of the projection model is presented in the following exhibit. Ranks are projected at the current distribution ratios.

**Exhibit  
Projected Staff in Aggregate, By Rank**

	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6
<b>Sworn Full-time</b>							
Chief	1	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1	1
Captain	3	3	3	3	3	3	3
Lieutenant	9	9	10	11	12	12	13
Sergeant	23	24	25	28	29	31	32
Officer	136	138	150	162	173	182	189
<b>Total Sworn Full-time</b>	<b>173</b>	<b>176</b>	<b>190</b>	<b>206</b>	<b>219</b>	<b>230</b>	<b>239</b>
<b>Special Officer Personnel</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Civilian Full-time</b>							
Civilian Professional	81	82	89	96	102	108	112
<b>Total All Full-Time</b>	<b>258</b>	<b>262</b>	<b>283</b>	<b>306</b>	<b>326</b>	<b>343</b>	<b>356</b>
<b>Part-time Staff</b>							
Master Reserve Ofcr	10	10	11	12	13	13	14
Reserve Ofcr	15	15	17	18	19	20	21
Cadet	11	11	12	13	14	15	15
Civilian Professional	8	8	9	10	10	11	11
<b>Total Part-Time (listed)</b>	<b>44</b>	<b>44</b>	<b>49</b>	<b>53</b>	<b>56</b>	<b>59</b>	<b>61</b>
<b>Total All Positions</b>	<b>302</b>	<b>306</b>	<b>332</b>	<b>359</b>	<b>382</b>	<b>402</b>	<b>417</b>

### **3. DETAIL-LEVEL STAFF PROJECTIONS**

---

#### **Projection of Staff Positions**

It is important that the Department review the formulation of the detail level projections, which take the aggregate level staff figures above and parse them out into actual positions throughout the department.

The Department may wish also to address various projection scenarios: added team deployments, concentration on investigations and special community policing approaches, alternate team structures, and so on. We have taken the current organization format and have applied a logical apportionment of the total Aggregate Level staff projections to the department, as a starting point or “straw man” for this analysis. The result is a projection of staff, and corresponding projection of space needs, that reasonably and faithfully reflect current operational practices.

These Detail Level staff projections are presented in the spreadsheet exhibit beginning on the following page.



**Garden Grove Police Staff  
Detail Projection**

line	Position	Rank	Pres Auth	2010 +1 Yrs P-1	2015 +6 Yrs P-2	2020 +11 Yrs P-3	2025 +16 Yrs P-4	2030 +21 Yrs P-5	2035 +26 Yrs P-6	Note	Growth Model	
1	<b>Administration of the Department</b>											
2	<b>Office of the Chief</b>											
3	Police Chief	chf										
4	Deputy Chief	dchf								Staff reduction in short term		
5	Administrative Secretary	prof										
6	Cadet	cad								part-time		
7	Sergeant (Intelligence)	sgnt								See "Special Services Division"		
8												
9	<b>Total Dept. Administration</b>		4	3	4	4	4	4	4			
10												
11												
12												
13	<b>Administrative Services Bureau</b>											
14	<b>Office of the Captain</b>											
15	Captain	capt								Present position vacant.		
16												
17	<b>Bureau Admin. Total</b>											
18												
19												
20	<b>Budget</b>											
21	Fiscal Analyst	prof										
22												
23	<b>Division Total</b>											
24												
25												
26	<b>Administrative Div.</b>											
27	Administrative Lieutenant	ltnt										
28	Accreditation Specialist	prof	--	--								
29												
30	Jail Consultant / Fleet Manager	xprof	[1]	[1]	[1]	[1]	[1]	[1]	[1]	Contract position, part-time		
31	Fleet Control Staff (part time)	xprof	2	2	2	2	2	2	2	part-time	note	
32												
33	In-Car Video Tech	xprof								part-time	note	
34	In-Car Video Tech	mro								part-time		
35												
36												
37	<b>Division Total</b>		5	5	6	6	6	6	6			
38												
39												
40	<b>Professional Standards Div.</b>											
41	<b>Prof Stds Admin</b>											
42	Lieutenant	ltnt										
43	PIO	prof	--	--	--							
44	Clerical	prof									staff	
45	Cadet	cad								part-time		
46												
47	<b>Internal Affairs</b>											
48	Sergeant	sgnt						2	2		note	
49												
50	<b>Personnel &amp; Training</b>											
51	Sergeant	sgnt										
52	Sergeant (Recruitment)	sgnt				2	2	2	3	Vacant; assigned to Patrol	note	
53	Officer – Backgrounds	ofcr							2		staff	
54	Master Officer	mro							2	part-time	sworn	
55												
56	<b>Division Total</b>		8	8	8	10	10	11	14			
57												
58												
59	<b>Community Liaison Div.</b>											
60	Manager	prof										
61												

**Garden Grove Police Staff  
Detail Projection**

line	Position	Rank	Pres Auth	2010 +1 Yrs P-1	2015 +6 Yrs P-2	2020 +11 Yrs P-3	2025 +16 Yrs P-4	2030 +21 Yrs P-5	2035 +26 Yrs P-6	Note	Growth Model
62											
63	CSO	prof	5	5	5	6	6	6	6		popn
64	Cadet	cadt	1	1	1	1	1	1	1	part-time	popn
65											
66	Volunteers	prof	[40]	[40]	[42]	[43]	[44]	[45]	[45]	Number varies	popn
67											
68											
69	<b>Division Total</b>		7	7	7	8	8	8	8		
70											
71	<b>Total Administrative Bureau</b>		22	22	23	26	26	27	30		
72											
73											
74	<b>Support Services Bureau</b>										
75	<b>Office of the Captain</b>										
76	Captain	capt	1	1	1	1	1	1	1		
77											
78	<b>Bureau Admin. Total</b>		1	1	1	1	1	1	1		
79											
80											
81	<b>Investigations Division</b>										
82	<b>Investigations Administration</b>										
83	Lieutenant	ltnt	1	1	1	1	1	1	2		sworn
84											
85			1	1	1	1	1	1	2		
86											
87	<b>Beat Investigations – Property Crimes</b>										
88	Sergeant	sgnt	1	1	1	1	1	1	1		
89	Detective	ofcr	7	7	8	8	9	9	10		sworn
90	CSO – Investigative Aide	prof	1	1	1	1	1	1	1		
91	CSO – Investigative Aide	prof	--	--	--	--	--	--	--	Listed with Gang Suppression Unit	
92	Fraud / Checks CSO	prof	1	1	1	1	1	1	1		popn
93	Master Reserve Officer	mro	2	2	3	3	3	3	3		delta
94	Cadet	cadt	1	1	1	1	1	1	1	part-time	popn
95											
96			13	13	15	15	16	16	17		
97											
98	<b>Beat Investigations – Property &amp; Evidence</b>										
99	Sr. CSO / CSO – P & E	prof	2	2	2	3	3	3	3		sworn
100											
101			2	2	2	3	3	3	3		
102											
103	<b>Beat Investigations – Clerical Unit</b>										
104	Office Assistant/Sr. Office Asst.	prof	2	2	2	3	3	3	3		sworn
105											
106			2	2	2	3	3	3	3		
107											
108	<b>Subtotal, Beat Investig.</b>		17	17	19	21	22	22	23		
109											
110											
111	<b>Person Crimes</b>										
112	Sergeant	sgnt	1	1	1	1	2	2	2		1:8
113	Detective	ofcr	11	11	12	13	14	15	15		sworn
114	Master Reserve Officer	mro	2	2	2	3	3	3	3		sworn
115											
116			14	14	15	17	19	20	20		
117											
118	<b>CCAT</b>										
119	Sergeant	sgnt	1	1	1	1	1	1	1		
120	Detective	ofcr	5	5	6	6	6	7	7		sworn
121											
122			6	6	7	7	7	8	8		
123											



**Garden Grove Police Staff  
Detail Projection**

line	Position	Rank	Pres Auth	2010 +1 Yrs P-1	2015 +6 Yrs P-2	2020 +11 Yrs P-3	2025 +16 Yrs P-4	2030 +21 Yrs P-5	2035 +26 Yrs P-6	Note	Growth Model
124											
125	<b>Youth Services Unit – GPPD Component</b>										
126	Sergeant	sgnt	1	1	1	1	1	1	1		
127	Detective	ofcr	2	2	2	3	3	3	3		sworn
128	School Resource Officer	spof	4	4	4	4	5	5	5		pop
129	Master Reserve Officer	mro	2	2	2	2	3	3	3		delta
130											
131	Cadet	cadt	1	1	1	1	1	1	1	part-time	delta
132											
133			10	10	10	11	13	13	13		
134											
135	<b>Youth Services Unit – FYOP</b>										
136	Director		[1]	[1]	[1]	[1]	[1]	[1]	[1]		
137	Counselor (offices)		[5]	[5]	[5]	[6]	[6]	[6]	[6]	This is the primary office count.	popn
138	Clerical (workstations)		[1]	[1]	[1]	[1]	[1]	[1]	[1]		popn
139											
140			[7]	[7]	[7]	[7]	[7]	[7]	[7]		
141											
142	<b>Crime Analysis</b>										
143	Sr.AA / AA	prof	2	2	3	3	3	4	4	One currently vacant	note
144											
145			2	2	3	3	3	4	4		
146											
147	<b>Forensic Services</b>										
148	Forensic Specialist (contract)	prof	[1]	[1]	[1]	[1]	[1]	[1]	[1]		sworn
149	Cadet	cadt	1	1	1	2	3	3	3	part-time	delta
150											
151			1	1	1	2	3	3	3		
152											
153	<b>Division Total</b>			51	51	56	62	68	71	73	
154											
155											
156	<b>Records Division</b>										
157	Manager	prof	1	1	1	1	1	1	1		
158	Supervisor	prof	3	3	3	3	3	4	4		popn
159	Specialist	prof	16	16	17	17	18	18	18		popn
160	Specialist – part-time	xprof	3	3	4	4	4	5	5	part-time	delta
161	CSO – Court Liaison	prof	1	1	1	1	1	1	1		
162	CSO – Court Liaison (part time)	xprof	1	1	1	1	1	1	1	part-time	
163	CSO – Front Desk	prof	2	2	2	2	2	2	2		popn
164	CSO – Front Desk (part-time)	xprof	1	1	1	2	2	2	2	part-time	delta
165	Cadet	cadt	4	4	5	5	5	5	5	part-time	delta
166	Master Reserve Officer	mro	2	2	2	2	2	2	2	part-time	popn
167											
168	<b>Division Total</b>			34	34	37	38	39	41	41	
169											
170											
171	<b>Total Supp. Svcs. Bureau</b>			86	86	94	101	108	113	115	
172											
173											
174											
175	<b>Community Policing Bureau</b>										
176	<b>Office of the Captain</b>										
177	Captain	capt	1	1	1	1	1	1	1		
178											
179	<b>Bureau Admin. Total</b>			1	1	1	1	1	1		
180											
181	<b>Communications Division</b>										
182	Manager	prof	1	1	1	1	1	1	1		
183	Supervisor	prof	4	4	5	5	5	5	6		sworn
184	Dispatcher	prof	14	14	16	17	18	19	19		sworn
185											



**Garden Grove Police Staff  
Detail Projection**

line	Position	Rank	Pres Auth	2010 +1 Yrs P-1	2015 +6 Yrs P-2	2020 +11 Yrs P-3	2025 +16 Yrs P-4	2030 +21 Yrs P-5	2035 +26 Yrs P-6	Note	Growth Model	
186												
187	CSO – Calltaker	prof	2	2	2	3	3	3	3	Presently vacant	sworn	
188	CSO – Alarm Coordinator	prof	1	1	1	1	1	1	1			
189												
190	<b>Division Total</b>		22	22	25	27	28	29	30			
191												
192	<b>Special Services Division</b>											
193	<b>Special Services Administration</b>											
194	Lieutenant	ltnt	1	1	1	1	1	1	1			
195	Lieutenant	ltnt	1	--	See "Problem Solving Team" below						Presently a vacant position	note
196	Office Assistant	prof	1	1	1	1	1	1	1			
197												
198	Sergeant – Intelligence	sgnt	1	1	1	1	1	1	1	Presently leads Code Enforcement	note	
199												
200			4	3	3	3	3	3	3			
201												
202	<b>Gang Suppression Unit</b>											
203	Sergeant	sgnt	1	1	1	1	1	1	1			
204	Investigator	ofcr	4	4	5	5	5	5	6		sworn	
205	Officer	ofcr	5	5	6	6	6	7	7		sworn	
206	CSO – Investigative Aide	prof	1	1	1	1	1	1	2	Budgeted with Beat Investigations part-time	sworn	
207	Cadet	cadt	1	1	1	1	1	2	2		delta	
208	<b>Non-PD Target Unit</b>											
209	Asst DA	prof	[1]	[1]	[1]	[1]	[1]	[1]	[1]			
210	DA Investigator	prof	[1]	[1]	[1]	[1]	[1]	[1]	[1]			
211	Probation Officer	prof	[1]	[1]	[1]	[1]	[1]	[1]	[1]			
212	Office Assistant	prof	[1]	[1]	[1]	[1]	[1]	[1]	[1]			
213												
214			12	12	14	14	14	16	18			
215												
216	<b>Neighborhood Traffic Unit</b>											
217	Sergeant	sgnt	1	1	1	1	1	1	1			
218	Officer – Motors	ofcr	5	5	6	6	6	7	7		sworn	
219	Officer – Accident Investigator	ofcr	1	1	1	1	1	1	2		sworn	
220	Officer – Red Light	ofcr	1	1	1	1	1	1	2		sworn	
221	Officer – Other	ofcr	2	2	2	3	3	3	3	Vacant; working Patrol at present	sworn	
222	CSO – Traffic Abatement	prof	1	1	1	1	1	1	1		popn	
223												
224			11	11	12	13	13	14	16			
225												
226	<b>Special Investigations Unit</b>											
227	Sergeant	sgnt	1	1	1	1	1	1	1			
228	Officer	ofcr	6	6	7	7	8	8	8		sworn	
229												
230			7	7	8	8	9	9	9			
231												
232	<b>Problem Solving Team</b>											
233	Lieutenant	ltnt	0	1	1	1	1	1	1		note	
234	Sergeant	sgnt	0	1	1	1	1	1	1		note	
235	Officer	ofcr	4	4	4	4	4	4	4	Budgeted future unit; now in Patrol	note	
236												
237	Code Enforcement Officer	prof	--	6	6	7	7	7	7		popn	
238												
239			4	12	12	13	13	13	13			
240												
241	<b>Code Enforcement Officers</b>											
242	Code Enforcement Officer	prof	6	Integrated into Problem Solving Team in future							Presently supervised by Intel Sergeant	
243												
244			6	0	0	0	0	0	0			
245												
246	<b>Division Total</b>		44	45	49	51	52	55	59			
247												

**Garden Grove Police Staff  
Detail Projection**

line	Position	Rank	Pres Auth	2010 +1 Yrs P-1	2015 +6 Yrs P-2	2020 +11 Yrs P-3	2025 +16 Yrs P-4	2030 +21 Yrs P-5	2035 +26 Yrs P-6	Note	Growth Model
248											
249	<b>Patrol Divisions</b>										
250	<b>Watch Commanders</b>										
251	Lieutenant (East + West)	ltnt	4	4	5	6	7	7	7		delta
252											
253											
254	<b>West Patrol</b>										
255	Sergeant	sgnt	6	6	6	7	7	8	8		delta
256	Officer	ofcr	38	39	42	46	50	53	54		delta
257	Field Report Writer	prof	5	5	6	6	8	9	10		delta
258											
259											
260	<b>East Patrol</b>										
261	Sergeant	sgnt	6	6	7	8	8	8	8		delta
262	Officer	ofcr	39	40	42	47	51	53	54		delta
263	Officer – K9	ofcr	2	2	2	2	2	2	2		note
264	Officer – Resort Team	ofcr	2	2	2	2	2	2	2		note
265	Field Report Writer	prof	5	6	6	6	8	10	11		delta
266											
267	<b>Other Staff</b>										
268	Officer	ofcr	1	1	1	1	1	1	1	Budgeted Meth Lab OC	
269											
270	Reserves (not MRO)	reso	15	15	17	18	19	20	21	Assigned as needed / available	sworn
271											
272											
273	<b>Division Total</b>		123	126	136	149	163	173	178		
274											
275											
276	<b>Total Comm. Pol. Bureau</b>		190	194	211	228	244	258	268		
277											
278											
279	<b>Total Department</b>										
280											
281	Grand Total		302	305	332	359	382	402	417		
282											
283											
284											
285											
286	<b>Recap by Rank</b>										
287	<b>Sworn Positions</b>										
288	Chief	[chf]	1	1	1	1	1	1	1		
289	Deputy Chief	[dchf]	1	0	1	1	1	1	1		
290	Captain	[capt]	3	3	3	3	3	3	3		
291	Lieutenant	[ltnt]	9	9	10	11	12	12	13		
292	Sergeant	[sgnt]	23	24	25	28	29	31	32		
293	Officer	[ofcr]	136	138	150	162	173	182	189		
294	Total Sworn Full-time		173	175	190	206	219	230	239	Authorized full-time	
295											
296	Special Officer Personnel	[spof]	4	4	4	4	5	5	5	Authorized full-time	
297											
298	Civilian Professional – Full time	[prof]	81	82	89	96	102	108	112	Authorized full-time	
299	Total Full-Time Positions		258	261	283	306	326	343	356		
300											
301	Master Reserve Ofcr	[mro]	10	10	11	12	13	13	14	Filled part-time	
302	Reserve Ofcr	[reso]	15	15	17	18	19	20	21	Filled part-time	
303	Cadet	[cadet]	11	11	12	13	14	15	15	Filled part-time	
304	Civilian Professional – Part time	[xprof]	8	8	9	10	10	11	11	Filled part-time	
305	Total Part-Time Positions		44	44	49	53	56	59	61		
306											
307	Total All Positions on List		302	305	332	359	382	402	417		
308											
309											end of table

## 4. DEVELOPMENT OF SPACE STANDARDS

---

Associated with the determination of space requirements for the department is the identification of suitable space standards on which much of the space requirements will be based. We have presented our summary space standards information as an Appendix to this report.

In summary, the key office allocations are summarized in the tables below. It is necessary that discussion occur regarding specific assignments of space standards to positions. The tables below are only suggestions to initiate this discussion.

Illustrations of these standards, and space standards for other types of rooms and areas are presented in the Appendix.

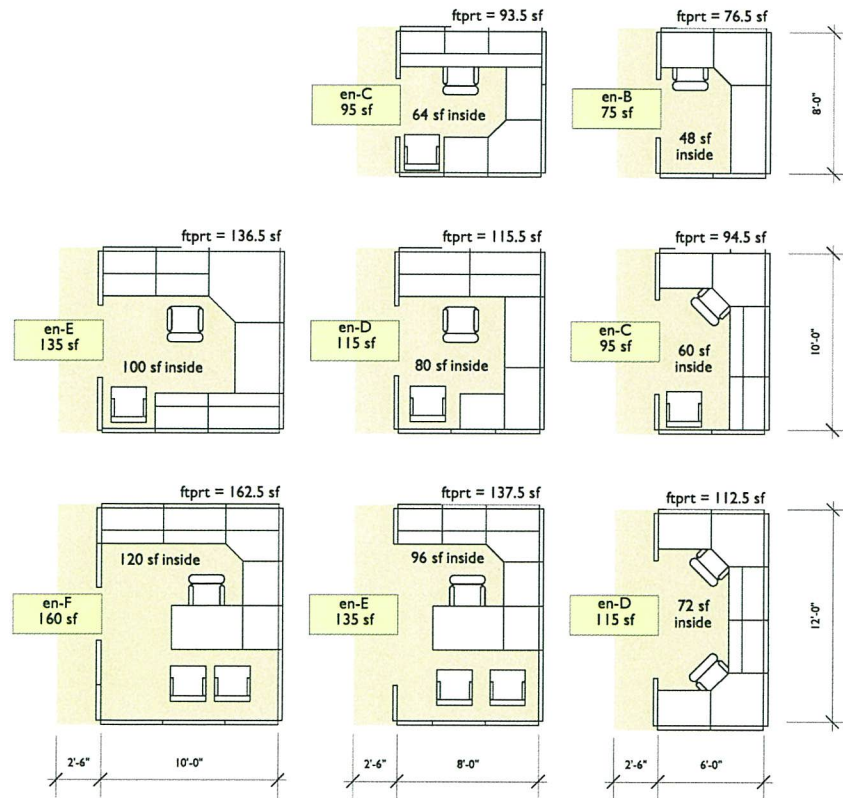
**Exhibit**  
**Private Office Space Standards**  
**— Allocations to be Discussed —**

Symbol	Std	Assignment	Typical Furnishings
PO-1	90	Cubicle office; glassed with door	Desk and chair, file, seating for 1-2 guest. Often may not be a full height office.
PO-2	120	Basic Office	5' Desk and chair, credenza or back table, file, seating for up to 2 guests.
PO-3	150	Supervisors / Sergeants	5' Desk and chair, credenza, 2 guests at desk, side seating for up to two persons.
PO-4s	165	Not assigned	6' Executive Desk and chair, credenza, 2 guests at desk, side seating for up to two persons. May include cabinet storage.
PO-4	180	Managers / Lieutenants	Like PO-4s, but larger to accommodate more filing and seating as may be required. Seats up to 4 guests.
PO-5	210	Managers if added space needed	Executive desk and chair, credenza, 2 guests at desk plus side seating for 2 or small conference table.
PO-6	240	Executive / Captain	Executive desk and chair, credenza, 2 guests at desk plus side seating for 4 or small conference table.
PO-6x	270	A hybrid station not assigned	Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table.
PO-7	300	Deputy Chief	Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table.
PO-8	360	Chief	Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus small conference table.



**Exhibit**  
**Cubicle Space Standards**  
**— Allocations to be Discussed —**

Symbol	Space Std			Inside Dimensions	Typical Assignments
	Ftp't	Acc's	Tot'l		
en-A	36	24	60	6' x 6'	Small cubicle for staff needed regular desk
en-B	48	30	75	6' x 8'	Basic cubicle; equal to a desk with back unit
en-C	64	31	95	8' x 8'	Larger cubicle; Detectives
en-C alt	60	35	95	6' x 10'	See en-C; an alternate proportion
en-D	80	35	115	8' x 10'	Persons needing more work storage/surface
en-D alt	72	43	115	6' x 12'	See en-D; an alternate proportion
en-E	96	39	135	8' x 12'	Persons needing additional guest space
en-E alt	100	35	135	10' x 10'	See en-E; an alternate proportion
en-F	120	40	160	8' x 12'	Not assigned. We use private offices instead.



## 5. EXISTING FACILITIES

### SUMMARY OF PD HQ SPACE OCCUPIED

The following table summarizes the spaces occupied, omitting the remote evidence facility and the conex box units.

**Exhibit  
Summary of Space Occupied  
Department HQ**

	Main Bldg 1st Floor	Main Bldg 2nd Floor	Annex (Spl. Svcs)	Juv. Just. Center	P & E Building	Total
Offices - Private	804	2,341	731	1,003	–	4,879
Offices - Shared	2,259	753	134	74	207	3,220
Conference / Meeting	973	672	622	805	–	3,072
Other Rooms	2,824	1,008	350	524	3,313	4,706
Open Areas - Assigned	1,459	2,463	2,325	1,002	–	7,249
Open Areas - Circulation	–	526	689	1,328	–	2,543
Jail 1,441	–	–	–	–	1,441	–
Jail - Circulation	381	–	–	–	–	381
Lockers, Lavatories, Janitor	2,230	1,446	303	108	43	4,087
<b>Subtotal Assigned Net</b>	<b>12,371</b>	<b>9,209</b>	<b>5,154</b>	<b>4,844</b>	<b>3,563</b>	<b>31,578</b>
Mechanical / Comm.	1,528	33	279	–	–	1,840
Gen'l Circulation	2,090	1,535	519	148	–	4,292
Shafts, Walls, Etc. (est.)	267	213	–	60	123	540
<b>Subtotal n-t-g Elements</b>	<b>3,885</b>	<b>1,781</b>	<b>798</b>	<b>208</b>	<b>123</b>	<b>6,672</b>
<b>Total Estimated Gross SF</b>	<b>16,256</b>	<b>10,990</b>	<b>5,952</b>	<b>5,052</b>	<b>3,686</b>	<b>38,250</b>

Omits Conex boxes and external storage components.

### EXISTING LAYOUTS

For comparison to the requirements computed later in this document, we also have included illustrations of the buildings now occupied, with the areas used noted on them. These can be found in an Appendix to this report.

85% very efficient  
 80% is normal  
 % is  $\frac{\text{net}}{\text{gross}}$

## 6. SUMMARY OF HQ BUILDING REQUIREMENTS

### TOTAL SPACE REQUIREMENTS

The total space requirement is summarized by Bureau, Division, and Section on the following table, mostly as “net sq. ft.” An allowance for Net-to-gross additions (building “gross-up”) is added at the bottom. We have used an efficiency factor of 82.5% for this calculation.

The requirements summary is the result of the computation detail sheets which are presented at the end of the regular part of the report, before the appendix. The projected requirement at future planning levels is totaled by Bureau as follows:

Exhibit  
 Summary of Space Requirements by Bureau

Item	Actual Sq. Ft.	Req'd Sq. Ft.	PL-1 Sq. Ft.	PL-2 Sq. Ft.	PL-3 Sq. Ft.	PL-4 Sq. Ft.	PL-5 Sq. Ft.	PL-6 Sq. Ft.
Administration of the Department	1,099	1,692	1,332	1,692	1,692	1,692	1,692	1,692
Administrative Services Bureau	2,559	6,366	6,438	7,026	7,542	7,542	7,722	8,214
Support Services Bureau	18,802	24,190	27,634	29,816	31,220	33,540	34,758	35,475
Community Policing Bureau	11,052	20,674	20,428	21,124	21,520	22,504	23,080	23,896
Shared and Common Areas	5,545	11,250	11,327	12,321	12,907	13,396	13,806	14,111
Total Net Square Feet	39,057	64,172	67,159	71,979	74,881	78,674	81,058	83,388
Mech. Areas and Circulation*	6,899	13,612	14,245	15,268	15,883	16,688	17,194	17,688
Total Gross Sq. Ft.	45,956	77,784	81,404	87,247	90,764	95,362	98,252	101,076

\* A net-to-gross ratio of 82.5% has been assumed in this calculation of requirements.

In our conventions, the space allocated to listed areas and items for which space is individually assigned is called “Assigned Sq. Ft.” (or “assignable” net sq. ft.). To this a “unit circulation” allowance is added, which produces the “Usable Net Sq. Ft.” for that unit. The unit circulation allows for interior circulation paths, which may be open or may be designed as walled inner corridors inside a unit.

The main corridors of the building, and the other areas which are not assignable to the users in the office suites, is generally part of the net-to-gross addition. The usable net sq. ft. omits major corridors, elevator shafts, mechanical shafts, exterior wall thicknesses, structural elements, mechanical and equipment rooms, and other non-user specific elements of the building. To account for this necessary addition, it is customary to use a factor by which the net square footage is increased, called, variously, “the efficiency,” or “net-to-gross,” or “gross-up” factor for the building.

This can be expressed as a multiplier (like 1.25, a multiplier applied to the net sq. ft. to arrive at the gross) or as a ratio, or percent (like 80%, the ratio of the net sq. ft. to the final gross sq. ft.). In this case, we suggest using the typical net-to-gross factor of 82.5% (which equals a multiplier of 1.212). However, note there are many examples of police building design in which a greater or lesser efficiency is achieved. One variable is the use of atriums or greater skin-to-floor-area ratio, which lowers efficiency (if the atrium space is not actually listed in a net allowance). Use of simpler, linear design typically increases the efficiency.



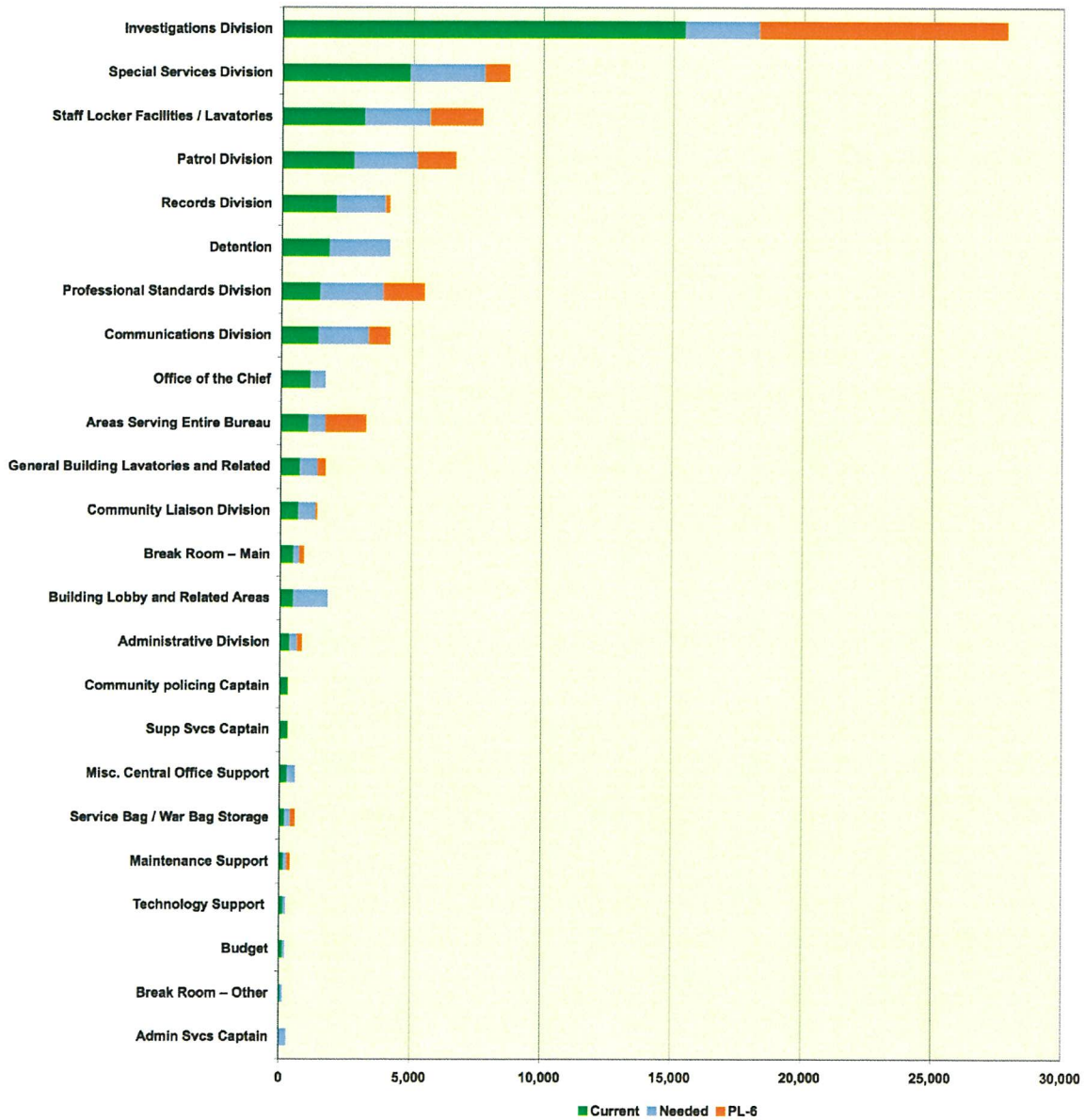
Item	Actual	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	
<b>Administration of the Department</b>																
Office of the Chief	1,099	4	1,692	3	1,332	4	1,692	4	1,692	4	1,692	4	1,692	4	1,692	
<b>Total Department Administration</b>	<b>1,099</b>	<b>4</b>	<b>1,692</b>	<b>3</b>	<b>1,332</b>	<b>4</b>	<b>1,692</b>	<b>4</b>	<b>1,692</b>	<b>4</b>	<b>1,692</b>	<b>4</b>	<b>1,692</b>	<b>4</b>	<b>1,692</b>	
<b>Administrative Services Bureau</b>																
Office of the Captain	0	1	288	1	288	1	288	1	288	1	288	1	288	1	288	
Budget	108	1	216	1	216	1	216	1	216	1	216	1	216	1	216	
Administrative Division	338	5	648	5	648	6	840	6	840	6	840	6	840	6	840	
<b>Professional Standards Division</b>																
Professional Standards Administration	477	3	504	3	504	3	720	4	900	4	900	4	900	4	900	
Internal Affairs	136	1	180	1	180	1	180	1	180	1	180	2	360	2	360	
Personnel & Training — Office Component	395	4	504	4	504	4	684	5	864	5	864	5	864	8	1,284	
Personnel & Training — Community Room / Training C	0	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	
Personnel & Training — Physical Training	440	0	798	0	870	0	870	0	954	0	954	0	954	0	1,026	
Personnel & Training — Range (Option / Not in Totals)	0	0	0	0	5,390	0	5,390	0	5,390	0	5,390	0	5,390	0	5,390	Option
Total Professional Standards Division	1,448	8	3,882	8	3,954	8	4,350	10	4,794	10	4,794	11	4,974	14	5,466	Omits Range option
Community Liaison Division	665	7	1,332	7	1,332	7	1,332	8	1,404	8	1,404	8	1,404	8	1,404	
<b>Total Administrative Services Bureau</b>	<b>2,559</b>	<b>22</b>	<b>6,366</b>	<b>22</b>	<b>6,438</b>	<b>23</b>	<b>7,026</b>	<b>26</b>	<b>7,542</b>	<b>26</b>	<b>7,542</b>	<b>27</b>	<b>7,722</b>	<b>30</b>	<b>8,214</b>	
<b>Support Services Bureau</b>																
Office of the Captain	286	1	288	1	288	1	288	1	288	1	288	1	288	1	288	
Areas Serving Entire Bureau	1,026	0	1,680	0	2,112	0	2,364	0	2,364	0	3,036	0	3,252	0	3,252	
<b>Investigations Division</b>																
Investigations Administration	320	1	216	1	216	1	216	1	216	1	216	1	216	2	432	
Beat Investigations – Clerical for Division	390	2	360	2	360	2	360	3	516	3	516	3	516	3	516	
Beat Investigations – Property Crimes	1,209	13	1,572	13	1,572	15	1,800	15	1,800	16	1,920	16	1,920	17	2,028	
Beat Investigations – Property & Evidence	6,543	2	7,450	2	8,890	2	9,698	3	10,478	3	11,190	3	11,658	3	12,051	
Person Crimes	1,384	14	1,776	14	1,776	15	1,908	17	2,124	19	2,424	20	2,544	20	2,544	
CCAT	381	6	684	6	684	7	792	7	792	7	792	8	888	8	888	
Youth Services Unit – GG PD Component	2,221	10	2,868	10	3,060	10	3,060	11	3,312	13	3,648	13	3,648	13	3,648	
Youth Services Unit – FYOP Component	2,491	0	2,544	0	3,744	0	4,572	0	4,572	0	4,572	0	4,644	0	4,644	
Crime Analysis	132	2	336	2	336	3	462	3	462	3	474	4	600	4	600	
Forensic Services	349	1	468	1	468	1	468	2	468	3	468	3	468	3	468	
Total Investigations Division	15,420	51	18,274	51	21,106	56	23,336	62	24,740	68	26,220	71	27,102	73	27,819	
Records Division	2,070	34	3,948	34	4,128	37	3,828	38	3,828	39	3,996	41	4,116	41	4,116	
<b>Total Support Services Bureau</b>	<b>18,802</b>	<b>86</b>	<b>24,190</b>	<b>86</b>	<b>27,634</b>	<b>94</b>	<b>29,816</b>	<b>101</b>	<b>31,220</b>	<b>108</b>	<b>33,540</b>	<b>113</b>	<b>34,758</b>	<b>115</b>	<b>35,475</b>	
<b>Community Policing Bureau</b>																
Office of the Captain	288	1	288	1	288	1	288	1	288	1	288	1	288	1	288	
Communications Division	1,384	22	3,336	22	3,336	25	3,720	27	3,756	28	3,888	29	3,924	30	4,140	
<b>Special Services Division</b>																
Special Services Administration	939	2	1,404	3	1,746	3	1,746	3	1,746	3	2,106	3	2,106	3	2,106	
Gang Suppression Unit	1,381	12	2,664	12	2,760	14	3,120	14	3,120	14	3,120	16	3,432	18	3,660	
Special Investigations Unit	801	7	1,344	7	1,344	8	1,476	8	1,476	9	1,596	9	1,596	9	1,596	
Problem Solving Team	932	12	1,212	12	1,224	12	828	13	828	13	828	13	828	13	828	
Neighborhood Traffic Unit	798	11	1,128	11	360	12	360	13	360	13	360	14	360	16	504	
Total Special Services Division	4,851	44	7,752	45	7,434	49	7,530	51	7,530	52	8,010	55	8,322	59	8,694	
<b>Patrol Division</b>																
Watch Command and Related Offices / Patrol Staff Tot	624	123	852	126	924	136	924	149	1,152	163	1,152	173	1,236	178	1,236	
Patrol Work Areas	471	0	1,104	0	1,104	0	1,164	0	1,224	0	1,428	0	1,500	0	1,644	
Briefing	1,044	0	1,782	0	1,782	0	1,938	0	2,010	0	2,178	0	2,250	0	2,334	
SWAT and Armory Areas	589	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	
Total Patrol Division	2,728	123	5,166	126	5,238	136	5,454	149	5,814	163	6,186	173	6,414	178	6,642	
Detention	1,801	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	
<b>Total Community Policing Bureau</b>	<b>11,052</b>	<b>190</b>	<b>20,674</b>	<b>194</b>	<b>20,428</b>	<b>211</b>	<b>21,124</b>	<b>228</b>	<b>21,520</b>	<b>244</b>	<b>22,504</b>	<b>258</b>	<b>23,080</b>	<b>268</b>	<b>23,896</b>	
<b>Department Shared and Common Areas</b>																
Building Lobby and Related Areas	478	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	
Misc. Central Office Support	267	0	588	0	588	0	588	0	588	0	588	0	588	0	588	
<b>Break Room and Related</b>																
Main Break Room	486	0	720	0	732	0	768	0	816	0	852	0	888	0	912	
Other Break and Coffee Areas	22	0	144	0	144	0	144	0	144	0	144	0	144	0	144	
Staff Locker Facilities / Lavatories	3,143	0	5,643	0	5,698	0	6,171	0	6,666	0	7,073	0	7,414	0	7,678	
Service Bag / War Bag Storage	179	0	405	0	415	0	448	0	491	0	537	0	570	0	587	
General Building Lavatories and Related	722	0	1,408	0	1,408	0	1,716	0	1,716	0	1,716	0	1,716	0	1,716	
Technology Support	123	0	252	0	252	0	252	0	252	0	252	0	252	0	252	
Maintenance Support	125	0	270	0	270	0	414	0	414	0	414	0	414	0	414	
<b>Total Common / Shared Areas</b>	<b>5,545</b>	<b>0</b>	<b>11,250</b>	<b>0</b>	<b>11,327</b>	<b>0</b>	<b>12,321</b>	<b>0</b>	<b>12,907</b>	<b>0</b>	<b>13,396</b>	<b>0</b>	<b>13,806</b>	<b>0</b>	<b>14,111</b>	
<b>Totals</b>																
Total Net Square Feet	39,057	302	64,172	305	67,159	332	71,979	359	74,881	382	78,674	402	81,058	417	83,388	Omits Range option
Mechanical Areas and Circulation	6,899	0	13,612	0	14,245	0	15,268	0	15,883	0	16,688	0	17,194	0	17,688	
	<b>45,956</b>	<b>0</b>	<b>77,784</b>	<b>0</b>	<b>81,404</b>	<b>0</b>	<b>87,247</b>	<b>0</b>	<b>90,764</b>	<b>0</b>	<b>95,362</b>	<b>0</b>	<b>98,252</b>	<b>0</b>	<b>101,076</b>	

end of table

The total CURRENT space requirement totals 64,172 net sq. ft., or 77,784 gross sq. ft. This compares to a CURRENT occupied area (including identified conex boxes and off-site evidence storage, etc.) of about 39,057 net sq. ft. or an estimated 45,956 gross sq. ft. But note that this gross sq. ft. calculation is surely a little low, since we have not allowed for a “gross-up” of the off-site areas nor for the difference between gross and net footage for the conex boxes. Note also that no addition is made for the west-end or other remote operational facilities, which are assumed to remain.

The following chart illustrates the current occupied (green), current requirement addition (blue) and PL-6 requirement addition (orange) in net sq. ft.

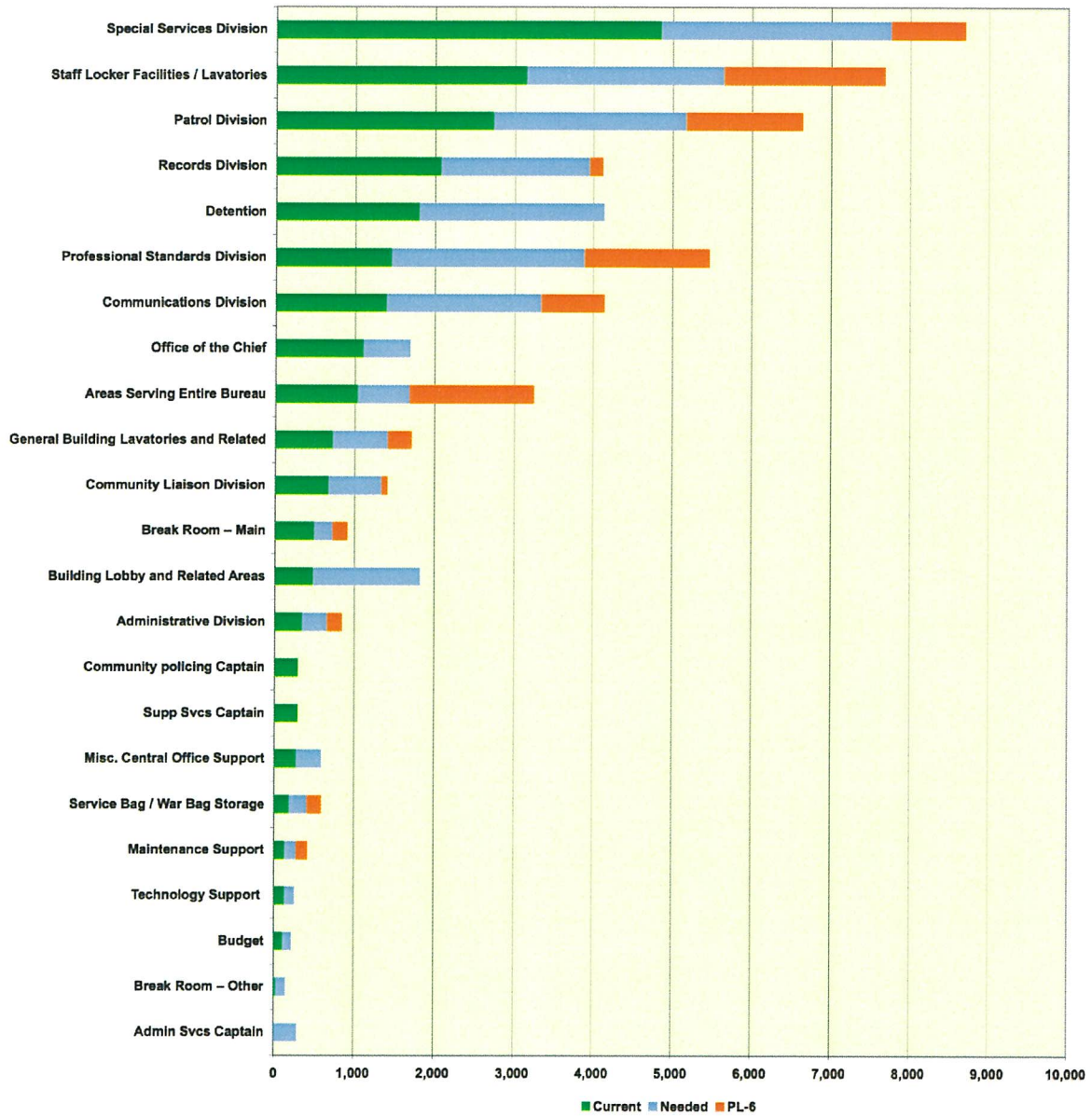
**Exhibit**  
**Illustration of Net Space Requirements**  
**Existing vs. Present Required vs. PL-6 Required**





The very large requirement for the Investigations Division makes it difficult to read the chart above for the smaller units. The following chart repeats the above information, omitting the Investigations Division

**Exhibit**  
**Illustration of Net Space Requirements (omits Investigations Division)**  
**Existing vs. Present Required vs. PL-6 Required**





## FUNCTIONAL REQUIREMENTS FOR THE BUILDING AS A WHOLE

### Macro-Level Relationships of Building Spaces — Proximities

Later in this building process, we will develop a feasible approach to stacking the building based on an overall relationship guideline, future identified site dimensions and limitations, and other factors. When this draft report is reviewed and spaces approved, we can prepare an overall adjacency diagram that reflects the Department requirements and the functional needs of the facility.

### Design Guidelines

The following information is presented as a selection of guidelines which will eventually help shape cost estimates, and which will give some basis for design considerations in master planning the facilities. This information is also important as part of the program assisting the Architect when design specifics are required. *The selected guidelines here are general and typical.* They are suggested for review by the Architect and the City and should be refined as the building planning progresses.

#### General Guidelines

- The facility must meet or exceed the Essential Services Code.
- City guidelines must be consulted, including those developed and distributed by the various members of the City's development team. Building maintenance also should be contacted regarding standards and guidelines.
- Major corridors should be 8' wide. Other corridors preferably should be 5'-6" to 6'-0" wide, and must have a minimum width of 5'. Exposed "outside" turns in these corridors should be equipped with stainless steel corner guards.
- Doors with active use should be designed with metal kick plates. Each actively used door onto a major corridor should be equipped with a small window, especially doors serving larger assembly areas or meeting rooms.
- Wherever rooms have large items of equipment or often produce large volumes of records, the room should be designed with some access having double doors; examples include Records, the Computer Center, Property.
- Main corridors should be designed with tour groups in mind. Selected rooms (such as the Dispatch Center) could have windows from the corridor view areas, so that operations are not disrupted by tours, and these windows all should be equipped with blinds that can block the view when it is needed to do so. The actual tour path must be developed as part of the design, depending on the stacking and layout plan, but should include the Communications Center, Records, the Watch Commander office, Training areas when not in use, selected Executive areas, the roll call (briefing) area and others.
- Throughout the facility, the design should provide unobtrusive and adequate storage locations for recycling bins. Recycled materials include, at a minimum, paper and soft drink bottles or cans, deposited into separate containers.
- We recommend that controls for paging system, radio monitoring, and other ceiling-mounted sound speakers be located in a standardized place near the room light and thermostat controls. The Department may choose, where it is practical to do so, to locate these speaker controls near an appropriate work station rather than on the wall near light switches. This should be verified at the time of design, based on furniture layouts.

- All lavatories should have locked storage inside or adjacent for supplies (paper, soap, etc.) and some provision for extra capacity in the dispensers themselves. Large groups can use the facility at unexpected times of day.
- Where carpet is used in high-traffic areas, consideration should be made in design regarding needs for cleaning or replacement.
- Rooms and areas with high usage levels and selected offices should be equipped with durable wall coverings.
- All system work stations require combination bulletin-marker boards.
- Wherever system furnishings are programmed, it is assumed that the panels will have wire management for power and communications. Note minimal requirements presented with comments on Building Systems.
- Where more than one work room or work area is programmed within the same operational unit, it may be possible to integrate these separate work areas into a single larger work room.

*Building Systems (HVAC, Acoustics, Loading, Electrical, Plumbing, Communications)*

- General office requirements for good lighting, heating, and air conditioning prevail. The designer must assure that future building systems are fully integrated with other city control systems where feasible. Lighting design must take into account the general use of computer monitors.
- HVAC zones should be liberally provided, and must be approved specifically by appropriate Department representatives. Conference and meeting rooms may, in the course of design, require their own zones.
- Three levels of acoustic control are needed in the building: general office, special equipment, and acoustic isolation. The last of these is assumed to include insulated slab-to-slab construction, sound baffles in ducts, and insulated penetrations (including outlets and switches) at a minimum.
- Copy equipment requires “special equipment” acoustic control, including some separation (distance, low walls, or movable partitions) from the general work area and possible use of wall-mounted acoustic batt, etc.
- Large copy equipment requires both 220v and 110v power, for flexibility in future equipment selection.
- Lockers for all sworn personnel and selected non-sworn personnel require 110v power outlets inside, for charging radios, flashlights, and other such personally assigned equipment.
- Closets and infrequently used rooms should have lighting on motion detectors (or timer switches) to assure that lights are turned off when the rooms are not used. Consider such systems elsewhere in the building as well; this may result in construction or utility-use credits. Verify current local code requirements with the Building Department. (See also related comments on integrating lighting and alarms with “Security Requirements,” below.)
- Conference rooms should be equipped with a separate, switchable exhaust system, with the motor somewhat isolated or acoustically insulated, besides the regular HVAC system on an independent AC zone. Wall timers and control switches may be appropriate in conference areas to activate AC systems when the rooms are used after hours. All conference and meeting rooms should be acoustically isolated, as defined above.
- Coffee service areas, where programmed, require (at a minimum) above-counter power, cold water supply (1/4" copper line with shut-off) to a coffee maker on the counter, and a reasonably nearby sink with provision for a garbage disposal. Avoid upper cabinets immediately over the coffee equipment, but otherwise provide as much storage cabinets as possible.

- Where copy or fax equipment is programmed with coffee service areas, the functions must be separated to keep copy and fax areas clean and dry.
- Wherever coffee stations are programmed, in the event that a microwave oven is provided at the coffee station, then provision for a separate, switchable exhaust fan is also required.
- All work stations should be wired for computer terminal, telephone, one computer dedicated duplex power outlet, and one double duplex convenience power outlet. In many cases, more than one data line may be required, and the building requires a significant level of data networking.
- Offices of all sworn staff should have built-in radio monitoring capability from Dispatch, switchable and with volume control. Verify at time of design.
- Several video systems are required, and sight/sound monitoring is needed. Monitoring should be available in Dispatch and in Watch Commander office. This includes (besides the city camera systems) jail monitoring (processing and cells), selected areas inside the building, and a number of key outside areas, based on site layout and design.

#### Security and Fire Safety Requirements

- Where door control is required, it is recommended that a proximity reader card key system be used. The control center should be in a secure area near the building telecommunications mechanical spaces.
- Where provided, the security wiring should be in rigid conduits.
- It is assumed that the entire building will be fire sprinkled. Some areas require non-standard fire protection systems, such as chemical systems or use of pre-action controls, high-temperature heads, integrated pre-discharge alarm systems, earthquake switches, and the like, which will substitute for or add to the traditional water-based sprinklers. Areas requiring such special systems include (a) computer and communications equipment rooms, (b) jail electronics control areas, (c) electrical equipment rooms, (d) radio and communications rooms, (e) voice/data rooms, (f) UPS rooms, (g) dispatch center.
- The sprinkler heads should be semi-recessed except where fully recessed heads are required to prevent accidental damage or release due to equipment or activity in use there, such as in physical training areas and the community-press room (due to cameras and sound booms). Note that detention facilities require special heads appropriate for jails.
- As noted previously, CCTV security monitoring systems, separate from the CCTV system for training or local cable, are required in the building. This must be addressed by the department and by an appropriate security consultant early in the design process. Areas to be camera monitored for security include (at least) each exterior door, the parking facilities, secure storage areas in other structures on the site, fueling areas, holding and booking areas, and the main lobby area. Another separate system is also needed inside the holding facility, monitored by the jail staff, and by the Watch Commander.
- Selected doors will require security alarm sensors, even including doors which may not be card key operated (such as certain closets or store rooms).



## **SUMMARY OF PARKING REQUIREMENTS**

In general, the parking requirements are comprised of three components: visitor parking, Department vehicle parking, and staff parking.

- Visitor parking is entirely for the public, and we assume a small allowance for visitors from other City agencies. Note that there is an extra need for persons picking up employees at the end of shift, and this should be provided separately, near the employee entrance. Visitor parking includes persons using the Community Room.
- Department vehicle parking is based on current fleet data as the base, and then projecting this in time using forecasting models discussed elsewhere. The parking must be in a controlled yard with at least two entry/exit points, to avoid blockage conditions. Access may be by electronic signal, with manual as well as optional redundant mechanical control systems. Note that all Department vehicle parking should also be under cover to protect the equipment from the elements, and to provide shelter for loading the vehicles.
- Employee parking also should be in a secured lot, but this also should be separated from the Department parking areas. Employee parking computations allow for maximum shift, shift overlap, and other considerations.

The table following summarizes the total computed needs.

Item	Code	Space Standard	Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
				Qty	Sq. Ft.	Qty	Sq. Ft.	Qty	Sq. Ft.	Qty	Sq. Ft.	Qty	Sq. Ft.	Qty	Sq. Ft.	Qty	Sq. Ft.	
<b>Recap of Codes and Standards Used</b>																		
Sedan Class	std		360															
Compact Class	comp		340															
Combination Sedan/Compact*	mixed		356															
Motorcycle Class	cycle		180															
Van/Heavy Class	heavy		420															
Special Vehicle Class	spec		1,200															
* Ratio of compact to total = 20%																		
<b>Visitor Parking Requirement</b>																		
<b>Visitor Parking</b>																		
<b>General Visitors</b>																		
One stall per 10,000 population	std		360	9	3,240	9	3,240	9	3,240	9	3,240	10	3,600	10	3,600	10	3,600	
Handicapped Stalls (10% allowance, rou)	std		360	1	360	1	360	1	360	1	360	2	720	2	720	2	720	
Quick delivery (not loading)	std		360	1	360	1	360	1	360	1	360	1	360	1	360	1	360	
<b>Special Visitors</b>																		
City Staff Visitors	std		360	Assume located near to City Hall														
Citizen Meetings / Community Room	std		360	20	7,200	20	7,200	20	7,200	20	7,200	20	7,200	20	7,200	20	7,200	40 visitors div. by 2
Other Agencies/Training	std		360	Included in above														
School Bus	std		360	1	360	1	360	1	360	1	360	1	360	1	360	1	360	
<b>Total Stalls</b>				<b>32</b>	<b>11,520</b>	<b>32</b>	<b>11,520</b>	<b>32</b>	<b>11,520</b>	<b>32</b>	<b>11,520</b>	<b>34</b>	<b>12,240</b>	<b>34</b>	<b>12,240</b>	<b>34</b>	<b>12,240</b>	
<b>City Vehicle Parking Requirement</b>																		
Marked Patrol Units	std		360	37	13,320													
Marked Tahoe Units	std		360	4	1,440													
Command Motor Homes	heavy		420	2	840													
Property Van	std		360	1	360													
Jain Van	std		360	1	360													
Crime Scene Invest. Van	std		360	1	360													
Light Trailers	std		360	2	720													
Youth Servies / School Units	std		360	7	2,520													
Civilian Report Writers	std		360	3	1,080													
Volunteer Units	std		360	6	2,160													
Investigator Vehicles	std		360	24	8,640													
Professional Standards Vehicles	std		360	2	720													
Internal Affairs Vehicle	std		360	1	360													
Management Vehicles	std		360	15	5,400													
<b>Total Stalls</b>				<b>106</b>	<b>38,280</b>	<b>107</b>	<b>38,722</b>	<b>116</b>	<b>42,041</b>	<b>126</b>	<b>45,581</b>	<b>134</b>	<b>48,458</b>	<b>140</b>	<b>50,892</b>	<b>146</b>	<b>52,883</b>	
Rate of Sworn Staff Increase					1.000		1.012		1.098		1.191		1.266		1.329		1.382	Project with Sworn
<b>Non-Vehicle Areas with City Vehicle Parking</b>																		
Included elsewhere in the calculations																		
<b>Staff Parking Requirement</b>																		
<b>Total Full-time Staff Allowing for Shift Overlap</b>																		
Total Staff				258		261		283		306		326		343		356		
Multiplier				#####		#####		#####		#####		#####		#####		#####		Typical Range 45% – 50%
Total Stalls				122		123		134		145		154		162		169		
Space Calculation.	std		360	122	43,920	123	44,280	134	48,240	145	52,200	154	55,440	162	58,320	169	60,840	
<b>Special Non-Staff Parking Needs</b>																		
Part-time Staff	std		360	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	
Volunteers	std		360	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	10	3,600	
Others (contingency)	std		360	5	1,800	5	1,800	5	1,800	5	1,800	5	1,800	5	1,800	5	1,800	
<b>Total Stalls</b>				<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	<b>25</b>	<b>9,000</b>	
<b>Grand Total Parking</b>																		
				<b>285</b>	<b>102,720</b>	<b>287</b>	<b>103,522</b>	<b>307</b>	<b>110,801</b>	<b>328</b>	<b>118,301</b>	<b>347</b>	<b>125,138</b>	<b>361</b>	<b>130,452</b>	<b>374</b>	<b>134,963</b>	

47.5

## OTHER AREAS

### Enclosed Facilities or Structures

This includes a number of spaces that can be provided in various types of structure for security and protection. The areas here can be in sheds, for example, or many elements may be in covered spaces which are open on one or more sides, based on the further assessment and requirements of the department. In some cases, it may be desirable to include certain elements inside the building proper, but it may be a more economical approach in the future to locate them separately.

Areas included here are space for allowing K-9 dogs to be let out of the vehicles if required to park for an extended time, materials for vehicle readiness and storage of related items, space for barricades and emergency traffic control, impound areas (evidence and property), space for the emergency generator and its fuel, and facilities for flammable or explosive materials.

### Open or Light Cover Areas

Some of the above may be located in light cover, or may be in more substantial structures. Other areas can be open or provided with canopy cover: trash areas, loading “dock” (space for delivery of materials or equipment, but not necessarily a “dock” as such), fueling island, etc. The fueling requirements must be considered carefully, and depend on site selection.

### Enclosed Facilities or Structures

Note: some of these items may be incorporated into the building itself, or else provided in separate but secure structures.  
Note also that all City vehicles should be provided with light cover from the sun and weather.

	Std	Sq. Ft.	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6
Impound stall (bulk and automotive evidence) Vehicle Processing Stalls	15' x 26'	390	1 390	1 390	1 390	1 390	1 390	1 390	1 390
Property Storage – Bicycles Bicycle Storage Compound	allowance	400	Now at PW Yard. This is contingency space.						
Cage for bulk evidence receiving after hours			Included in P&E space calculations						
Armory Storage			Included in SWAT and Armory space requirements listing.						
Barricades, Emergency Veh Control Eqpt Storage Cage or Room	allowance	400	1 400	1 400	1 400	1 400	1 400	1 400	1 400
Misc Storage Contingency Allowance	allowance	800	1 800	1 800	1 800	1 800	1 800	1 800	1 800
Total, Other Enclosed Structures			1,990	1,990	1,990	1,990	1,990	1,990	1,990

### Open Site and Light Cover Area

	Std	Sq. Ft.	Now	PL-1	PL-2	PL-3	PL-4	PL-5	PL-6
Site Service Areas									
Trash	allow	200	1 200	1 200	1 200	1 200	1 200	1 200	1 200
Loading Dock (contingency allowance)	stall	400	1 400	1 400	1 400	1 400	1 400	1 400	1 400
Kennel/Dog Run									
Kennel Cage	6x8±	50	2 100	2 100	2 100	2 100	2 100	2 100	2 100
Dog Run	8x40	320	1 320	1 320	1 320	1 320	1 320	1 320	1 320
Storage	allow	100	1 100	1 100	1 100	1 100	1 100	1 100	1 100
Equestrian Facilities									
Trailer Parking	stall allow	400	4 1,600	4 1,600	4 1,600	4 1,600	4 1,600	4 1,600	4 1,600
Staging – Assume use of available parking apron or parking areas. No special space dedicated in this program.									
Vehicle Service Areas									
Carwash (parking bay-manual wash)	std	360	1 360	1 360	1 360	1 360	1 360	1 360	1 360
Fueling Island and Tanks	allowance	1,200	2 2,400	2 2,400	2 2,400	2 2,400	2 2,400	2 2,400	2 2,400
Building Service Areas									
Pad for Emergency Generator	allow	200	1 200	1 200	1 200	1 200	1 200	1 200	1 200
Generator Fuel Tank	allow	100	1 100	1 100	1 100	1 100	1 100	1 100	1 100
Total, Open Site/Light Cover			5,780	5,780	5,780	5,780	5,780	5,780	5,780



## 7. COMPUTATION OF FACILITIES REQUIREMENTS

---

### DATA SHEETS

The pages following this introduction present the requirements detail computation sheets. The conventions used and other information which may assist in reading the data sheets are presented below. The standards which underlie the requirements are presented in the Appendix.

We have listed equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a unit circulation allowance. In more spacious designs, and some commercial spaces, this allowance might be higher. We believe the figure we have used is never-the-less a generous figure which is still appropriate to government facilities planning. The circulation allows for department-based circulation and not the main building corridors or lavatories, etc.

### Layout of the Data Sheets

The tabulation sheets are divided into columns which are grouped as follows:

#### Item

- These columns list the personnel position, room, area, or equipment item described on that row of the data sheet. Column indents are important, and signify that the indented items are “attached” to the element out-dented just above.

#### Space Standard

- The first column identifies either a symbol for the area (such as "PO-4" for private office of type 4) or else identifies that a general allowance (“allow”) for the item is used.
- The second column identifies the size of the item, such as "180" to indicate an allocation of 180 square feet. See the separate discussion of space standards for a presentation of the standards used and the symbols for them. In some cases, the standard increases in time, and “varies” may appear in the size column to call attention to this fact.

#### Actual Space (Sq. Ft.)

- This is the existing size of the area corresponding to the programmed area. In some cases, however, the program breaks down the existing area into components, so that several program lines may have to be added to arrive at the existing sq. ft. figure

#### Space Requirements – Required Now

- The first column is the quantity of workstations which are required today. This first space computation is to determine what would be needed today based on existing staffing levels.
- The second column identifies the quantity of items (which for private offices, desks, or other work modules, is the same as the staff count).

- The third column multiplies the quantity by the space standard or allowance. This is the space needed for the item described in this row.

Space Requirements – Subsequent Groups

- These are the same as for the “Required Now” calculation, but apply to the assumptions of growth or operational changes associated with the corresponding group (or scenario) in the indicated Planning Level.

Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	
<b>Administration of the Department</b>																					
<b>Office of the Chief</b>																					
Offices																					
1																					
2																					
3																					
4		chf	PO-8	360	382	1	1	360	1	360	1	1	360	1	360	1	1	360	1	360	
5		Service area / lavatory	lav-2	90	54	1	1	90	1	90	1	1	90	1	90	1	1	90	1	90	
6																					
7		dchf	PO-7	300	281	1	1	300	0	300	1	1	300	1	300	1	1	300	1	300	Staff reduction in short term
8		Service area / lavatory	lav-2	90	51	1	1	90	1	90	1	1	90	1	90	1	1	90	1	90	
9																					
10		sgnt																			
11																					
12																					
13																					
14																					
15		Reception Room	en-C+	95	331	1	1	300	1	300	1	1	300	1	300	1	1	300	1	300	
16		Administrative Secretary	en-B+	75		1	1		1		1	1		1		1	1		1		part-time
17		Cadet				1	1		1		1	1		1		1	1		1		
18		Equipment				1	1		1		1	1		1		1	1		1		
19		Seating area	seat-1	60		1	1		1		1	1		1		1	1		1		
20		Lateral File	lat file	15		2	2		2		2	2		2		2	2		2		
21		Standard File	file	10		2	2		2		2	2		2		2	2		2		
22		Storage Cabinet	stg cab	15		1	1		1		1	1		1		1	1		1		
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30		File Room - Secure		30	0	1	1	30	1	30	1	1	30	1	30	1	1	30	1	30	
31		Locate near Secretary																			
32																					
33																					
34		Subtotal Assigned Square Feet			1,099	4	4	1,410	3	1,110	4	4	1,410	4	1,410	4	4	1,410	4	1,410	
35		Unit Circulation Allowance						282		222			282		282			282		282	
36		Total Net Square Feet			1,099	4	4	1,692	3	1,332	4	4	1,692	4	1,692	4	4	1,692	4	1,692	
37																					
38																					
39																					
40																					
41																					
42																					
43																					
44																					
45																					
46																					
47																					
48																					
49																					
50																					
51																					
52																					
53																					
54																					
55																					
<b>Total Department Administration</b>																					
39																					
40																					
41																					
42																					
43																					
44																					
45																					
46																					
47																					
48																					
49																					
50																					
51																					
52																					
53																					
54																					
55																					



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard Code	Actual Sq. Ft.	Required Now Staff	Required Now Sq. Ft.	PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments		
							Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.			
<b>Administrative Services Bureau</b>																					
<b>Office of the Captain</b>																					
56																					
57		Offices																			
58		Police Captain	PO-6	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
59		Closet		0																Existing ofc used by others	
60				0																	
61																					
62																					
63		Subtotal Assigned Square Feet		0	1	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
64		Unit Circulation Allowance	unit circ-3	20%		48		48		48		48		48		48		48		48	
65		Total Net Square Feet		0	1	288	1	288	1	288	1	288	1	288	1	288	1	288	1	288	
66																					
67																					
<b>Budget</b>																					
68		Offices																			
69		Fiscal Analyst	PO-4	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
70				108	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
71																					
72																					
73		Subtotal Assigned Square Feet		108	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
74		Unit Circulation Allowance	unit circ-3	20%		36		36		36		36		36		36		36		36	
75		Total Net Square Feet		108	1	216	1	216	1	216	1	216	1	216	1	216	1	216	1	216	
76																					
77																					
78																					
<b>Administrative Division</b>																					
<b>Offices</b>																					
79																					
80		Administrative Lieutenant	PO-4	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
81		Accreditation Specialist	PO-3	150	--	--		--		--		--		--		--		--		--	
82																					
83		Fleet Management Workroom																			
84		Jail Consultant / Fleet Manager	xprof	--	[1]	[1]		[1]		[1]		[1]		[1]		[1]		[1]		[1]	
85		Fleet Control Staff (part time)	xprof	--	2	2		2		2		2		2		2		2		2	
86																					
87		In-Car Video Workroom		176		240		240		240		240		240		240		240		240	
88		In-Car Video Tech	en-A+	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
89		In-Car Video Tech	en-A+	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
90		Equipment																			
91		Dispenser / Drop-off	allow	15	1	15	1	15	1	15	1	15	1	15	1	15	1	15	1	15	
92		DVD Cabinets	bc	10	8	80	8	80	8	80	8	80	8	80	8	80	8	80	8	80	
93		Servers	allow	10	1	10	1	10	1	10	1	10	1	10	1	10	1	10	1	10	
94		Archive Cabinet	stg cab	15	1	15	1	15	1	15	1	15	1	15	1	15	1	15	1	15	
95																					
<b>Other Rooms and Support Areas</b>																					
96		Meeting Room																			
97		Auditors, vendors, etc.																			
98			C-2	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
99																					
100		Off-site storage																			
101		Storage off-site for additional DVD's is assumed to continue.																			
102																					
103		Subtotal Assigned Square Feet		338	5	540	5	540	5	540	5	540	5	540	5	540	5	540	5	540	
104		Unit Circulation Allowance	unit circ-3	20%		108		108		108		108		108		108		108		108	
105		Total Net Square Feet		338	5	648	5	648	5	648	5	648	5	648	5	648	5	648	5	648	
106																					
107																					
108																					
109																					
110																					

*New*

**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments		
			Code	Sq. Ft.		Staff	Qty	Staff	Sq. Ft.	Staff	Qty	Staff	Sq. Ft.	Staff	Qty	Staff	Sq. Ft.	Staff	Qty		Staff	Sq. Ft.
<b>Professional Standards Division</b>																						
<b>Professional Standards Administration</b>																						
<b>Offices</b>																						
111																						
112																						
113																						
114		Lieutenant	PO-4	180	159	1	1	180	1	1	180	1	1	180	1	1	180	1	1	180		
115		PIO	PO-3	150		--			--					150	1	1	150	1	1	150		
116																						
117		Open Work Area																				
118																						
119		Professional Standards Clerical Area			176			240			240			240			240			240		
120		Clerical	en-B+	75		1	1		1	1		1	1		1	1		1	1		240	
121		Cadet	en-A+	60		1	1		1	1		1	1		1	1		1	1			
122		Counter (part of workstation)	cntr stn	40		1	1		1	1		1	1		1	1		1	1			
123		File	file	10		2	2		2	2		2	2		2	2		2	2			
124		Bookcase	bc	10		1	1		1	1		1	1		1	1		1	1			
125		Copier / Printer / Office Eqpt.	allow	20		1	1		1	1		1	1		1	1		1	1			
126		Visitor Seating	seat	5		2	2		2	2		2	2		2	2		2	2			
127																						
128																						
129		Other Rooms and Support Areas																				
130		Interview Room (seats 6-8)	C-3	180		1	1	180	1	1	180	1	1	180	1	1	180	1	1	180		
131																						
132		Subtotal Assigned Square Feet			335	3	420	3	420	3	600	4	750	4	750	4	750	4	750	4	750	
133		Unit Circulation Allowance	unit circ-3	20%	142		84		84		120		150		150		150		150		150	
134		Total Net Square Feet			477	3	504	3	504	3	720	4	900	4	900	4	900	4	900	4	900	
135																						
136																						
137																						
138																						
139		<b>Internal Affairs</b>																				
140		Offices																				
141		Sergeant	PO-3	150		1	1	150	1	1	150	1	1	150	1	1	150	2	2	300	2	300
142																						
143		Subtotal Assigned Square Feet			136	1	150	1	150	1	150	1	150	1	150	2	300	2	300	2	300	
144		Unit Circulation Allowance	unit circ-3	20%		30	30		30	30		30	30		30	30		60	60		60	
145		Total Net Square Feet			136	1	180	1	180	1	180	1	180	1	180	2	360	2	360	2	360	
146																						
147																						
148																						
149		<b>Personnel &amp; Training — Office Component</b>																				
150		Offices																				
151		Sergeant	PO-3	150	154	1	1	150	1	1	150	1	1	150	1	1	150	1	1	150	1	150
152		Sergeant (Recruitment)	PO-3	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
153		Officer — Backgrounds	PO-2	120	120	1	1	120	1	1	120	1	1	120	1	1	120	1	1	120	2	240
154		Open Work Area																				
155		Personnel and Training Work Area			121			150			150			150			150			150		230
156		Part-Time Staff Workstation	en-B+	75		1	1		1	1		1	1		1	1		1	1			
157		Master Officer Equipment	en-B+	75		1	1		1	1		1	1		1	1		1	1			
158																						
159																						
160		Other Rooms and Support Areas																				
161		See interview room listed with Division Administration.																				
162																						
163		Subtotal Assigned Square Feet			395	4	420	4	420	4	570	5	720	5	720	5	720	5	720	8	1,070	
164		Unit Circulation Allowance	unit circ-3	20%		84	84		84	84		144	144		144	144		144	144		214	
165		Total Net Square Feet			395	4	504	4	504	4	684	5	864	5	864	5	864	5	864	8	1,284	
166																						



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
167																						
168																						
169		Personnel & Training — Training Rooms and Areas (Including Community Room)																				
170		Community Room — Also Used As Training Room																				
171		Primary Areas																				
172		Main Room	Allow	1,200	0	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200		
173		Chair and Table Storage	Allow	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
174		Hospitality / Service	Allow	60	0	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60		
175		EOC Option																				
176		Storage Cabinets for EOC Gear	allowance	80	0	80	1	80	1	80	1	80	1	80	1	80	1	80	1	80		
177		An "administrative conference room" is needed; use a department conference room nearby for this purpose.																				
178																						
179		Physical Training Option																				
180		Storage	allowance	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
181		(Mat storage, miscellaneous items, etc.)																				
182																						
183		Subtotal Assigned Square Feet			0	1,580	0	1,580	0	1,580	0	1,580	0	1,580	0	1,580	0	1,580	0	1,580		
184		Unit Circulation Allowance	unit circ-3	20%		316		316		316		316		316		316		316		316		
185		Total Net Square Feet			0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896	0	1,896		
186																						
187																						
188		Physical Training																				
189		Weight Room			440		620		680		750		750		750		750		750		810	
190		Exercise Station (average)	allowance	60			6				7		8		8		8		8		9	
191		Multi-purpose open floor area / free weights	allowance	100			1				1		1		1		1		1		1	
192		Service (towel, water, trash, etc.)	allowance	100			1				1		1		1		1		1		1	
193		Note that power is required for some workout equipment, and that commercial grade is assumed. Commercial treadmills, for example, require 220v power.																				
194		Small equipment fits 2 items per "station."																				
195		Added Circulation Allowance	inner circ	10%																		
196																						
197		Storage																				
198		Misc. storage and support	clos-3	45	0	45	1	45	1	45	1	45	1	45	1	45	1	45	1	45		
199																						
200																						
201		Subtotal Assigned Square Feet			440	0	665	0	725	0	795	0	795	0	795	0	795	0	795	0	855	
202		Unit Circulation Allowance	unit circ-3	20%		133		145		145		159		159		159		159		171		
203		Total Net Square Feet			440	0	798	0	870	0	870	0	954	0	954	0	954	0	954	0	1,026	
204																						
205																						
206																						
207																						
208		Police Indoor Training Range																				
209		Office Areas																				
210		Range	PO-2	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
211		Range																				
212		Misc Rooms and Areas																				
213		Preparation / Cleaning Work Room	allowance	180	0	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180		
214		Armory /Weapon Repair and Support																				
215																						
216		Range																				
217		Vestibule / Receiving	allowance	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
218		Depends on layout. Use as sound lock and security separation from other building areas.																				
219																						
220		8-Lane Range (flexible lane layout for scenario building)																				
221		Firing Line (per lane)	4' x 4.5'	18		18	8	18	8	18	8	18	8	18	8	18	8	18	8	18		
222		Circulation Zone	10' x 4.5'	45		45	8	45	8	45	8	45	8	45	8	45	8	45	8	45		



**Garden Grove Police Department  
Facilities Needs Assessment**

Line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
223		Firing Lane @ 25 yd x 4'		338				8		8									8		
224		Bullet Trap and Stop		36				8		8									8		
225		Mechanical Air Handler Allowance		200																	
226																					
227		Range Support Areas																			
228		Storage Room (targets, etc.)	allowance	240	0			1	240	1	240	1	240	1	240	1	240	1	240	1	240
229		Classroom (Basic training/symposium room)	allow	540	0			1	540	1	540	1	540	1	540	1	540	1	540	1	540
230																					
231		Subtotal Assigned Square Feet			0	0	0	4,900	0	4,900	0	4,900	0	4,900	0	4,900	0	4,900	0	4,900	
232		Unit Circulation Allowance			0	0	0	490		490		490		490		490		490		490	
233		Total Net Square Feet			0	0	0	5,390	0	5,390	0	5,390	0	5,390	0	5,390	0	5,390	0	5,390	OPTION
234																					
235																					
236		<b>Total Professional Standards Division</b>			1,448	8	3,882	8	3,954	8	4,350	10	4,794	10	4,794	11	4,974	14	5,466		Excludes RANGE OPTION
237																					
238																					
239																					
240		<b>Community Liaison Division</b>																			
241		Offices																			
242		Manager	prof	180	145	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180
243		Closet			14																
244																					
245		Other Rooms and Support Areas																			
246		Staff Workroom			361		490		490		490		550		550		550		550		550
247		CSO	prof	60	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	6	
248		Cadet	cadet	60	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
249		Volunteer Desk		60																	
250		Equipment																			
251		VIPER Cabinet		15	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
252		File		10	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
253		Supplies, equip.		15	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
254																					
255																					
256		Volunteer Workroom			0		240		240		240		240		240		240		240		240
257		Worktable with 4-6 chairs	allow	210																	
258		Coffee area / microwave	cof-3	30																	
259		Volunteers	prof		[40]			[40]		[40]		[40]		[40]		[40]		[40]		[40]	
260																					
261		Storage on-site	allow	200																	
262		Crime prev matls, brochures, etc. (closet)		34																	
263		New binders, props, etc. (under stairs)		21																	
264		Storage units behind Juv Justice Ctr (estimate)		40																	
265		Misc storage (under west stairs)		50																	
266		Additional off-site storage to remain.																			
267																					
268		Subtotal Assigned Square Feet			665	7	1,110	7	1,110	7	1,110	8	1,170	8	1,170	8	1,170	8	1,170	8	1,170
269		Unit Circulation Allowance			222		222		222		222		234		234		234		234		234
270		Total Net Square Feet	unit circ-3	20%	665	7	1,332	7	1,332	7	1,332	8	1,404	8	1,404	8	1,404	8	1,404	8	1,404
271																					
272																					
273		<b>Total Administrative Services Bureau</b>			2,559	22	6,366	22	6,438	23	7,026	26	7,542	26	7,542	27	7,722	30	8,214		
274																					
275																					
276																					
277																					

**Garden Grove Police Department  
Facilities Needs Assessment**

Line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
<b>Support Services Bureau</b>																					
<b>Office of the Captain</b>																					
<b>Offices</b>																					
278																					
279																					
280																					
281		capt		240	258	1	1	240	1	240	1	1	240	1	240	1	1	240	1	240	
282		Closet			28																
283																					
284		Subtotal Assigned Square Feet			286	1	1	240	1	240	1	1	240	1	240	1	1	240	1	240	
285		Unit Circulation Allowance	20%					48	1	48	1	1	48	1	48	1	1	48	1	48	
286		Total Net Square Feet			286	1	1	288	1	288	1	1	288	1	288	1	1	288	1	288	
287																					
288																					
<b>Areas Serving Entire Bureau</b>																					
<b>Meeting and Tactical Planning Rooms</b>																					
289																					
290																					
291		Large Conference Room		560																	
292		Medium Conference Room(s)		300	496	2	2	600	2	600	2	2	600	2	600	2	2	600	2	600	
293		Provide divisible room (2 @ 300 sf each)																			Presently 2 x 248 sf
294		Small Conference Room		240																	
295																					
296																					
297		General Office Support Areas			108			150		150			150		150			150		150	
298		Central Copy and Supply																			
299		Copy equipment		60		1	1		1		1	1		1		1	1		1		
300		Work counter / storage		6		8	8		8		8	8		8		8	8		8		
301		Table / Misc eqpt. (printer, fax, etc.)		20		1	1		1		1	1		1		1	1		1		
302		Shredder		10		1	1		1		1	1		1		1	1		1		
303		Circulation allowance		10%																	
304																					
305		Central File Room		169				200		200			200		200			200		200	
306		Lat File (5 dwr)		15		4	4		4		4	4		4		4	4		4		
307		Storage Cabinet		15		3	3		3		3	3		3		3	3		3		
308		Bookcase		10		5	5		5		5	5		5		5	5		5		
309		Other storage / Misc		40		1	1		1		1	1		1		1	1		1		
310																					
311		Detectives Locker Room																			
312																					
313																					
314		<b>Investigation Interview Rooms</b>																			
315		Interview Room – soft-seating room		240																	
316		Interview Room (2-3 persons)		90	178	2	2	180	2	180	3	3	270	3	270	3	3	270	3	270	
317		Interview Room (4 persons)		120		1	1	120	2	240	2	2	240	2	240	2	2	240	2	240	
318		Interview Room (6-8 persons)		180																	
319		Monitoring Equipment Room		150	75	1	1	150	1	150	1	1	150	1	150	1	1	150	1	150	
320		Currently includes monitoring, CD copying, editing station.																			
321																					
322		AV Enhancement System		120																	
323																					
324		Subtotal Assigned Square Feet			1,026	0	0	1,400	0	1,760	0	0	1,970	0	2,530	0	0	2,710	0	2,710	
325		Unit Circulation Allowance	20%					280		352			394		506			542		542	
326		Total Net Square Feet			1,026	0	0	1,680	0	2,112	0	0	2,364	0	3,036	0	0	3,252	0	3,252	
327																					
328																					
329																					
330																					
331																					
332																					



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
<b>Investigations Division</b>																						
<b>Investigations Administration</b>																						
<b>Offices</b>																						
333																						
334																						
335																						
336		Police Lieutenant	PO-4	180	273	1	1	180	1	180	1	1	180	1	180	1	1	180	1	180	2	360
337		Lavatory			33																	
338		Closet			14																	
339																						
340		Subtotal Assigned Square Feet			320	1	1	180	1	180	1	1	180	1	180	1	1	180	1	180	2	360
341		Unit Circulation Allowance						36		36			36		36			36		36		72
342		Total Net Square Feet			320	1	1	216	1	216	1	1	216	1	216	1	1	216	1	216	2	432
343																						
344																						
<b>Beat Investigations – Clerical for Division</b>																						
345		Reception Room			229	2	2	240	2	240	2	2	240	2	240	2	2	240	2	240	3	310
346		Office Assistant/Sr. Office Asst.	en-A+	60																		
347		Equipment																				
348		File	file	10																		
349		Public Reception Counter	cntr stm	40																		
350		Added circulation allowance	inner circ	10%																		
351																						
352																						
353		Reception Lobby	seat-1	60	68	1	1	60	1	60	1	1	60	1	60	1	1	60	1	60	2	120
354																						
355		Subtotal Assigned Square Feet			297	2	2	300	2	300	2	2	300	2	300	2	2	300	2	300	3	430
356		Unit Circulation Allowance	unit circ-3	20%				60		60			60		60			60		60		86
357		Total Net Square Feet			390	2	2	360	2	360	2	2	360	2	360	2	2	360	2	360	3	516
358																						
359																						
360																						
361																						
362																						
363		Sergeant	PO-3	150	114	1	1	150	1	150	1	1	150	1	150	1	1	150	1	150	1	150
364																						
365		Open Work Area																				
366		Property Crime Work Area			955	7	7	1,160	7	1,160	7	7	1,160	7	1,160	7	7	1,160	7	1,160	9	1,540
367		Detective	en-C+	95																		
368		CSO – Investigative Aide	en-C+	95																		
369		CSO – Investigative Aide	prof																			
370		Fraud / Checks CSO	en-C+	95																		
371		Master Reserve Officer	en-C+	95																		
372		Cadet	en-B+	75																		
373		Equipment																				
374		Supplies Cabinet, Office Eqt. Etc.	allow	40																		
375																						
376		Other Rooms and Support Areas																				
377		Secure files and equipment	clos-4	60																		
378																						
379																						
380		Subtotal Assigned Square Feet			1,069	13	13	1,310	13	1,310	15	15	1,500	15	1,500	16	16	1,600	16	1,600	17	1,690
381		Unit Circulation Allowance	unit circ-3	20%				262		262			300		300			320		320		338
382		Total Net Square Feet			1,209	13	13	1,572	13	1,572	15	15	1,800	15	1,800	16	16	1,920	16	1,920	17	2,028
383																						
384																						
385																						
386																						
387																						
388																						



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
389		<b>Beat Investigations – Property &amp; Evidence</b>																				
390		Reception / Officer-Workroom / P&E Offices																				
391		Reception Room																				
392		Reception to the Unit (secure)	allow	180	0	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180		
393		Officer Workroom	allow	140	163	350	1	350	1	360	1	380	1	390	2	550	2	550	2	560		
394		Evidence prep island (SS top)	cnt-in ft	6		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6		
395		Counter - supplies and equipment	carrel-1	25		25	1	25	1	25	1	25	1	25	1	25	1	25	1	25		
396		Computer entry station	per lin ft	8		8	8	8	9	9	9	9	10	10	11	11	11	11	12	12		Increase with Sworn staff
397		Two-way lockers to P&E processing	allow	10		10	1	10	1	10	1	10	1	10	1	10	1	10	1	10		
398		Narcotics bin for envelopes	cntn str	40		40	1	40	1	40	1	40	1	40	1	40	1	40	1	40		
399		Transaction counter to office area	inner circ	10%		10%	1	10%	1	10%	1	10%	1	10%	1	10%	1	10%	1	10%		
400		Added circulation allowance																				
401		Storage	clos-2	30	incl.	30	1	30	1	30	1	30	1	30	1	30	1	30	1	30		
402		P & E Office			207	300	2	300	2	300	2	300	2	300	2	300	2	300	2	300		
403		Sr. CSO / CSO – P & E	en-B+	75		75	2	75	2	75	2	75	2	75	2	75	2	75	2	75		
404		Contingency / MRO / Other	en-B+	75		75	1	75	1	75	1	75	1	75	1	75	1	75	1	75		
405		Cadet	en-A+	60		60	1	60	1	60	1	60	1	60	1	60	1	60	1	60		
406		Equipment																				
407		Misc office equip (printer, copier)	allow	30		30	1	30	1	30	1	30	1	30	1	30	1	30	1	30		
408		Files	file	10		10	1	10	1	10	1	10	1	10	1	10	1	10	1	10		
409		Lockers	locken-2	10		10	2	10	2	10	2	10	2	10	2	10	2	10	2	10		
410		Added circulation allowance	inner circ	10%		10%		10%		10%		10%		10%		10%		10%		10%		
411		Lavatory (staff areas)	allow	90	43	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90		
412		Viewing Rooms																				
413		Viewing Room (public access)	C-2	120	0	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
414		Evidence Processing																				
415		Must be a secure area; access limited to P&E authorized personnel or escorted guests.																				
416		Processing Area																				
417		Work counter / supplies below	cntn-in ft	6		6	8	6	8	6	8	6	8	6	8	6	8	6	8	6		
418		Cart storage area	cart	10		10	1	10	1	10	1	10	1	10	1	10	1	10	1	10		
419		Computer workstation	sws	45		45	1	45	1	45	1	45	1	45	1	45	1	45	1	45		
420		Safe / cash storage	allow	20		20	1	20	1	20	1	20	1	20	1	20	1	20	1	20		
421		Files	file	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
422		Added circulation allowance	inner circ	10%		10%		10%		10%		10%		10%		10%		10%		10%		
423		Receiving / Open floor area for processing	allow	100		100	1	100	1	100	1	100	1	100	1	100	1	100	1	100		
424		Evidence Storage																				
425		Existing general storage on-site																				
426		Smaller items		867		867		867		867		867		867		867		867		867		
427		Larger items		743		743		743		743		743		743		743		743		743		
428		Misc. storage area		196		196		196		196		196		196		196		196		196		
429		Existing special storage on-site																				
430		Existing refrigeration		50		50		50		50		50		50		50		50		50		

Garden Grove Police Department  
Facilities Needs Assessment

Line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments		
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.			
445		Existing freezer			276																		
446		Bio-hazard processing / drying			86																		
447		Narcotics cage			123																		
448		Weapons cage			123																		
449		Existing Special Case Files			66																		
450		PWYard - 2 Conex boxes 20 x 10			400																		
451		Other existing off-site Conex			400																	Conex	
452		On-site			400																	Conex	
453		Off-site			400																	Conex	
454		Existing Salinas Street																					
455		Storage used (75% of 3200 sf)			2,400																		
456							6,130		6,200		6,732		7,299		7,759		8,149		8,468			Increase with Sworn	
457									1,240		1,346		1,459		1,551		1,629		1,693			Contingency	
458		Total as current requirement																					
459		Contingency addition (20%)																					
460																							
461																							
462																							
463																							
464		Vehicle Impound (allow 25' x 15' garage) each	allow	400																			
465		Bicycles	at yard	0																			
466		Cage for receiving bulky items (10 x 6)	allow	60																			
467		Shelving - detainee property	shv	15																			
468		Shelving - Misc allowance	shv-lg	20	above																		
469																							
470		Subtotal Assigned Square Feet			6,543		7,450		8,890		9,698		10,478		11,190		11,658		12,051				
471		Unit Circulation Allowance	unit circ-0	0%																			
472		Total Net Square Feet			6,543		7,450		8,890		9,698		10,478		11,190		11,658		12,051				
473																							
474																							
475																							
476																							
477		<b>Person Crimes</b>																					
478		Offices																					
479		Sergeant	PO-3	150	114																		
480																							
481		Open Work Area																					
482		Person Crime Work Area			1,035				1,240		1,330		1,500		1,600		1,690		1,690				
483		Detective	en-C+	95																			
484		Master Reserve Officer	en-B+	75																			
485		Equipment																					
486		Supplies Cabinet, Office Eqpt, Etc.	allow	40																			
487																							
488																							
489		<b>Other Rooms and Support Areas</b>																					
490		Cold Case File Room			84																		
491		Shelving Units / Bookcases	shv-sm	12																			
492		Room Circulation	inner circ	10%																			
493																							
494		Subtotal Assigned Square Feet			1,233		1,480		1,480		1,590		1,770		2,020		2,120		2,120				
495		Unit Circulation Allowance	unit circ-3	20%	151		296		296		318		354		404		424		424				
496		Total Net Square Feet			1,384		1,776		1,776		1,908		2,124		2,424		2,544		2,544				
497																							
498																							
499																							
500																							



**Garden Grove Police Department  
Facilities Needs Assessment**

*Joey  
Rick B.*

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
501		Offices																				
502		Sergeant	PO-3	150	113	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
503																						
504																						
505																						
506		Other Rooms and Support Areas																				
507		Workroom			181		420		420	5	6	6	6	6	6	6	6	6	6	6	6	590
508		Detective	en-B+	75		5	5		5	5	6	6	6	6	6	6	6	6	6	6	6	7
509		Equipment				1			1	1	1	1	1	1	1	1	1	1	1	1	1	7
510		Files	file	10																		
511		Room Circulation	inner circ	10%																		
512																						
513		Unused office			87																	
514																						
515		Subtotal Assigned Square Feet			381	6	570	6	570	7	7	7	7	7	7	7	7	7	7	7	7	740
516		Unit Circulation Allowance	unit circ-3	20%			114		114	114	132	132	132	132	132	132	132	132	132	132	132	148
517		Total Net Square Feet			381	6	684	6	684	7	7	7	7	7	7	7	7	7	7	7	7	888
518																						
519																						
520		<b>Youth Services Unit - GG PD Component</b>																				
521		Offices																				
522		Sergeant	PO-3	150	159	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	150
523		Detective	PO-2	120	219	2	240	2	240	2	240	2	240	2	240	2	240	2	240	2	240	360
524																						360
525		MRO Work Room / Graffiti Team	en-A+	60	74	2	160	2	170	2	2	2	2	2	2	2	2	2	2	2	2	260
526		MRO / Graffiti program																				
527		Equipment	chair	15		1			1	1	1	1	1	1	1	1	1	1	1	1	1	2
528		Side Chair	file	10		1			2	2	2	2	2	2	2	2	2	2	2	2	2	3
529		File	inner circ	10%																		
530		Added circulation in room																				
531																						
532																						
533		Open Work Area																				
534		YSU Open Work Area			670		970		970	4	4	4	4	4	4	4	4	4	4	4	4	1,160
535		School Resource Officer	en-C+	95		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5
536		Contingency workstation	en-C+	95		1			1	1	1	1	1	1	1	1	1	1	1	1	1	5
537		Cadet	en-B+	75		1			1	1	1	1	1	1	1	1	1	1	1	1	1	1
538		Enclosed Workstation for Probation Ofcr	en-C+	95		3			3	3	3	3	3	3	3	3	3	3	3	3	3	4
539		Equipment																				
540		File	lat file	15		2			2	2	2	2	2	2	2	2	2	2	2	2	2	2
541		Supplies, General Storage	stg cab	15		4			4	4	4	4	4	4	4	4	4	4	4	4	4	2
542		Office Equipment, etc.	allow	40		1			1	1	1	1	1	1	1	1	1	1	1	1	1	4
543																						
544																						
545		Other Rooms and Support Areas																				
546		Lobby, Reception, and Office Support																				
547		The lobby is listed below, with FYOP. The lobby should be dedicated to Youth Services operations and FYOP.																				
548																						
549		Shared Office (OC DA & OC MH)	SPO-3	150	74	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	150
550		Domestic Violence & Mental Health																				
551																						
552		Conference Room	C-5	300	228	1	300	1	300	1	300	1	300	1	300	1	300	1	300	1	300	300
553		Seats 8-12; Room also used for SARB																				
554																						
555		Interview Room	C-1	90	0	2	180	2	180	2	180	2	180	2	180	2	180	2	180	2	180	270
556		Interview Room	C-2s	150	0	0	150	0	150	0	150	0	150	0	150	0	150	0	150	0	150	270



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
557																					
558		Training Room																			
559		Lunch Room																			
560		Supplies closets and general storage	allow	40	33	1	40	1	40	1	40	1	40	1	40	1	40	1	40		
561		Storage Room	allow	200	134	1	200	1	200	1	200	1	200	1	200	1	200	1	200		Too small today.
562																					
563																					
564		Subtotal Assigned Square Feet			1,591	10	2,390	10	2,550	10	2,550	11	2,760	13	3,040	13	3,040	13	3,040		
565		Unit Circulation Allowance	unit circ-3	20%	630		478		510		510		552		608		608		608		
566		Total Net Square Feet			2,221	10	2,868	10	3,060	10	3,060	11	3,312	13	3,648	13	3,648	13	3,648		
567																					
568																					
569																					
570		<b>Youth Services Unit – FYOP Component</b>																			
571		Offices / Counselling Rooms																			
572		Director (office)	PO-2	120	89	1	120	1	120	1	120	1	120	1	120	1	120	1	120		120
573		Counselor (office / smaller counselling room)	PO-1	100	268	3	300	5	500	5	500	5	500	5	500	5	500	5	500		Seat 2-4
574		Counselor (office / larger counselling room)	PO-3	150	194	2	300	5	750	7	1,050	7	1,050	7	1,050	7	1,050	7	1,050		Seat 4+
575		Counselling – Play room	PO-4	180	168	1	180	1	180	1	180	1	180	1	180	1	180	1	180		
576																					
577																					
578		Open Work Area																			
579		Clerical / Reception Room	cntr stn	40	140	2	160	2	160	2	160	2	160	2	160	2	160	2	160		160
580		Counter/Workstation																			
581		Equipment																			
582		Work counter; printer; etc.	cntr-in ft	6		6	6	6	6	6	6	6	6	6	6	6	6	6	6		6
583		Copier	copy-2	40		1	1	1	1	1	1	1	1	1	1	1	1	1	1		1
584																					
585		Lobby			192		200		440		440		440		440		440		440		440
586		This lobby should be dedicated to Youth Services; also serves the FYOP Component.																			
587		Existing circulation in lobby area			202																
588		Seating	chair	15		8		20		20		20		20		20		20		20	
589		Display and information areas	allow	20		1		1		1		1		1		1		1		1	
590		Child play area	allow	40		1		2		2		2		2		2		2		2	
591		Additional circulation allowance	inner circ	10%																	
592																					
593																					
594		Other: Rooms and Support Areas																			
595		Training Room			408		400		510		850		850		850		850		850		850
596		Seating area	chair-lect	15		24		24		40		40		40		40		40		40	
597		Dais allowance	allow	150		0		1		1		1		1		1		1		1	
598		Side table and misc area allowance	allow	100		0		0		1		1		1		1		1		1	
599		Contingency circulation allowance	inner circ	10%																	
600																					
601																					
602		Lunch Room			193		230		230		280		280		280		280		280		340
603		Coffee counter	col-4	60		1		1		1		1		1		1		1		1	
604		Table and seating (per seat)	chair-dine	25		4		4		6		6		6		6		6		8	
605		Additional side seating	chair	15		2		2		2		2		2		2		2		2	
606		TV cabinet	allow	15		1		1		1		1		1		1		1		1	
607		Added circulation allowance	inner circ	10%																	
608																					
609		Mail Room / Office Supplies	clos-5	90	63	1	90	1	90	1	90	1	90	1	90	1	90	1	90		90
610																					
611																					
612																					

Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
613		File Room			78		140		140		140		140		140						
614		Files	file	10		7	7		7		7		7		7						140
615		Book case	bc	10																	
616		Shelving (needed)	shv	15																	
617		Communication equipment (space needed)	allow	15																	
618		Misc staging / storage	allow	20																	
619		Additional circulation in room	inner circ	10%																	
620																					
621		Subtotal Assigned Square Feet			1,995	[7]	2,120	[7]	3,120	[7]	3,810	[8]	3,810	[8]	3,810	[8]	3,870	[8]	3,870		
622		Unit Circulation Allowance	unit circ-3	20%	496		424		624		762		762		762		774		774		
623		Total Net Square Feet			2,491	0	2,544	0	3,744	0	4,572	0	4,572	0	4,572	0	4,644	0	4,644		
624																					
625																					
626																					
627																					
628																					
629		Office Work Room			132																
630		Sr.AA / AA	prof	95		2	190	2	2	190	3	285	3	285	3	285	4	4	380	4	380
631		Intern	en-A+	60		1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60
632		Equipment																			
633		Plotter	allow	20		1	20	1	20	1	20	1	20	1	20	1	20	1	20	1	20
634		File	file	10		1	10	1	10	2	20	2	20	3	30	4	40	4	40	4	40
635																					
636		Subtotal Assigned Square Feet			132	2	280	2	280	3	385	3	385	3	395	4	500	4	500		
637		Unit Circulation Allowance	unit circ-3	20%	56		56		77		77		77		79		100		100		
638		Total Net Square Feet			132	2	336	2	336	3	462	3	462	3	474	4	600	4	600		
639																					
640																					
641																					
642																					
643		Forensic Services																			
644		Offices																			
645		Forensic Specialist (contract)	prof	150		[1]	150	[1]	150	[1]	150	[1]	150	[1]	150	[1]	150	[1]	150	[1]	150
646		Shared Work Area			170				240		240		240		240		240		240		240
647		Officer Desk / Cal ID	en-B+	75		1	240	1	1	1	1	1	1	1	1	1	1	1	1	1	1
648		Cadet	en-A+	60		1	1	1	1	1	1	2	1	1	1	3	1	3	1	3	1
649		Equipment																			
650		Work counter	cntn-in ft	6		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
651		Files	file	10		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
652		Misc stg and equipment allowance	allow	20		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
653		Added circulation allowance	inner circ	10%																	
654																					
655		Subtotal Assigned Square Feet			349	1	390	1	390	1	390	2	390	3	390	3	390	3	390	3	390
656		Unit Circulation Allowance	unit circ-3	20%	349	1	78	1	78	1	78	1	78	1	78	1	78	1	78	1	78
657		Total Net Square Feet			349	1	468	1	468	1	468	2	468	3	468	3	468	3	468	3	468
658																					
659																					
660																					
661																					
662																					
663																					
664																					
665																					
666																					
667																					
668																					
		<b>Total Investigations Division</b>			15,420	51	18,274	51	21,106	56	23,336	62	24,740	68	26,220	71	27,102	73	27,819		

No Police Personnel



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
<b>Records Division</b>																						
Records Administration																						
Offices																						
669		prof	PO-4	180	151	1	1	180	1	1	180	1	1	180	1	1	180	1	1	180		
670		Manager																				
671																						
672																						
673																						
674																						
675																						
676		Supervisor				3	3		3	3		3	3		3	3		4	4		May be config as shared.	
677		Specialist				16	16		17	17		18	18		18	18		18	18			
678		Specialist - part-time				3	3		4	4		4	4		5	5		5	5			
679		CSO - Court Liaison				1	1		1	1		1	1		1	1		1	1			
680		CSO - Court Liaison (part time)				1	1		1	1		1	1		1	1		1	1			
681																						
682		CSO - Front Desk				2	2		2	2		2	2		2	2		2	2			
683		CSO - Front Desk (part-time)				1	1		1	1		2	2		2	2		2	2			
684		Cadet				4	4		5	5		5	5		5	5		5	5			
685		Master Reserve Officer				2	2		2	2		2	2		2	2		2	2			
686																						
687																						
688																						
689																						
690		Supervisor	PO-1	100	116	3	3	300	3	300	3	300	3	300	3	300	3	400	400		Each has private office	
691																						
692																						
693																						
694																						
695																						
696																						
697																						
698																						
699																						
700																						
701																						
702																						
703																						
704																						
705		Equipment / Filing																				
706		Rolling high density shelving	shw-hd	9		42	42		0	0		0	0		0	0		0	0			
707		Note: about 6 additional high-density shelving units (2 units in one "face" today) are for officer forms and copy room materials, which are listed later.	shw	15		8	8		0	0		0	0		0	0		0	0			
708		Shelving equivalent for overhead stg	shw	15		0	0		6	6		6	6		6	6		6	6		estimate after "paperless"	
709		Fixed shelving	shw	15		0	0		1	1		1	1		1	1		1	1			
710		Work area / archive preparation	allow	20		1	1		1	1		1	1		1	1		1	1			
711		Mail lockers	allow	20		1	1		1	1		1	1		1	1		1	1			
712		Printer area / equipment	print-1	10		2	2		2	2		2	2		2	2		2	2			
713		Officers' Counter																				
714		Transaction Counter (secure)	cntr stn	40		2	2		2	2		2	2		2	2		2	2			
715		Files	file	10		2	2		2	2		2	2		2	2		2	2			
716		Misc equipment (shredder, side chair, etc.)	allow	20		1	1		1	1		1	1		1	1		1	1			
717		Added work area circulation allowance	inner circ	10%																		
718																						
719																						
720		Records Public Counter (limited public access)	cntr stn	40					2	2		2	2		2	2		2	2			
721		Counter Station	cntr stn	40					2	2		2	2		2	2		2	2		None today.	
722		This assumes space for a two public counters in the main lobby: this one for records access, and another for general public and registration access.																				
723																						
724																						



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
725		Other Rooms and Support Areas																			
726		see "Areas Serving All of Records Division" below																			
727																					
728																					
729																					
730		Statistics																			
731		Open Work Area – Staff																			
732		Statistics Work Room / Work-Area			171																
733		Clerical Desks – Statistics	en-B+	75		3	310	3	310	3	310	3	310	3	310	3	310	3	310	3	310
734		Equipment																			
735		Guest seating	seat	5		2		2		2		2		2		2		2		2	
736		Files	lat file	15		3		3		3		3		3		3		3		3	
737		Added inner circulation allowance	inner circ	10%																	
738																					
739																					
740		Public Counter – General Reception																			
741		Records Public Counter			above		450	2	520	3	520	3	520	4	580	4	580	4	580	4	580
742		Staff workstations ("desks")	en-A+	60		4		4		4		4		4		4		4		4	
743		Counter-workstations	cntr strng	55																	
744		Equipment																			
745		Book case / Reference	bc	10		2		2		2		2		2		2		2		2	
746		file cabinets	lat file	15		2		2		2		2		2		2		2		2	
747		Misc equipment (printer, etc.)	allow	20		1		1		1		1		1		1		1		1	
748		Added inner circulation allowance	inner circ	10%																	
749																					
750																					
751		Lobby																			
752		The building lobby is listed with "Department Shared Areas" at the end of this tabulation of requirements.																			
753																					
754																					
755		Other Areas – Serving all of Records Division																			
756		Copy Center																			
757		Copier 1	copy-3	60	above	1	270	1	270	1	270	1	270	1	270	1	270	1	270	1	270
758		Copier 2	copy-2	40		1		1		1		1		1		1		1		1	
759		Collating Table / Counter area	cntr-in ft	6		6		6		6		6		6		6		6		6	
760		Other equipment																			
761		Mail boxes	allow	20		1		1		1		1		1		1		1		1	
762		files	file	10		2		2		2		2		2		2		2		2	
763		Forms and supplies	shw-sm	12		6		6		6		6		6		6		6		6	
764		(Now in high-density filing area)																			
765		Added inner circulation allowance	inner circ	10%																	
766																					
767		Supplies closet	clos-4	60	50	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60
768																					
769		Break Room			above		190	1	190	1	190	1	190	1	190	1	190	1	190	1	190
770		Coffee counter	col-4	60		1		1		1		1		1		1		1		1	
771		Table and seating (per seat)	chair-dine	25		4		4		4		4		4		4		4		4	
772		Refrigerator	allow	15		1		1		1		1		1		1		1		1	
773		Added circulation allowance	inner circ	10%																	
774																					
775																					
776		Live-scan Room	allow	120	123	1	120	1	120	2	240	2	240	2	240	2	240	2	240	2	240
777		Locate so as to serve the lobby and also the jail																			
778																					
779																					
780																					

**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
781																						
782		Subtotal Assigned Square Feet		2,070	34	3,290	34	3,440	37	3,190	38	3,190	39	3,330	41	3,430	41	3,430	41	3,430		
783		Unit Circulation Allowance	unit circ-3	20%		658	688			638	638	638	666		686		686		686		686	
784		Total Net Square Feet		2,070	34	3,948	34	4,128	37	3,828	38	3,828	39	3,996	41	4,116	41	4,116	41	4,116		
785																						
786																						
787																						
788																						
789		<b>Total Support Services Bureau</b>		18,802	86	24,190	86	27,634	94	29,816	101	31,220	108	33,540	113	34,758	115	34,758	115	35,475		
790																						
791																						
792																						
793																						
794																						
795																						
796																						
797																						
798																						
799																						
800																						
801																						
802																						
803																						
804																						
805																						
806																						
807																						
808																						
809																						
810																						
811																						
812																						
813																						
814																						
815																						
816																						
817																						
818																						
819																						
820																						
821																						
822																						
823																						
824																						
825																						
826																						
827																						
828																						
829																						
830																						
831																						
832																						
833																						
834																						
835																						
836																						



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
<b>Community Policing Bureau</b>																					
<b>Office of the Captain</b>																					
Offices																					
837																					
838																					
839																					
840		capt	PO-6	240	244	1	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
841		Closet			14																
842		Lav			30																
843																					
844		Subtotal Assigned Square Feet			288	1	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
845		Unit Circulation Allowance	unit circ-3	20%																	
846		Total Net Square Feet			288	1	1	288	1	288	1	288	1	288	1	288	1	288	1	288	
847																					
848																					
849																					
<b>Communications Division</b>																					
Staff Count																					
850																					
851		prof			1	1	1		1		1		1		1		1		1		
852		Manager			4	4	4		4		4		4		4		4		4		
853		Supervisor			14	14	14		14		14		14		14		14		14		
854		Dispatcher			2	2	2		2		2		2		2		2		2		
855		CSO - Call Taker			1	1	1		1		1		1		1		1		1		
856		Alarm Coordinator																			
857																					
858																					
859																					
<b>Offices and Administrative Areas</b>																					
Private Offices																					
860		prof	PO-4	180	160	1	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
861		Alarm Coordinator	PO-3	150	103	1	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
862																					
863																					
864																					
865		Supervisors' Shared Workroom						240		240		300		300		300		300		300	
866		Desks	sws	45		4	4		4		5		5		5		5		5		6
867		File	file	10		4	4		4		5		5		5		5		5		6
868		Added circulation allowance in room	inner circ	10%																	
869																					
870		Meeting Room / Training Room	C-4	240		1	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
871		Seats 8-10 persons																			
872																					
873																					
874																					
875		Dispatch Room			813			1,100		1,100		1,340		1,340		1,470		1,490		1,610	
876		Console - Supervisor	allow	110		1	1		1		1		1		1		1		1		2
877		Console - Dispatch	allow	110		2	2		2		3		3		3		3		3		3
878		Console - Call Stn	allow	90		5	5		5		6		6		6		6		6		7
879		Equipment																			
880		Cabinet / supplies	stg. cab	15		2	2		2		2		2		2		2		2		2
881		File (each staff)	file	10		16	16		16		18		18		21		22		22		22
882		Misc equipment / printer / etc.	allow	30		1	1		1		1		1		1		1		1		1
883		Inner circulation allowance	inner circ	10%																	
884																					
885		Other Rooms and Support Areas																			
886		Staff Locker Area						130		130		150		150		160		170		170	
887		Small lockers / stacked	locker-1	5		20	20		20		23		23		26		27		28		28
888		Mail area	allow	30		1	1		1		1		1		1		1		1		1
889																					
890		Break Room			80			230		230		230		230		230		230		230	
891		Food Prep Area	cof-4	60		1	1		1		1		1		1		1		1		1



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		
892		Seating – tables/chairs		25		3				3												
893		Misc – TV, etc.		40		1				1												
894		Exercise Equipment		30		1				1												
895		Added circulation allowance		10%																		
896		Lavatories (2)		90	0	2	180			2	180				2	180				2	180	
898		Closet (training matls, equipment)		30	0	1	30			1	30				1	30				1	30	
900		Equipment and Server Room		300	228	1	300			1	300				1	300				1	300	
902																						
903																						
904		Subtotal Assigned Square Feet			1,384	22	2,780	25	3,100	27	3,130	28	3,240	29	3,270	30	3,450					
905		Unit Circulation Allowance			incl.		556		620		626		648		654		690					
906		Total Net Square Feet			1,384	22	3,336	25	3,720	27	3,756	28	3,888	29	3,924	30	4,140					
907																						
908																						
909																						
910																						
911																						
912																						
913		Lieutenant		180	141	1	180		1	180		1	180		1	180				1	180	
914		Closet			13																	
915																						
916		Lieutenant (Problem Solving Team)																				
917		Sergeant – Intelligence Services		150																		
918		Listed with Problem Solving Team in present period. Locate near to Office of the Chief in future.																				
919																						
920																						
921		Open Work Area																				
922		Special Services Reception Point		80			210		210		210		210		210		210			210		210
923		Office Assistant		75			75		75		75		75		75		75			75		75
924		Counter area		40			40		40		40		40		40		40			40		40
925		Equipment allowance		20			20		20		20		20		20		20			20		20
926		Reception / Seating		60			60		60		60		60		60		60			60		60
927		Inner circulation allowance		10%																		
928																						
929																						
930		Other Rooms and Support Areas																				
931		Central Conference Room / War Room		480	463	1	480		480		480		480		480		480			480		480
932		Seats 18 - 20 persons. Provide storage / service counter.																				
933																						
934		Conference Room		300																		
935		Seats 8-12 persons																				
936																						
937		Special Projects Workroom / DA / Team		180	134	1	180		180		180		180		180		180			180		180
938																						
939		Coffee / Break Room		120	108	1	120		120		120		120		120		120			120		120
940		"Cold Phone" Room																				
941																						
942		Subtotal Assigned Square Feet			939	2	1,170	3	1,455	3	1,455	3	1,755	3	1,755	3	1,755			1,755		1,755
943		Unit Circulation Allowance					234		291		291		351		351		351			351		351
944		Total Net Square Feet			939	2	1,404	3	1,746	3	1,746	3	2,106	3	2,106	3	2,106			2,106		2,106
945																						
946																						
947																						
948																						

**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
<b>Gang Suppression Unit</b>																					
<b>Offices</b>																					
948																					
949		Sergeant	PO-3	150	100	1	1	150	1	1	150	1	1	150	1	1	150	1	1	150	
950																					
951																					
952																					
953		<b>Team Work Areas</b>																			
954		GG PD Team Work Area			890			1,340		1,420		1,630		1,630		1,630		1,800		1,990	
955		Investigator	en-C+	95		4	4		4	4	5	5	5	5	5	5	5	5	5	6	6
956		Officer	en-C+	95		5	5		5	5	6	6	6	6	6	6	7	7	7	7	7
957		CSO – Investigative Aide	en-B+	75		1	1		1	1	1	1	1	1	1	1	1	1	1	2	2
958		Cadet	en-A+	60		1	1		1	1	1	1	1	1	1	1	2	2	2	2	2
959		Equipment																			
960		File	file	10		5	5		5	5	5	5	5	5	5	5	5	5	5	5	5
961		Supply / Eqpt.	sg cab	15		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
962		Locker	locken-2	10		2	2		9	9	9	9	9	9	9	9	9	9	9	9	9
963		Table / Chairs	table+4	75		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
964		bookcase	bc	10		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
965		table with eqipt / printer	table	40		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
966		copier	copy-1	20		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
967		Inner circulation allowance	inner circ	10%																	
968																					
969																					
970		<b>Target Unit Team Work Area</b>			above			370		370		370		370		370		370		370	
971		Asst DA	en-B+	75		[ ]	[ ]		[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
972		DA Investigator	en-B+	75		[ ]	[ ]		[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
973		Probation Officer	en-B+	75		[ ]	[ ]		[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
974		Office Assistant	en-B+	75		[ ]	[ ]		[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]
975		Equipment																			
976		File	file	10		2	2		2	2	2	2	2	2	2	2	2	2	2	2	2
977		Supply / Eqpt.	sg cab	15		1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
978		Inner circulation allowance	inner circ	10%																	
979																					
980																					
981		<b>Other Rooms</b>																			
982		Interview Room	C-1	90	104	2	180	2	180	2	3	270	3	270	3	270	4	360	4	360	May combine
983		Interview Monitoring Room	allow	120	50	1	120	1	120	1	1	120	1	120	1	120	1	120	1	120	
984		Also include tape copy and editing equipment																			
985																					
986		Case File Room	clou-4	60	47	1	60	1	60	1	1	60	1	60	1	60	1	60	1	60	
987																					
988																					
989		Subtotal Assigned Square Feet			1,191	12	2,220	12	2,300	14	2,600	14	2,600	14	2,600	16	2,860	18	3,050		
990		Unit Circulation Allowance	unit circ-3	20%	190		444		460		520		520		520		572		610		
991		Total Net Square Feet			1,381	12	2,664	12	2,760	14	3,120	14	3,120	14	3,120	16	3,432	18	3,660		
992																					
993																					
994																					
995		<b>Special Investigations Unit</b>																			
996		<b>Offices</b>																			
997		Sergeant	PO-3	150	125	1	150	1	150	1	1	150	1	150	1	150	1	150	1	150	
998																					
999		<b>Team Work Areas</b>																			
1000		SIU Team Workroom			422	6	670	6	670	7	780	7	780	7	780	8	880	8	880	8	880
1001		Officer	en-C+	95		6	6	6	6	6	7	7	7	7	7	8	8	8	8	8	8
1002																					
1003																					



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		
1004		Equipment																				
1005		File		10			2		2		2		2		2		2		2			
1006		Coffee		20			1		1		1		1		1		1		1			
1007		Workstation / monitor					1		1		1		1		1		1		1			
1008		Inner circulation allowance		10%																		
1009																						
1010		Other Rooms																				
1011		Interview Room		90	55	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	
1012		Interview Room / Cold Phone Room		90	60	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	
1013		Must be isolated in the building, and near a "back entry." Acoustic isolation is essential. This room also is to be outfitted for wire surveillance.																				
1014																						
1015		Storage (equip, undercover materials, etc.)		60	38	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
1016		Storage (Car seats / surveillance materials)		60	0	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
1017																						
1018																						
1019		Subtotal Assigned Square Feet			700	7	1,120	7	1,120	8	1,230	8	1,230	8	1,230	9	1,330	9	1,330	9	1,330	
1020		Unit Circulation Allowance		20%	101		224		224		246		246		266		266		266		266	
1021		Total Net Square Feet			801	7	1,344	7	1,344	8	1,476	8	1,476	8	1,476	9	1,596	9	1,596	9	1,596	
1022																						
1023																						
1024																						
1025		<b>Problem Solving Team</b>																				
1026		Offices																				
1027		Lieutenant		180		1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
1028		Sergeant		150		1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
1029		Sergeant - Intelligence Services		150	135	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
1030																						
1031		<b>Team Work Areas</b>																				
1032		Problem Solving Team Work Area			553		860		690		360		360		360		360		360		360	
1033		Officer		75	4	0	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
1034		Code Enforcement Officer		75	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
1035		Equipment																				
1036		Meeting table		75		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1037		Large file		15		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	
1038		Supplies and equipment		15		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1039		Shredder		5		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1040		Reference		10		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1041		Copier		40		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1042		Chairs (stacked)		15		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1043		Table with printer, etc.		40		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
1044		Inner circulation allowance		10%																		
1045																						
1046																						
1047		Subtotal Assigned Square Feet			688	12	1,010	12	1,020	12	690	13	690	13	690	13	690	13	690	13	690	
1048		Unit Circulation Allowance		20%	244		202		204		138		138		138		138		138		138	
1049		Total Net Square Feet			932	12	1,212	12	1,224	12	828	13	828	13	828	13	828	13	828	13	828	
1050																						
1051																						
1052																						
1053		<b>Neighborhood Traffic Unit</b>																				
1054		Offices																				
1055		Sergeant		150	114	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
1056		Closet			13																	
1057																						
1058		Officer - Accident Investigator		120	115	1	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1059																						



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		
1060																						
1061		Team Work Areas																				
1062		Traffic Work Room			395																	
1063		Officer – Motors	en-A+	60			5	5	5	5	6	6	6	6	6	7	7	7	7	7		
1064		Officer – Red Light	en-B+	75			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1065		Officer – Other	en-A+	60			2	2	2	2	2	2	2	2	2	2	2	2	2	2		
1066		CSO – Traffic Abatement	en-A+	60			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1067		Equipment																				
1068		File	file	10			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1069		Misc equipment	allow	20			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1070		Inner circulation allowance	inner circ	10%																		
1071																						
1072		Other Rooms and Support Areas																				
1073		Closet	clos-2	30	6	1	30	1	30	1	30	1	30	1	30	1	30	1	30	1	30	
1074																						
1075																						
1076		Subtotal Assigned Square Feet			643	11	940	11	300	12	300	13	300	13	300	14	300	14	300	16	420	
1077		Unit Circulation Allowance	unit circ-3	20%	155		188		60		60		60		60		60		60		84	
1078		Total Net Square Feet			798	11	1,128	11	360	12	360	13	360	13	360	14	360	14	360	16	504	
1079																						
1080																						
1081		<b>Total Special Services Division</b>			4,851	44	7,752	45	7,434	49	7,530	51	7,530	52	8,010	55	8,322	59	8,694			
1082																						
1083																						
1084																						
1085		<b>Patrol Division</b>																				
1086		<b>Staff Recap</b>																				
1087		<b>Watch Commanders</b>																				
1088		Lieutenant (East + West)	lnt				4	4	5	5	6	6	7	7	7	7	7	7	7	7		
1089																						
1090		<b>West Patrol</b>																				
1091		Sergeant	sgnt				6	6	6	6	7	7	7	7	7	8	8	8	8	8		
1092		Officer	ofcr				38	39	42	42	46	46	50	50	53	53	54	54	54	54		
1093		Field Report Writer	prof				5	5	6	6	6	6	8	8	9	9	10	10	10	10		
1094																						
1095		<b>East Patrol</b>																				
1096		Sergeant	sgnt				6	6	7	7	8	8	8	8	8	8	8	8	8	8		
1097		Officer	ofcr				39	40	42	42	47	47	51	51	53	53	54	54	54	54		
1098		Officer – K9	ofcr				2	2	2	2	2	2	2	2	2	2	2	2	2	2		
1099		Officer – Resort Team	ofcr				2	2	2	2	2	2	2	2	2	2	2	2	2	2		
1100		Field Report Writer / CSO	prof				5	6	6	6	6	6	8	8	10	10	11	11	11	11		
1101																						
1102		<b>Other Staff</b>																				
1103		Officer	ofcr				1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1104		Reserves (not MRO)	reso				15	15	17	17	18	18	19	19	20	20	21	21	21	21		
1106																						
1107																						
1108		<b>Watch Command and Related Offices</b>																				
1109		Lieutenants' Office																				
1110		Workstations																				
1111		Equipment allowance	en-B+	75			4	4	4	4	4	4	4	4	4	4	4	4	4	4		
1112		Table and chairs	table+4	75			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1113		Files	file	10			2	2	2	2	2	2	2	2	2	2	2	2	2	2		
1114		TV on wall / monitoring	allowance	10			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1115		Added circulation allowance	inner circ	10%																		
1116																						

**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty		Sq. Ft.
1117		Lieutenants' Interview Room	C-2	120																	
1118		Added when sworn staff exceeds 200																			
1119																					
1120		Sergeant's office	en-A+	60	238	3	260	320	320	320	320	390	390	390	460	460					460
1121		Workstations – On-duty Sergeants	en-A+	60		1															
1122		Workstations – Overlap																			
1123		Equipment allowance	stg cab	15		1															
1124		Table and chairs	file	10		4															
1125		Files	inner circ	10%																	
1126		Added circulation allowance																			
1127																					
1128		Subtotal Assigned Square Feet			624	123	710	136	770	149	960	960	1,030	1,030	1,030	1,030					1,030
1129		Unit Circulation Allowance	unit circ-3	20%			142	154	154	192	192	192	206	206	206	206					206
1130		Total Net Square Feet			624	123	852	126	924	149	1,152	1,152	1,236	1,236	1,236	1,236					1,236
1131																					
1132																					
1133																					
1134		<b>Patrol Work Areas</b>																			
1135		Patrol Report	sws	45	264	11	590	640	640	690	690	790	790	790	840	840					
1136		Report Carrels																			
1137		Compute using 1/8 patrol staff, only 7 stations today																			
1138		Equipment (forms, supplies, etc.)	allowance	40		1															
1139		Circulation inside room	inner circ	10%																	
1140																					
1141		CSO Report	en-A+	60	207	3	330	330	330	330	330	400	400	400	530	530					
1142		Workstation																			
1143		Compute using 1/5 report writer staff, only 2 stations today																			
1144		Equipment																			
1145		File / Stg Cab unit	lat file	15		7															
1146		Coffee	cof-l	15		1															
1147		Circulation inside room	inner circ	10%																	
1148																					
1149		Patrol Report – Evidence Processing																			
1150		Patrol Report – Secure side of 2-way locker																			
1151																					
1152		Regular Patrol Lockers / Exercise Rooms																			
1153																					
1154		Subtotal Assigned Square Feet			471	0	920	0	920	0	970	0	1,020	0	1,190	0	1,250	0	1,370		
1155		Unit Circulation Allowance	unit circ-3	20%			184	184	184	194	204	204	238	238	250	250					274
1156		Total Net Square Feet			471	0	1,104	0	1,104	0	1,164	0	1,224	0	1,428	0	1,500	0	1,644		
1157																					
1158																					
1159		<b>Briefing</b>																			
1160		Briefing Room																			
1161		Seating - count based on Patrol staff	chair-brief	30	973	15	1,280	1,410	1,410	1,470	1,470	1,610	1,670	1,740	1,740						
1162		Computed based on 1/8 total patrol staff listed above																			
1163		Seating - count for visitors / others	chair-brief	30		15															
1164		Computed (estimate) as equal to seating for patrol. Includes representatives from gang unit, other investigators, problem solving team, etc.																			
1165		Seating - contingency	chair-brief	30		4															
1166		Dais area	allowance	120																	
1167		Equipment																			
1168		Visual monitors	allowance	5		2															
1169		Mail boxes	allowance	30		1															
1170		Table(s)	table	40		2															
1171		Contingency / additional equipment	allowance	20		1															
1172		Added circulation in room	inner circ	10%																	



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
1173		AV equipment control room	allowance	20		1	20	1	20	1	20	1	20	1	20	1	20	1	20	
1174		Small Coffee / Service Area	col-2	20		1	20	1	20	1	20	1	20	1	20	1	20	1	20	
1175		Storage	clos-3	45		1	45	1	45	1	45	1	45	1	45	1	45	1	45	
1176																				
1177		Issue Room	allowance	120	71	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1178		Tasers, batteries, shotguns, etc.																		
1179		Presently 3 safes in corridor to Briefing Room																		
1180																				
1181		Subtotal Assigned Square Feet			1,044	0	1,485	0	1,485	0	1,615	0	1,675	0	1,815	0	1,875	0	1,945	
1182		Unit Circulation Allowance	unit circ-3	20%			297		297		323		335		363		375		389	
1183		Total Net Square Feet			1,044	0	1,782	0	1,782	0	1,938	0	2,010	0	2,178	0	2,250	0	2,334	
1184																				
1185																				
1186		<b>SWAT and Armory Areas</b>																		
1187		SWAT Weapons Workroom / Storage			96		260		260		260		260		260		260		260	
1188		Work counter/storage below	cnt-in ft	6		20		20		20		20		20		20		20		260
1189		Island Counter	allowance	120		1		1		1		1		1		1		1		
1190		Added circulation in room	inner circ	10%																
1191		Existing conex			400															
1192																				
1193		SWAT Locker Room	locker-3	15	93		510		510		510		510		510		510		510	
1194		Lockers (large)	allowance	5		24		24		24		24		24		24		24		
1195		Gear Bag storage bins	inner circ	10%		20		20		20		20		20		20		20		
1196		Added circulation in room																		
1197																				
1198		Armory / Weapon Storage	allowance	150		1	150		150		150		150		150		150		150	
1199		Includes Ammunition Store																		
1200																				
1201		Armory / Heavy Gear Storage	allowance	150		1	150		150		150		150		150		150		150	
1202		Picks, rams, axes, ladders, etc.																		
1203		Contingency and misc storage included.																		
1204																				
1205		Hostage Negotiation Room	allowancw	120	[75]	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1206		Equipment storage: cabling, TV monitors, carts, etc.																		
1207		Requires power for recharging, etc.																		
1208																				
1209		SWAT vehicle bay (2 vehicles)	bay	360																
1210		New SWAT Van – Bay 30 x 12	bay	200																
1211		Suburban – Bay 20 x 10																		
1212																				
1213		Subtotal Assigned Square Feet			589	0	1,190	0	1,190	0	1,190	0	1,190	0	1,190	0	1,190	0	1,190	
1214		Unit Circulation Allowance	unit circ-3	20%			238		238		238		238		238		238		238	
1215		Total Net Square Feet			589	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	0	1,428	
1216																				
1217																				
1218		<b>Total Patrol Division</b>			2,728	123	5,166	126	5,238	136	5,454	149	5,814	163	6,186	173	6,414	178	6,642	
1219																				
1220																				
1221																				
1222		<b>Detention</b>																		
1223		Staff Count																		
1224		Jail Supervisor – Contract Staff	prof		[1]															[1]
1225		Managed by the Administrative Services Bureau																		
1226		Jailer – Contract Staff																		
1227		Administration and Office Areas																		
1228		Staff Entry Sallyport	allowance	40	24	1	40	1	40	1	40	1	40	1	40	1	40	1	40	



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.		Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	Sq. Ft.	Staff	Qty	
1229		Jailer Office	PO-5	210	222	1	210	1	210	1	210	1	210	1	210	1	210	1	210	
1230		Staff Locker Room	allowance	120	66	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1231		Staff Lavatories	lav-1	60	0	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
1232																				
1233		Prisoner Intake Sallyport / Booking Vehicle Sallyport																		
1234		Sedan/Van Bay	30 x 15	450	313	1	450	1	450	1	450	1	450	1	450	1	450	1	450	
1235																				
1236		Intake Sallyport from Vehicle Bay	allowance	80	0	1	80	1	80	1	80	1	80	1	80	1	80	1	80	
1237		Can be used for temporary staging of inmate movement into booking areas.																		
1238																				
1239																				
1240		Booking																		
1241		Booking Area / Search	allowance	400	244	1	400	1	400	1	400	1	400	1	400	1	400	1	400	
1242		Fingerprint / livescan & photo Area	allowance	150	incl	1	150	1	150	1	150	1	150	1	150	1	150	1	150	
1243		Breathalyzer Area or Room	allowance	120	138	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1244																				
1245		Storage Rm (booking supplies and misc.)	allowance	100	39	1	100	1	100	1	100	1	100	1	100	1	100	1	100	
1246		Storage Closet (temporary inmate property)	allowance	30	incl	1	30	1	30	1	30	1	30	1	30	1	30	1	30	
1247																				
1248		Interview Room	C-2	120	64	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1249		Interview Room	C-1	90	54	1	90	1	90	1	90	1	90	1	90	1	90	1	90	120 Seats 4-5 90 Seats 2-3
1250																				
1251		Holding Cells and Related																		
1252		Holding Cells																		
1253		Large cell	allowance	100	99	2	200	2	200	2	200	2	200	2	200	2	200	2	200	
1254		6-8 persons, but Cal std = 10 sf/inmate; includes lavatory.																		
1255																				
1256		Small cell	allowance	60	136	3	180	3	180	3	180	3	180	3	180	3	180	3	180	
1257		2-4 persons, but Cal std = 10 sf/inmate; includes lavatory																		
1258																				
1259		Sobering Cells																		
1260		Sobering Cell - men (min = 60 sf)	allowance	100	0	1	100	1	100	1	100	1	100	1	100	1	100	1	100	
1261		Sobering Cell - women (min = 60 sf)	allowance	60	0	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
1262		Safety Cell (min = 48 sf)	n/a	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	We assume no Safety Cell. There are operational implications that we assume the City prefers to avoid.
1263																				
1264		Cell / Shower at intake / changing	allowance	60	0	1	60	1	60	1	60	1	60	1	60	1	60	1	60	
1265		This is a contingency provision. Can be omitted. Space includes shower and separate drying / changing area. Should be located for either inmate or staff use when or if necessary.																		
1266																				
1267		Jail Support Areas																		
1268		Janitor Closet	allowance	20	0	1	20	1	20	1	20	1	20	1	20	1	20	1	20	
1269		Storage (contingency)	allowance	120	0	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1270																				
1271		Inmate Release																		
1272		Visitor waiting and lobby (option)	allowance	100	0	1	100	1	100	1	100	1	100	1	100	1	100	1	100	
1273		A separate waiting area is desired, to keep inmate releases away from the main lobby of the building, but this depends on site configuration and building layout options.																		
1274																				
1275		Inmate release sally port	allowance	40	0	1	40	1	40	1	40	1	40	1	40	1	40	1	40	
1276		Also serves as Police staff entry sallyport																		
1277																				
1278		Subtotal Assigned Square Feet			1,399	0	2,850	0	2,850	0	2,850	0	2,850	0	2,850	0	2,850	0	2,850	
1279		Unit Circulation Allowance	unit circ-8	45%	402	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	1,282	
1280		Total Net Square Feet			1,801	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	0	4,132	
1281																				
1282																				
1283		<b>Total Community Policing Bureau</b>			11,052	190	20,674	194	20,428	211	21,124	228	21,520	244	22,504	258	23,080	268	23,896	
1284																				

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		
<b>Department Shared and Common Areas</b>																						
<b>Building Lobby and Related Areas</b>																						
1285		Primary Lobby Areas																				
1286		Building Lobby / Seating Area	allowance	1,000	419	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	
1287		Contingency allowance. Depends on building layout and design. Note that two public counters are programmed with Records (q.v.)																				
1288		Lobby-area interview rooms																				
1289		Lobby Interview Room – soft room	C-3	180	0	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
1290		Lobby Interview Room – standard (3-5 persons)	C-2	120	0	1	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1291		Public Lavatories																				
1292		Men	allowance	240	59	1	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
1293		Women	allowance	240	0	1	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
1294		Janitor	allowance	40	incl	1	40	1	40	1	40	1	40	1	40	1	40	1	40	1	40	
1295		These square footages are only allowance placeholders. The actual sizes will depend on design and fixture requirement calculations.																				
1296		Support Rooms																				
1297		Live Scan / Photo & ID Room																				
1298		Subtotal Assigned Square Feet			478	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	
1299		Unit Circulation Allowance		0%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1300		Total Net Square Feet			478	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	0	1,820	
1301																						
1302																						
1303																						
1304																						
1305																						
1306																						
1307																						
1308																						
1309																						
1310																						
1311																						
1312																						
1313																						
1314																						
1315		Subtotal Assigned Square Feet			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1316		Unit Circulation Allowance		20%		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1317		Total Net Square Feet			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1318																						
1319																						
1320																						
1321																						
1322																						
1323																						
1324		Office of the Chief																				
1325		Chief's Conference Rm (seats 8)	C-4	240	0	1	240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
1326		Administrative Division																				
1327		Meeting Room																				
1328		Auditors, vendors, etc.																				
1329		Professional Standards Division																				
1330		Interview Room (seats 6-8)	C-2	120	0	1	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1331		Community Room – Also Training Room	C-3	180			180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	
1332		Support Services Bureau Shared	Allow	1,200	0	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	
1333		Large Conference Room	C-9	560			560	1	560	1	560	1	560	1	560	1	560	1	560	1	560	
1334		Medium Conference Room(s)	C-5	300	496	2	600	2	600	2	600	2	600	2	600	2	600	2	600	2	600	Presently 2 x 248 sf
1335		Small Conference Room	C-4	240			240	1	240	1	240	1	240	1	240	1	240	1	240	1	240	
1336		Interview Room (2-3 persons)	C-1	90	178	2	180	2	180	2	180	2	180	2	180	2	180	2	180	2	180	
1337		Interview Room (4 persons)	C-2	120			120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	
1338		Interview Room (6-8 persons)	C-3	180			180	1	180	1	180	1	180	1	180	1	180	1	180	1	180	3 @ 60 sf today (appx)
1339		Youth Services Unit – GG PD Component																				
1340		Conference Room	C-5	300	228	1	300	1	300	1	300	1	300	1	300	1	300	1	300	1	300	



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
1340		Interview Room	C-1	90	0	2	180	2	180	2	180	2	180	3	270	3	270	3	270	3	270	Seats 2-3
1341		Interview Room	C-2s	150	0	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150	Seats 4-5
1342		Youth Services Unit – FYOP Component																				
1343		Training Room			408		400		400		850		850		850		850		850		850	
1344		Communications Division																				
1345		Meeting Room / Training Room		240		1	240		240		240		240		240		240		240		240	
1346		Special Services Division																				
1347		Central Conference Room / War Room		480	463	1	480	1	480	1	480	1	480	1	480	1	480	1	480	1	480	
1348		Conference Room																				
1349		Gang Suppression Unit																				
1350		Interview Room	C-1	90	104	2	180	2	180	2	180	3	270	3	270	3	270	4	360	4	360	May combine to larger room
1351		Special Investigations Unit																				
1352		Interview Room	C-1	90	55	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	
1353		Interview Room / Cold Phone Room	C-1	90	60	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	
1354		Patrol Division																				
1355		Lieutenants' Interview Room	C-2	120	937		1,280		1,280		1,410		1,470		1,610		1,670		1,740		1,740	
1356		Briefing Room																				
1357		Detention																				
1358		Interview Room	C-2	120	64	1	120	1	120	1	120	1	120	1	120	1	120	1	120	1	120	Seats 4-5
1359		Interview Room	C-1	90	54	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	Seats 2-3
1360																						
1361																						
1362		Subtotal Assigned Square Feet					5,910	0	6,530	0	7,360	0	7,630	0	8,330	0	8,660	0	8,730		8,730	
1363																						
1364																						
1365																						
1366		<b>Misc. Central Office Support</b>																				
1367		Central Copy Room																				
1368		Holiday storage and related	allowance	90	incl	1	90	1	90	1	90	1	90	1	90	1	90	1	90	1	90	
1369		On-site misc storage allowance	allowance	400	267	1	400	1	400	1	400	1	400	1	400	1	400	1	400	1	400	
1370		Subtotal Assigned Square Feet					490	0	490	0	490	0	490	0	490	0	490	0	490	0	490	
1371		Unit Circulation Allowance	unit circ-3	20%	267	0	98	0	98	0	98	0	98	0	98	0	98	0	98	0	98	
1372		Total Net Square Feet					588	0	588	0	588	0	588	0	588	0	588	0	588	0	588	
1373																						
1374																						
1375																						
1376		<b>Break Room and Related</b>																				
1377		Main Break Room																				
1378		Break Room																				
1379		Preparation and Equipment Areas																				
1380		Kitchen area	allow	120		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1381		Vending Area (per machine)	allow	25		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
1382		Seating Areas																				
1383		Seating – dining	chair-dine	25		15	15	15	15	15	17	17	18	18	19	19	20	20	21	21	21	
1384		5% of all staff using building.	seat-2	100		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1385		Seating – lounge /TV	inner circ	10%																		
1386		Added circulation inside area																				
1387																						
1388																						
1389																						
1390																						
1391																						
1392		Subtotal Assigned Square Feet					486	0	600	0	640	0	680	0	710	0	740	0	740	0	740	
1393		Unit Circulation Allowance	unit circ-3	20%	486	0	120	0	120	0	128	0	136	0	142	0	148	0	148	0	148	
1394		Total Net Square Feet					486	0	720	0	732	0	768	0	816	0	852	0	888	0	888	
1395																						

The following totals are recapped here, but are totaled in the respective units, not in "Shared and Common Areas"

Note: Drinking fountains are required throughout the building in corridors, and space for this is included in the net-to-gross allowances. The designer must be certain that adequate power outlets and water supply lines are provided at such locations, along with lighting. Furthermore, the department may desire use of bottled water at such locations, and so this must be included in the design.



Garden Grove Police Department  
Facilities Needs Assessment

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		
1396																					
1397		<b>Other Break and Coffee Areas</b>																			
1398		Second Service Area																			
1399		Coffee / Vending Machine room	Allowance	120	22	1	120	1	120	1	120	1	120	1	120	1	120	1	120		
1400		Depends on Building Layout and configuration.																			
1401																					
1402																					
1403		<b>Other Coffee Areas</b>																			
1404																					
1405																					
1406		Subtotal Assigned Square Feet:			22	0	120	0	120	0	120	0	120	0	120	0	120	0	120		
1407		Unit Circulation Allowance	unit circ-3	20%		24	24	24	24	24	24	24	24	24	24	24	24	24	24		
1408		Total Net Square Feet			22	0	144	0	144	0	144	0	144	0	144	0	144	0	144		
1409																					
1410																					
1411																					
1412																					
1413																					
1414		<b>Staff Locker Facilities / Lavatories</b>																			
1415		Basis for Locker Counts																			
1416		Large Locker Assignments																			
1417		Chief	[chf]			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1418		Deputy Chief	[dchf]			1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1419		Captain	[capt]			3	3	3	3	3	3	3	3	3	3	3	3	3	3		
1420		Lieutenant	[lntg]			9	9	9	9	9	9	9	9	9	9	9	9	9	9		
1421		Sergeant	[sgnt]			23	23	23	23	23	23	23	23	23	23	23	23	23	23		
1422		Officer / Detective / etc.	[olcr]			136	136	136	136	136	136	136	136	136	136	136	136	136	136		
1423		Special Officer Personnel	[spof]			4	4	4	4	4	4	4	4	4	4	4	4	4	4		
1424		Total Full-time Uniformed Officers				177	179	194	210	224	210	224	210	224	210	224	210	224	210		
1425		Master Reserve Ofcr	[mro]			10	10	10	10	10	10	10	10	10	10	10	10	10	10		
1426		Reserve Ofcr	[reso]			15	15	17	18	18	18	18	18	18	18	18	18	18	18		
1427		Total Part-time Uniformed Officers				25	25	28	30	32	30	32	30	32	30	32	30	32	30		
1428		Standard, Full-Height Locker Assignments																			
1429		Civilian Professional – Full time	[prof]			81	82	89	96	102	89	96	102	102	102	108	108	112	112		
1430		Cadet (allowance)	[cad]			11	11	12	13	14	12	13	14	14	14	15	15	15	15		
1431		Civilian Professional – Part time	[xprof]			8	8	9	10	10	9	10	10	10	10	11	11	11	11		
1432		Total				100	101	110	119	126	110	119	126	126	134	134	134	138	138		
1433		Decentral Locker Assignments																			
1434		Dispatchers																			
1435		Jailers																			
1436																					
1437																					
1438		Male/Female Distribution																			
1439		Large Lockers	% women	20%																	
1440		Standard, Full-Height Lockers	80%																		
1441		Overlap / double count allowance	factor	5%																	
1442																					
1443																					
1444																					
1445		<b>Mens Lockers</b>			1,757	3,180	3,220	3,490	3,770	4,010	3,770	4,010	3,770	4,010	3,770	4,200	4,200	4,370	4,370		
1446		Large Full-Ht. Lockers (up to 24" wide)	locker-3	15	171	173	188	204	217	217	204	217	217	217	227	227	237	237	237		
1447		Std. Full-Ht. Lockers (up to 18" wide)	locker-2	10	25	25	27	29	31	31	29	31	31	31	33	33	34	34	34		
1448		Gun Unloading	allow	40	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1449		Boot Cleaning	allow	40	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		
1450		Added circulation inside room	inner circ	10%																	
1451																					

Note: Use of large lockers is a desired option; "standard" lockers are an option, if reductions must be considered.

See the respective units for these requirements.

**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual Sq. Ft.	Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.		Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
1452		Men's Lavatories			638																
1453		Toilet Areas (based on ratio of locker count)	ratio	33%																	
1454		WC	staff-wc	30																	
1455		Urinal	staff-ur	30																	
1456		Sink (provide adequate power)	staff-lav	15																	
1457		Showers & Drying Areas	staff-shw	40																	
1458		Circulation inside lavatory	circulation	60%																	
1459																					
1460																					
1461																					
1462		Women's Lockers			472		1,850		1,860		2,020		2,190		2,320		2,440			2,510	
1463		Large Full-Ht. Lockers (up to 24" wide)	locker-3	15		50		51		55		60		64		67			69		
1464		Std. Full-Ht. Lockers (up to 18" wide)	locker-2	10		85		85		93		101		107		113			117		
1465		Gun Unloading	allow	40		1		1		1		1		1		1			1		
1466		Boot Cleaning	allow	40		1		1		1		1		1		1			1		
1467		Added circulation inside room	inner circ	10%																	
1468																					
1469		Women's Lavatories			276																
1470		Toilet Areas (based on ratio of locker count)	ratio	33%																	
1471		WC	use 1:8	15																	
1472		Sink (provide adequate power)	use 1:12	30																	
1473		Showers & Drying Areas	use 1:8	40																	
1474		Circulation inside lavatory	circulation	60%																	
1475																					
1476		Other Rooms																			
1477		Laundry / Uniform Replacement / Etc.	Room	100		1	100		100		100		100		100					100	
1478																					
1479		Subtotal Assigned Square Feet			3,143	0	5,130	0	5,180	0	5,610	0	6,060	0	6,430	0	6,740	0		6,980	
1480		Unit Circulation Allowance	unit circ-l	10%		513		518		561		606		643		674			698		
1481		Total Net Square Feet			3,143	0	5,643	0	5,698	0	6,171	0	6,666	0	7,073	0	7,414	0		7,678	
1482																					
1483																					
1484																					
1485		<b>Service Bag / War Bag Storage</b>																			
1486																					
1487		Room (accessible to Patrol parking)			179		369		378		408		447		489		519			534	
1488		Bin (20 x 20 x 24 deep) stacked 4 high	per bin	3		123		126		136		149		163		173			178		
1489		Count based on total Patrol staff (see tabulation on earlier sheet). Provide lockable doors on each bin.																			
1490																					
1491		Subtotal Assigned Square Feet			179	0	369	0	378	0	408	0	447	0	489	0	519	0		534	
1492		Unit Circulation Allowance	unit circ-l	10%		36		37		40		44		48		51			53		
1493		Total Net Square Feet			179	0	405	0	415	0	448	0	491	0	537	0	570	0		587	
1494																					
1495																					
1496																					
1497		<b>General Building Lavatories and Related</b>																			
1498		Public Lavatories																			
1499		Building Lobby lavatories / public																			
1500		Public Lavatories, 2nd area (e.g., 2nd floor)	allowance	240	381	2	480	2	480	2	480	2	480	2	480	2	480	2		480	Depends on Design
1501		Janitor	allowance	40	53	1	40	1	40	1	40	1	40	1	40	1	40	1		40	
1502																					
1503		Staff Lavatories																			
1504		General Staff Use																			
1505		Note: These are contingency allowances. The final number will depend on building layout.																			
1506		Staff lavatories - Set # 1	allowance	180	65	2	360	2	360	2	360	2	360	2	360	2	360	2		360	
1507		Staff lavatories - Set # 2	allowance	180	179	2	360	2	360	2	360	2	360	2	360	2	360	2		360	



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Sq. Ft.	Staff	Qty	Sq. Ft.	Sq. Ft.	Staff	Qty	
1508		Staff lavatories - Set # 3	allowance	120	0	0	0	0	0	0	2	240	2	240	2	240	2	240	2	240	
1509		Janitor	allowance	40	44	1	40	1	40	1	2	80	2	80	2	80	2	80	2	80	
1510																					
1511		Special Units																			
1512		Lavatories are also programmed with jail, Communications, etc. See each unit for details.																			
1513																					
1514																					
1515		Subtotal Assigned Square Feet			722	0	1,280	0	1,280	0	1,560	0	1,560	0	1,560	0	1,560	0	1,560	0	1,560
1516		Unit Circulation Allowance	unit circ-1	10%	128	128	128	128	128	128	156	156	156	156	156	156	156	156	156	156	156
1517		Total Net Square Feet			722	0	1,408	0	1,408	0	1,716	0	1,716	0	1,716	0	1,716	0	1,716	0	1,716
1518																					
1519																					
1520																					
1521		<b>Technology Support</b>																			
1522		Information Technology																			
1523		Office / Workroom	PO-3	150	123	1	150	1	150	1	150	1	150	1	150	1	150	1	150	1	150
1524		Equipment holding / storage	clos-4	60	0	1	60	1	60	1	60	1	60	1	60	1	60	1	60	1	60
1525		Server Room	Listed with Dispatch																		
1526		Communications riser rooms	Listed with Mechanical Areas																		
1527																					
1528		Subtotal Assigned Square Feet			123	0	210	0	210	0	210	0	210	0	210	0	210	0	210	0	210
1529		Unit Circulation Allowance	unit circ-3	20%	123	123	123	123	123	123	42	42	42	42	42	42	42	42	42	42	42
1530		Total Net Square Feet			123	0	252	0	252	0	252	0	252	0	252	0	252	0	252	0	252
1531																					
1532																					
1533																					
1534																					
1535		<b>Maintenance Support</b>																			
1536		Building Maintenance																			
1537		Work room (desk and repair bench)	allowance	120	125	1	180	1	180	1	120	1	120	1	120	1	120	1	120	1	120
1538		Building and janitor Supplies	allowance	180	125	1	180	1	180	1	180	1	180	1	180	1	180	1	180	1	180
1539		Janitor Room(s)																			
1540																					
1541		Vehicle Maintenance																			
1542		Storage for bulbs, minor items, etc.	clos-3	45		1	45	1	45	1	45	1	45	1	45	1	45	1	45	1	45
1543		Vehicle Service Areas																			
1544																					
1545																					
1546		Subtotal Assigned Square Feet			125	0	225	0	225	0	345	0	345	0	345	0	345	0	345	0	345
1547		Unit Circulation Allowance	unit circ-3	20%	125	125	125	125	125	125	69	69	69	69	69	69	69	69	69	69	69
1548		Total Net Square Feet			125	0	270	0	270	0	414	0	414	0	414	0	414	0	414	0	414
1549																					
1550																					
1551		<b>Total Common / Shared Areas</b>			5,545	0	11,250	0	11,327	0	12,321	0	12,907	0	13,396	0	13,806	0	14,111	0	14,111
1552																					
1553																					
1554																					
1555																					
1556																					
1557																					
1558																					
1559																					
1560																					
1561																					
1562																					



**Garden Grove Police Department  
Facilities Needs Assessment**

line	Orgzn	Item	Space Standard		Actual		Required Now		PL-1		PL-2		PL-3		PL-4		PL-5		PL-6		Notes / Comments	
			Code	Sq. Ft.	Sq. Ft.	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.	Staff	Sq. Ft.		Staff
<b>TOTALS</b>																						
<b>Total Net Square Feet</b>																						
1563																						
1564		Total Department Administration		1,099	4	1,692	3	1,332	4	1,692	4	1,692	4	1,692	4	1,692	4	1,692	4	1,692		
1565		Total Administrative Services Bureau	2,559	22	6,366	22	6,438	23	7,026	26	7,542	26	7,542	26	7,542	26	7,542	27	7,722	30	8,214	
1567		Total Support Services Bureau	18,802	86	24,190	86	27,634	94	29,816	101	31,220	108	33,540	113	34,758	115	35,475					
1568		Total Community Policing Bureau	11,052	190	20,674	194	20,428	211	21,124	228	21,520	244	22,504	258	23,080	268	23,896					
1569		Total Common / Shared Areas	5,545	0	11,250	0	11,327	0	12,321	0	12,907	0	13,396	0	13,806	0	14,111					
1570			39,057	302	64,172	305	67,159	332	71,979	359	74,881	382	78,674	402	81,058	417	83,388					Omits Range option
1571																						
1572																						
1573		<b>Mechanical Areas and Circulation</b>																				
1574		<b>Existing</b>																				
1575		Existing Mechanical Areas																				
1576		First Floor	1,527																			
1577		Second Floor	33																			
1578		Juvenile Justice Center	0																			
1579		Annex	279																			
1580		P&E Building	0																			
1581																						
1582		Bldg Circulation																				
1583		First Floor	2,110																			
1584		Second Floor	1,535																			
1585		Juvenile Justice Center + Annex + P&E	667																			
1586																						
1587		Bldg Exterior Wall Thicknesses																				
1588		Estimate, First & Second Floors	480																			
1589		Estimate, JJC + Annex + P&E	268																			
1590																						
1591		Total		6,899		85.0%																
1592																						
1593																						
1594		<b>Projected</b>																				
1595		Net to Gross assumption		13,612		N-T-G	82.5%	14,245		15,268		15,883		16,688		17,194		17,688		17,688		
1596																						
1597																						
1598		<b>Total Gross Sq. Ft.</b>		39,057				67,159		71,979		74,881		78,674		81,058		83,388		83,388		
1599		Net of from above		6,899				14,245		15,268		15,883		16,688		17,194		17,688		17,688		
1600		Net-to-Gross addition from above																				
1601		Total Gross Sq. Ft.		45,956				81,404		87,247		90,764		95,362		98,252		###		###		
1602																						
1603		Recap sworn staff		173				175		190		206		219		230		239		239		
1604																						
1605		GSF/Sworn		265.6				465.2		459.2		440.6		435.4		427.2		422.9		422.9		
1606																						
1607																						
1608																						
1609																						
1610																						
1611																						
1612																						
1613																						
1614																						
1615																						
1616																						
1617																						
1618																						

**ATTACHMENT I - SPACE STANDARDS**

---



# ATTACHMENT I – SPACE STANDARDS

## INTRODUCTION

A space standard is defined as a specific square footage allocation for an operation, an item of equipment, or a functional area, to which is added a description of what functions can be performed in that area. Thus, for example, once the functions and activities of a person are known, it is possible to select a workstation and a square footage allowance that are appropriate for that person. The following pages contain a description of the proposed workstation and private office standards, and also related definitions.

### Development of Space Standards

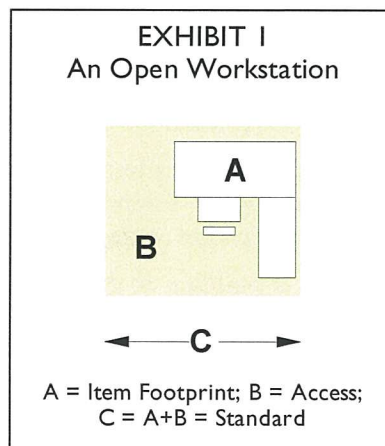
#### What is Included in the Standard

Equipment standards are based on the item footprint, workspace for operating the equipment (opening drawers, for example, and access to or around the equipment). Workstation standards are based on the work surface needs (equipment, papers, writing space, reference space, and so on, on the desk or work plane), on filing needs, on bookshelf requirements, and on guest seating. There is a distinction between enclosed (office) workstations and stations in “an open area.”

- For enclosed offices, our standards are measured to the center line of the boundary walls of the room, and include no access space outside. It is assumed either that access will be directly off major circulation networks or that it will be off unit circulation areas provided with other open work rooms.
- For elements in an open area, an allowance for access is added to the workstation footprint in the space standard. Similarly, for panel-enclosed stations, we include an allowance for access in the standard (to account for inner circulation).

#### Access Around Workstations and Equipment

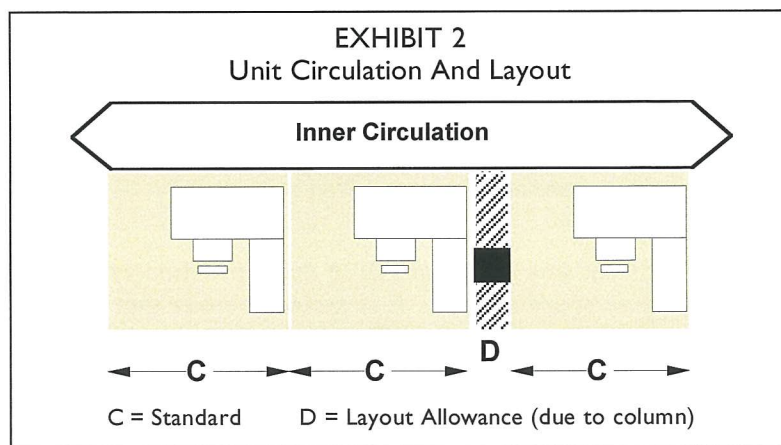
Access is the space around the footprint of the item of equipment and open workstations, and it is used to create side aisles into a cluster of desks, or to allow for opening file drawers, cabinet door swings, and so on. As noted, we include this in the standard allowance for panel-enclosed or for open workstations. The item allowance and access comprise the equipment or workstation standard, as illustrated in Exhibit 1.



## Unit Circulation and Layout Factor

Unit circulation is a network of main aisles, generally passing in front of offices or to shared work areas. An additional factor sometimes must be added to account for layout variances, which in the amount of space required to account for non-rectilinear design, design features which are peculiar to a given plan or existing facility, including such factors as disproportionate number of offices, column placements, design flexibility, extra sense of openness, and so on. Generally, however, we include the layout factor in the unit circulation allowance rather than accounting for it separately.

Exhibit 2 illustrates these separate concepts: item space allowance, access, total standard, circulation, and layout. It shows a series of workstations, an area for "circulation," and an extra need for "layout" contingency due, in this case, to the location of a building column.



## Computing Building Circulation, Core, and "Gross" Square Footage

The estimated net square footage needed equals the sum of the required standard areas, the unit circulation, and the other factors described above.

To estimate the size of (gross) building floors, it is necessary to add further allowances for the major circulation areas, mechanical areas, and building core. These additions are based on typical percentages encountered in actual building experience, and the ratio of total net to total gross square footage on an entire floor (or entire building) is the assumed "efficiency" of that floor (or building). The following definitions are repeated for reference:

- Assignable Net Sq. Ft. — This is the usable area less the unit circulation. It includes (a) the area of rooms or offices, (b) the open areas by or "footprints" of desks, equipment, and so on, (c) the access area around such furniture or equipment (unless this is part of the "unit circulation" aisle).
- Core (of a building) — The core of a building is the generally central group of support spaces which serve the building as a whole. These spaces include, (a) elevator shafts, (b) stairwells, (c) electric rooms, (d) fan rooms, (e) elevator lobbies and major corridors, (f) janitorial closets, (g) central or general use lavatories, and (h) other shafts or penetrations of the floor slabs.



- Efficiency — The efficiency of a building is the ratio of net sq. ft. to gross sq. ft., usually expressed as a percentage.
- Gross Sq. Ft. — The (interior) gross square footage of a building is the sum of the gross sq. ft. on each floor, which is measured to the outside finished surface of the permanent outer building walls. Basements, mechanical equipment areas, penthouses, etc., are all included. Note that this is sometimes referred to as the "construction area." This definition is based essentially on the Building Officer and Manager Association (BOMA) definition.
- Inner Circulation — This allowance is added inside rooms or areas to provide needed access to equipment or work stations that are listed there, especially when it is judged that the total allowance for access which is part of the items' space standard will otherwise be insufficient for proper layout.
- Major Circulation — This area typically consists of stairwells and corridors defined by fire-rated partitions and in a multi-tenant building is that corridor space which is shared by all tenants. "Major circulation" is excluded from the "usable area."
- Net Sq. Ft. — This is the same as usable area in this report. It equals assignable net sq. ft. plus unit circulation areas.
- Rentable Area — The total rentable area of a floor is computed by measuring to the inside finish surface of the dominant portion of the permanent outer building walls, excluding any major vertical penetrations of the floor. (This is taken from the BOMA definition.) Thus, stairwells, shafts, and elevators are excluded, as well as their bounding walls. Rentable areas include usable area, major circulation, and that part of the core which "has a floor."
- Total Building Area — This may be larger than the gross sq. ft. of the building (but never less) and includes any balconies, constructed covered areas which are part of the building but exterior to it, and the like. We generally do not compute a Total Building Area beyond the Gross Sq. Ft. figure, unless these elements are essential to the functional requirement. Outdoor elements are usually treated as separate items in this report.
- Unit Circulation — This area is equal to the walkways and defined aisles within the usable area. Access space around open-area desks and equipment is not included, unless it is overlapped with such well-defined aisles.
- Usable Area — The usable area of a floor is computed by measuring to the finished surface of the office side of the major circulation corridors or other core walls, and to the inside finish surface of the dominant partition of the permanent outer building walls. (This is taken from the BOMA definition.) Within this, separate usable areas are measured to the center-line of any separating walls.

### **Space Standards Presented Here**

Space standards are presented for the following types of areas:

- Workstations – Private Offices
- Workstations – Traditional Open Stations
- Workstations – Systems Furnishings
- Open Area Equipment
- Conference Rooms
- Other Rooms and Areas

**WORKSTATION STANDARDS — PRIVATE OFFICES**

Private office standards are designated by the letters “PO” and are in most cases defined as having floor-to-ceiling walls and a door. The walls may be partially glass or may be equipped with pass-through openings, but such refinement considerations are noted in the program notations and not in the standard allowance itself.

We also provide for some private offices to be shared by two or more persons, and adapt the private office allocations to “shared” private office standards where needed. In this case we generally use the symbol “SPO” rather than “PO.”

**EXHIBIT  
Private Office Standards**

Symbol	Space Std		Typical Assignment	Typical Furnishings
	Ftp't/Acc's/Tot'l			
PO-1	90	-- 90	Cubicle office; glassed with door	Desk and chair, file, seating for 1-2 guest. Often may not be a full height office.
PO-2	120	-- 120	Basic Office	5' Desk and chair, credenza or back table, file, seating for up to 2 guests.
PO-3	150	-- 150	Supervisors / Sergeants	5' Desk and chair, credenza, 2 guests at desk, side seating for up to two persons.
PO-4s	165	-- 165	Not Assigned	6' Executive Desk and chair, credenza, 2 guests at desk, side seating for up to two persons. May include cabinet storage.
PO-4	180	-- 180	Managers / Lieutenants	Like PO-4s, but larger to accommodate more filing and seating as may be required. Seats up to 4 guests.
PO-5	210	-- 210	Managers if added space needed	Executive desk and chair, credenza, 2 guests at desk plus side seating for 2 or small conference table.
PO-6	240	-- 240	Executive / Captain	Executive desk and chair, credenza, 2 guests at desk plus side seating for 4 or small conference table.
PO-7	300	-- 300	Deputy Chief	Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table.
PO-8	360	-- 360	Chief	Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus small conference table.



Illustration – Private Office Standards

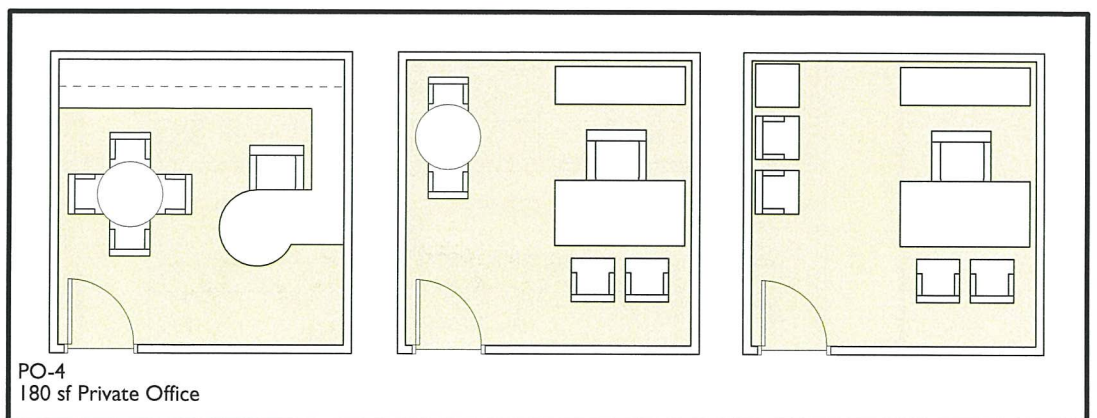
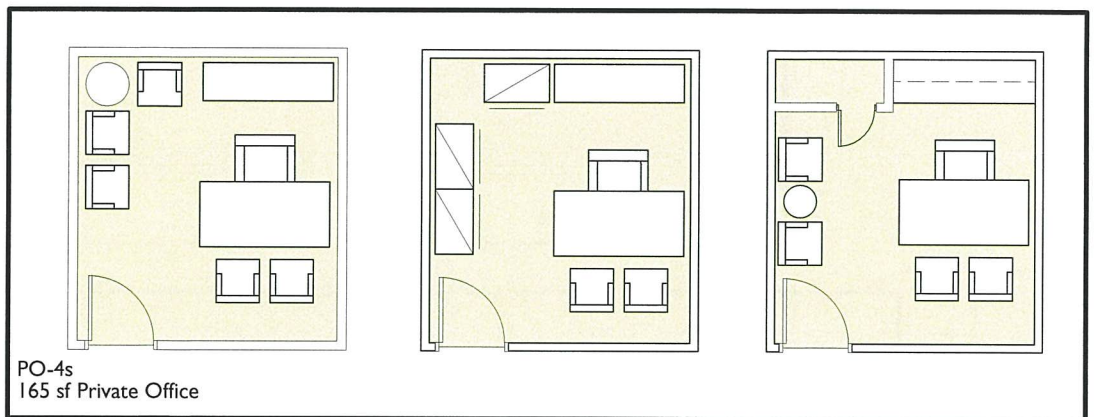
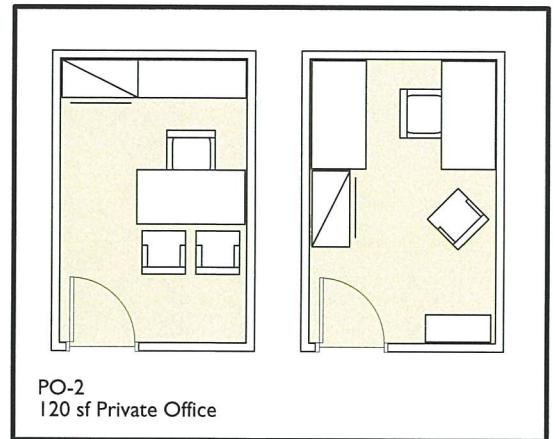
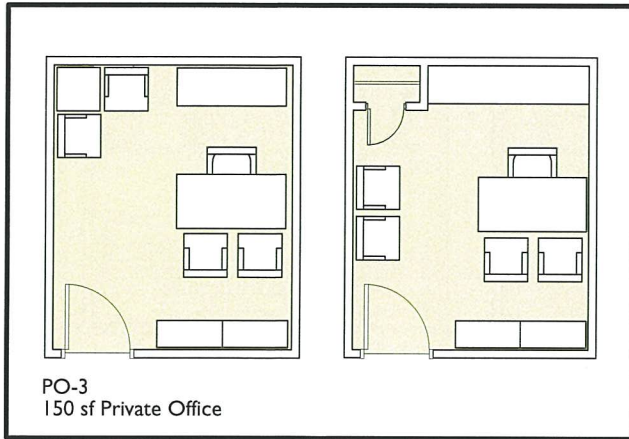


Illustration – Private Office Standards

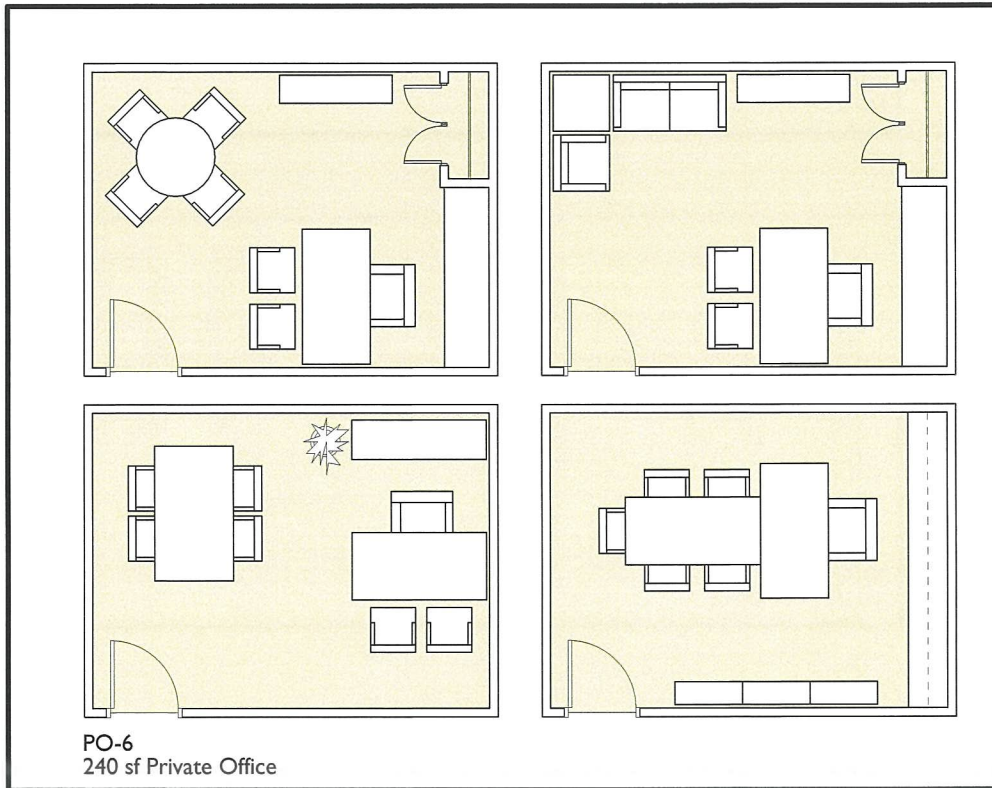
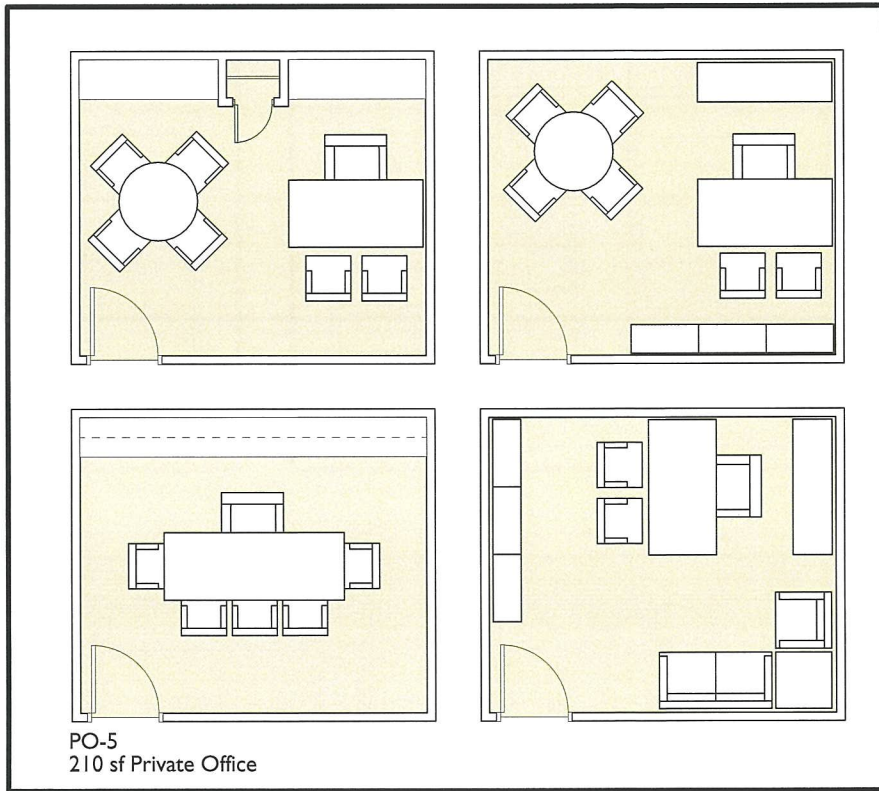
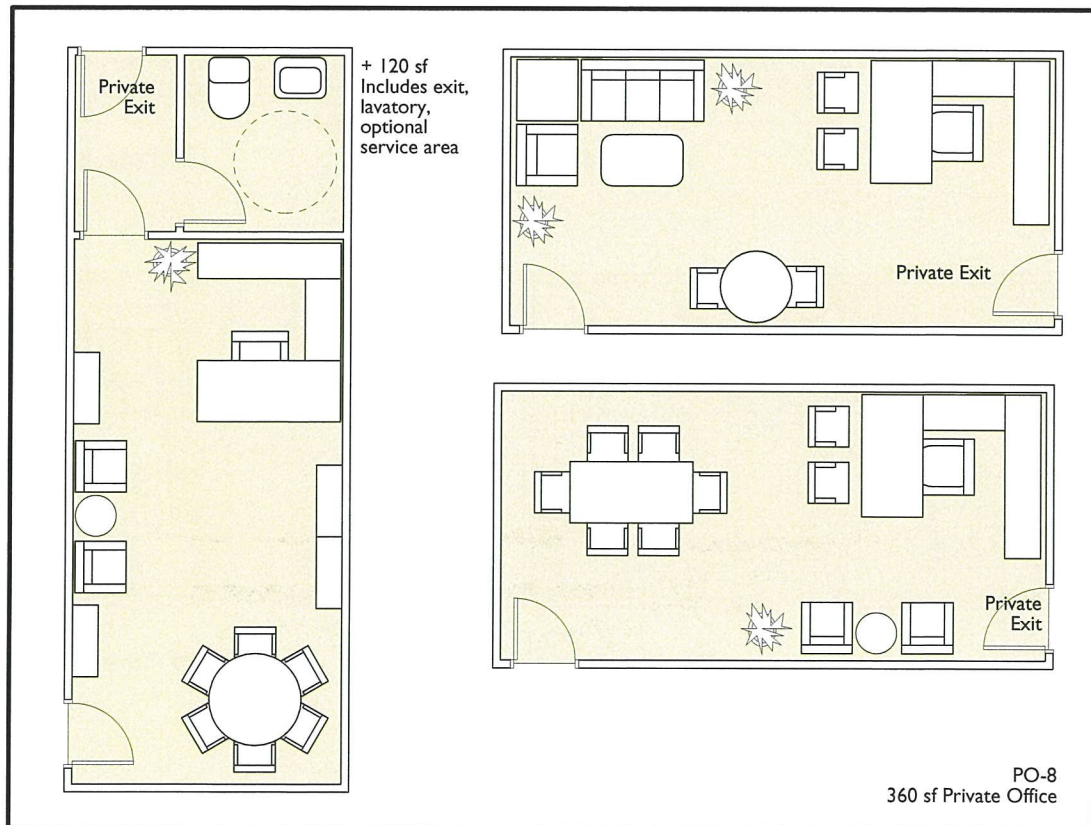
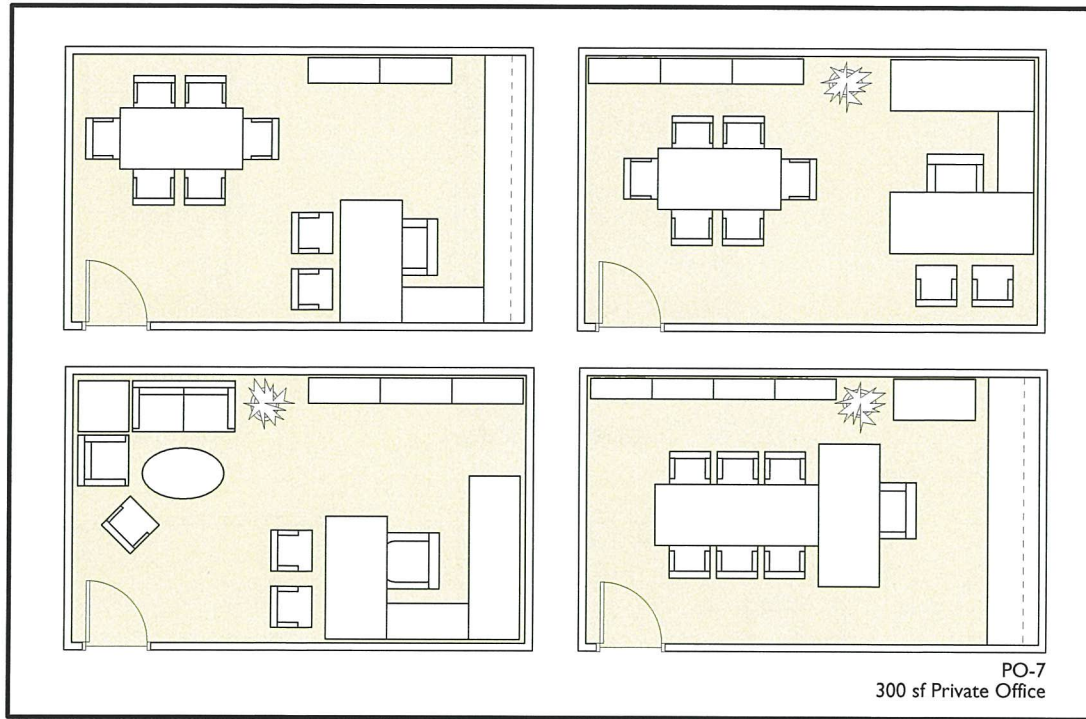
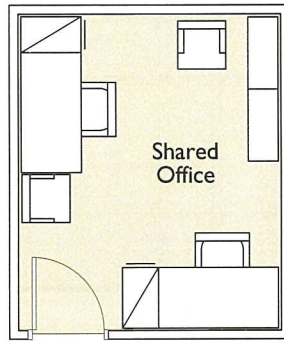


Illustration – Private Office Standards

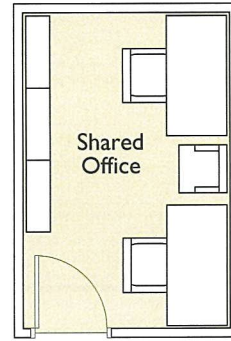




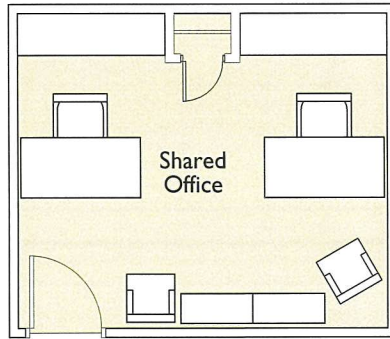
**Illustration – Private Office Standards – Shared Offices**



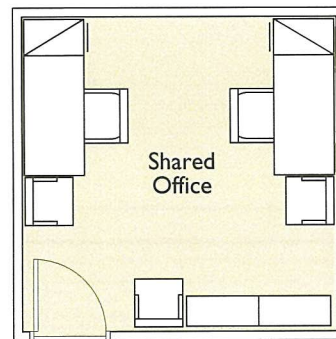
SPO-3  
150 sf Shared Office



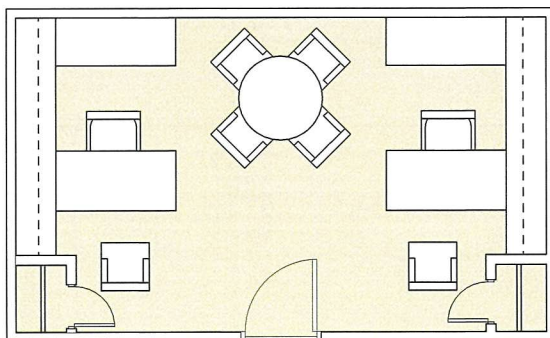
SPO-2  
120 sf Shared Office



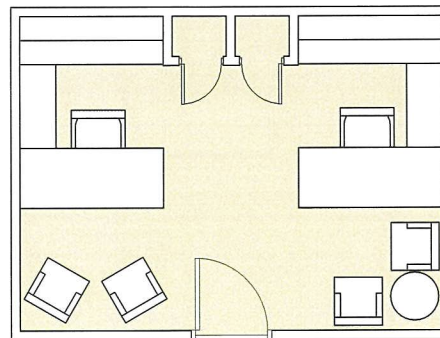
SPO-5  
210 sf Shared Office



SPO-4  
180 sf Shared Office



SPO-7  
300 sf Shared Office



SPO-6  
240 sf Shared Office

## WORKSTATION STANDARDS — TRADITIONAL OPEN WORKSTATIONS

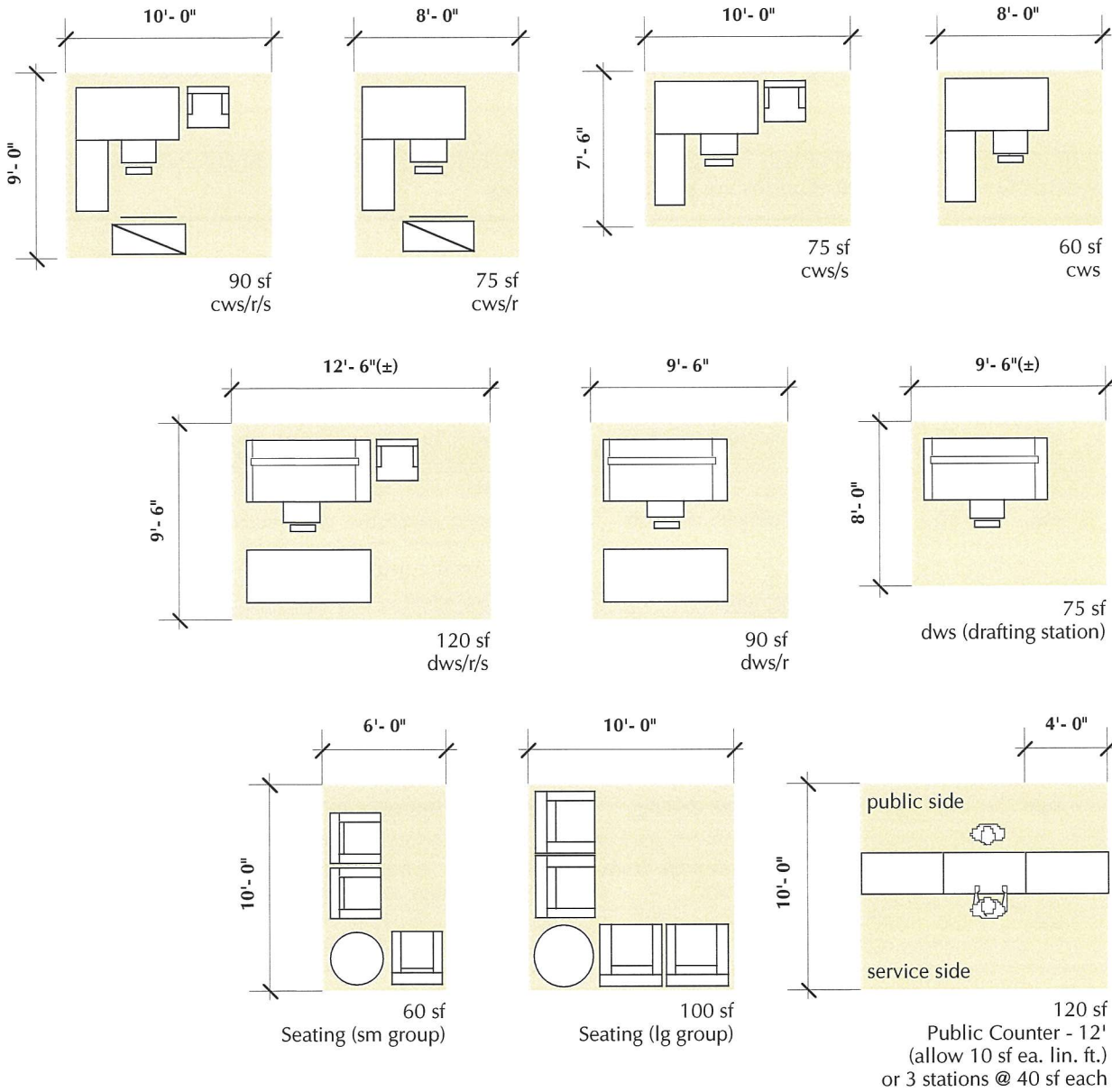
Traditional open stations are defined as having no integral panels as part of the stations, but are desks and work units which are found in traditional offices. These stations may have surrounding panels, for privacy or acoustic reasons, but traditional furniture is assumed. Open stations usually occur in groups of several stations or in conjunction with a block of filing or other unit equipment items. In some cases, the program may designate two (or more) open stations to be located in a room, as in a shared office.

The following Exhibit summarizes the space standards allocated to traditional open area workstations. Standards for System Work Stations are presented following.

### EXHIBIT Traditional Open Workstation Standards

Symbol	Space Std Ftp't/Acc's/Tot'l			Typical Assignment	Typical Furnishings
cws	30	30	60	Staff with std. desk	Clerical work station (cws), with lowered side return for terminal or typewriter. May include desks without a return, in some cases.
ews	30	30	60	Staff with std. desk	Work station (executive work station) without a typing or equipment return (double pedestal desk) or else with a return at executive height.
/r	10	5	15	as required	Indicates the addition of a reference unit (back table or lateral file) behind and as part of a work station.
/s	5	10	15	as required	Indicates the addition of a guest side-chair beside and as part of a work station.
ews/r	40	35	75	Staff with exec. desk	Executive work station (see "ews") with back unit.
sws	20	25	45	Staff with small desk	Small work station (desk 36" - 48" wide); may be a single-pedestal desk.
dws	40	35	75	Staff with drafting stn	Drafting table and chair.
dws/r	60	30	90	Staff with large draft- ing station	Drafting table, reference unit or work desk, and staff chair. Some plan storage at the station may be included.
uws	60	30	90	"U"- workstation	"U"-station for Records Clerks, including a desk, computer work station, and side surface for reference materials, radio, etc.

**Illustration  
Traditional Open Workstation Standards**





## WORKSTATION STANDARDS — SYSTEM WORK STATIONS

The enclosures in an open furniture system are generally structural; that is, the panels carry the weight of surfaces, storage modules hung on the wall, and so on. The panels usually also have built-in chase-ways for electrical and communications lines (data and telephone), as part of an integrated wire management design. System work stations are designated by “en” which begins the symbol for the standard. The “en” is followed by a code which is associated with a particular square footage allowance based on the enclosed area of the workstation which is adjusted upward to allow for the addition of appropriate aisles and access (shaded in the illustrations and included in the "Total SF" column).

The following Exhibit summarizes the space standards allocated to system (cubicle) open area workstations. Note that it is possible to program the space with the footprint number and then add later the circulation and access for the whole unit. Or, it is possible to allocate each workstation with its access. When programmed using the larger figure, we denote the standard with a “+” symbol and use the “Tot’l” size below, which is larger than the cubicle enclosure by itself.

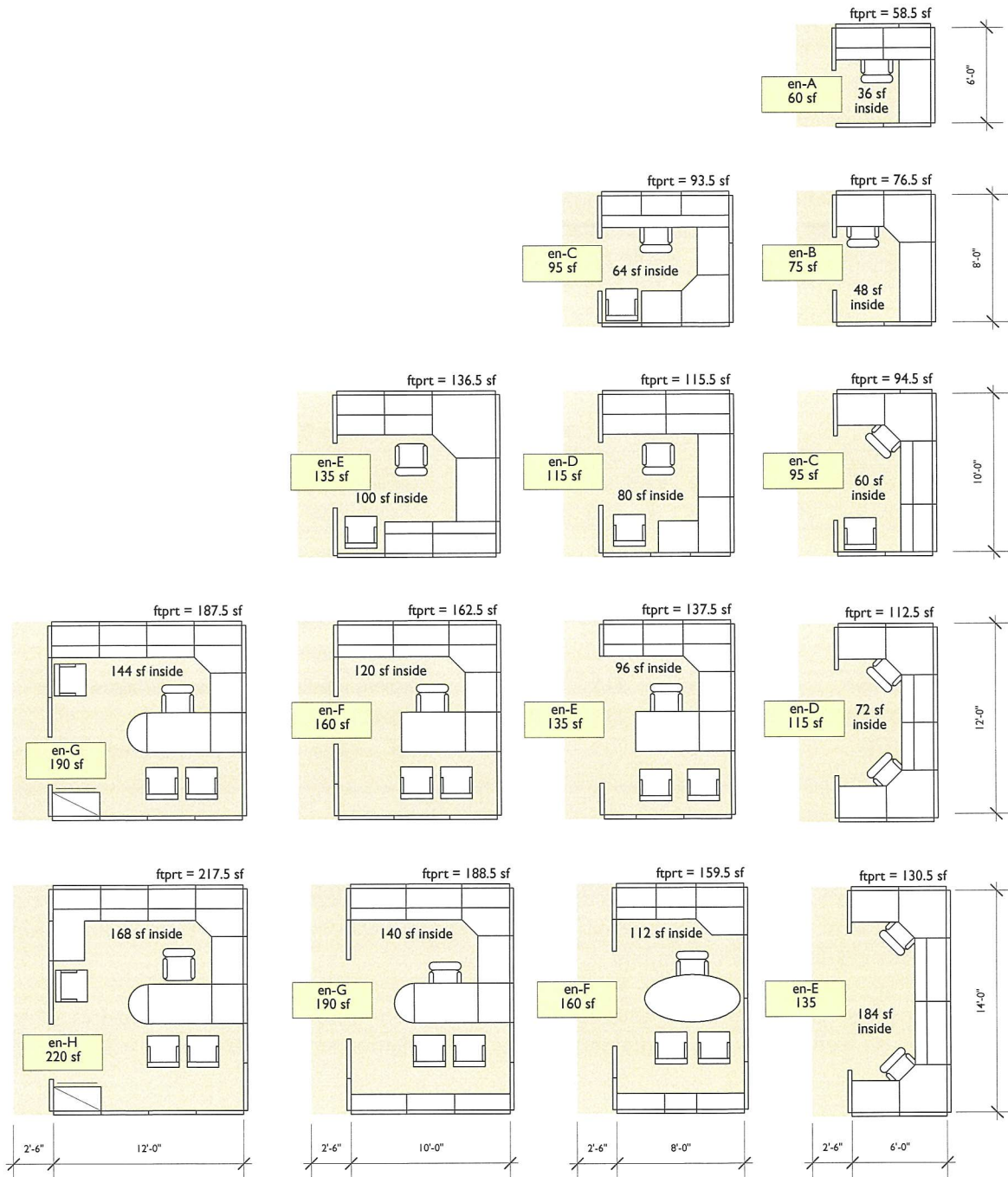
### EXHIBIT System (Cubicle) Open Workstation Standards

Symbol	Space Std			Inside Dimensions	Typical Assignments
	Ftp’t	/ Acc’s	/ Tot’l		
en-A/A+	36	24	60	6' x 6'	Small cubicle for staff needed regular desk
en-B/B+	48	30	75	6' x 8'	Basic cubicle; equal to a desk with back unit / storage
en-C1/C+	60	35	95	6' x 10'	Larger cubicle; Detectives
en-C2/C+	64	31	95	8' x 8'	Alternate layout for above
en-D1/D+	72	43	115	6' x 12'	Persons needing more work storage/surface
en-D2/D+	80	35	115	8' x 10'	Alternate layout for above
en-E1/E+	96	39	135	8' x 12'	Not assigned. We use private offices instead.

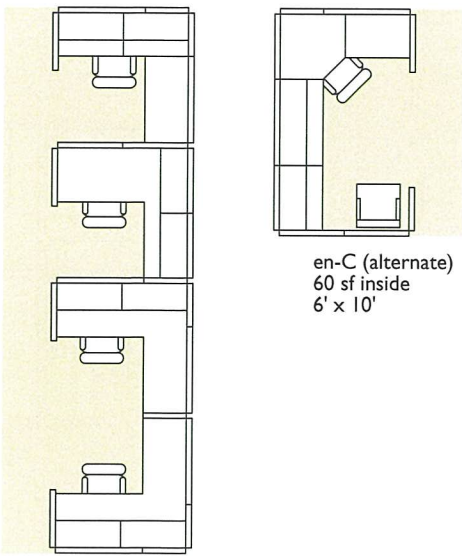
Note that there are alternative configurations that a given standard can have, so that, for example, an “en-xx” space allowance can accommodate different work requirements. Also note that these allowances are generic, in that no one vendor is used. Different vendors may have various dimensions and components available in a system line.

The following Exhibits provide illustrations of dimension assumptions and of clusters of typical variations, as well as common conference spaces and reception stations developed with systems furnishings.

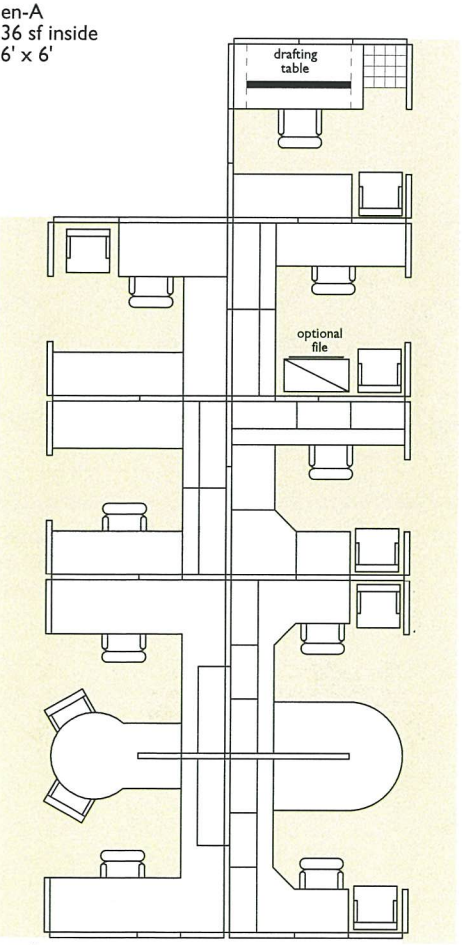
### Illustration System Standards Array



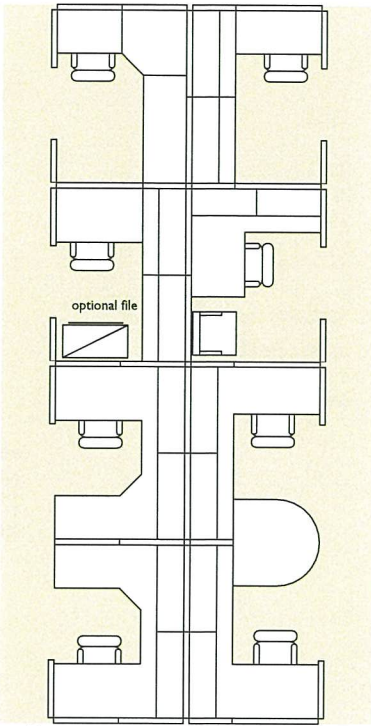
**Illustration  
System Standards- Smaller Station Clusters**



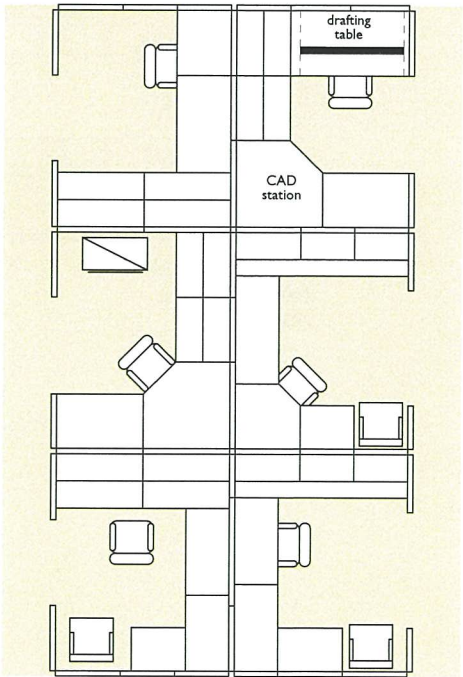
en-C (alternate)  
60 sf inside  
6' x 10'



en-C  
64 sf inside  
8' x 8'



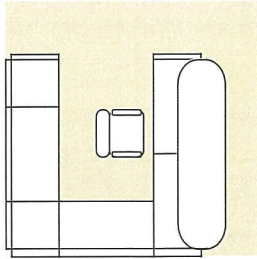
en-B  
48 sf inside  
6' x 8'



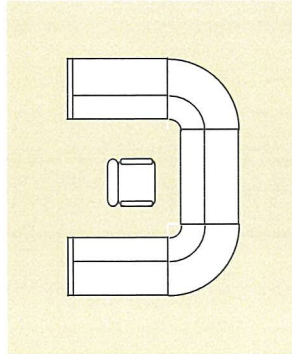
en-D  
80 sf inside  
8' x 10'



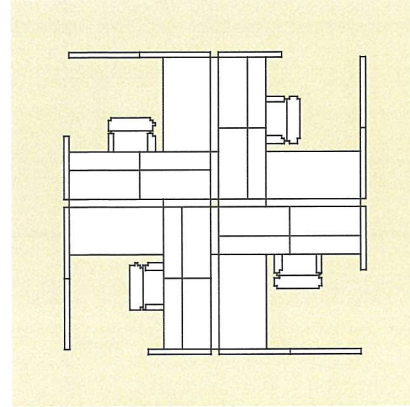
**Illustration  
System Standards – Miscellaneous Elements**



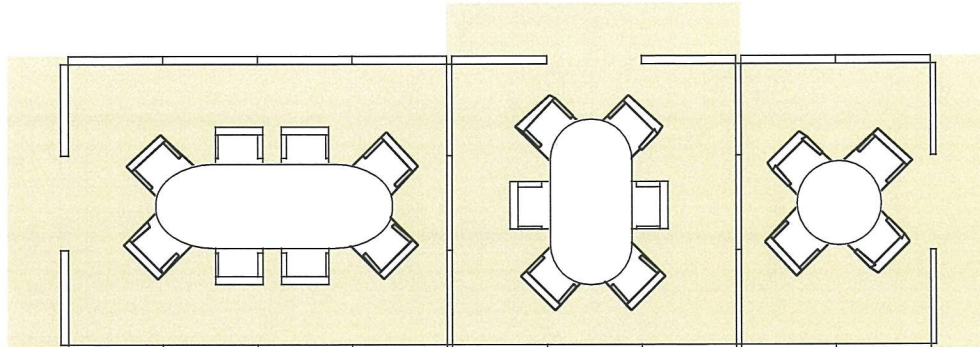
en/reception  
115 sf allowance  
64 sf inside



en/reception  
185 sf allowance (colored)  
72 sf station footprint  
48 sf inside



en/pinwheel  
300 sf allowance  
145 sf inside (total)



en/conf—8 seats  
240 sf allowance  
192 sf inside

en/conf—6 seats  
190 sf allowance  
144 sf inside

en/conf—4 seats  
135 sf allowance  
96 sf inside

## OPEN AREA EQUIPMENT AND RELATED STANDARDS

There are three primary considerations in determining the space requirements for a particular piece of equipment: (1) the area occupied solely by the equipment item, (2) the space required for the equipment user or operator, and (3) the need for access to the item.

Exhibit 4 outlines the equipment dimensions and square footage allocations for frequently used items. The total space requirement of each piece of equipment of this nature is determined by increasing the actual footprint area of the item to allow for access and use. This factor has been determined from previous experience in developing layouts for similar facilities; space for non-standard equipment is calculated on an individual item basis.

EXHIBIT 4  
Typical Standards For Open Area Equipment

Item	Symbol (If Any)	Typical Item Size	Base	Standard Access	Total
Bookcase	bc	36" x 12"	3	7	10
Card File	file	18" x 28"	4	6	10
Coat Rack	coat or ctrk	24" x 48"	8	12	20
File Cabinet—Traditional File	file or sf	18" x 28"	4	6	10
File Cabinet—5-drawer	f-5	18" x 28"	4	6	10
File Cabinet—Lateral File	lf	36" x 18"	4	6	10
		42" x 18"	5	10	15
		48" x 18"	6	14	20
Side Chair	chair	24" x 24"	4	11	15
Storage Cabinet	stg cab	36" x 18"	5	10	15
Table	table	60" x 30"	12	28	40
Table—Extra Access Space	table	60" x 30"	12	48	60
Typewriter Stand/Cart	type	12" x 24"	2	8	10
		24" x 30"	5	10	15
Guest Seating—4 lounge	seat-2	—	80	20	100
Guest Seating—2-3 chairs	seat-1	—	40	20	60
Coffee Station—counter	cof-1	—	10	20	30
Coffee Station—enclosable	cof-2	—	15	35	60

## CONFERENCE ROOM STANDARDS

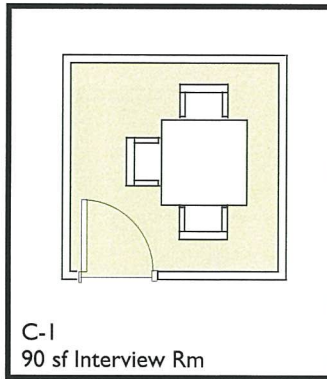
The size of conference rooms depends on (a) the number of persons seated at the table, (b) the size of the table (to accommodate bulky items, for example), (c) the possible requirement for spectators seated away from the table, and (d) presentation or display space. The last may include such needs as a projector area at the back of the room as well as a screen and presentation area with podium and such at the front. The standards we have used in this report are summarized in Exhibit 5.

### EXHIBIT Summary Of Conference Room Standards

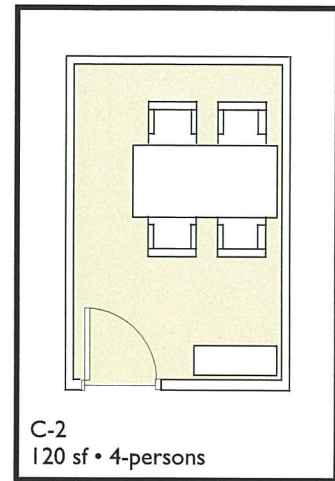
Symbol	Size	Type of Room	Typical Furnishings
C-1	90	2-Person Interview Room	Table, 2 or 3 chairs.
C-2	120	2-4 Person Interview	Table, 2-4 chairs.
C-3	180	6 Person Conference	8 ft table, 6 chairs, possible writing surface on wall.
C-4	240	8 Person Conference	8 ft table, 8 chairs, possible tack boards or writing surface. Table can seat 10, but crowded.
C-5	300	8-12 Person Conference	12 ft table, 12 chairs. Can add library at one end and seats 8, or add presentation area and room seats 8.
C-6	360	12-16 Person Conference	12 ft table, 12 chairs, presentation area at end of room. Can accommodate 16 persons if presentation space is converted to conference space.
C-7	420	16-20 Person Conference	16 ft table, 16 chairs, presentation area at end of room. Can accommodate 20 persons if presentation space is converted to conference space.
C-8	480	18-22 Seat Conference Room	20 ft table, 18 chairs, presentation area at end of room; cabinet (possibly with coffee service) at other end of room. Can accommodate 22 persons if presentation space is converted to conference space.
C-9	560	22 Person Conference - 14 at main table - 8 at side seating	Conference seating 14 at table, plus 6-8 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 16 at main table if no cabinet.
C-10	640	28 Person Conference - 18 at main table - 10 at side seating	Conference seating 18 at table, plus 8-10 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 20 at main table if no cabinet.
C-11	720	34 Person Conference - 22 at main table - 12 at side seating	Conference seating 22 at table, plus 10-12 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 24 at main table if no cabinet.
C-11	720	20 – 24 person briefing room	Row seating for 20-24, with presentation area.
C-12	800	34-Person Conference Divisible : 8-10 person 20-22 person	Modular combination of C-9 and C-4 conference rooms which open into one large room using room-divider partitions. Full room seats 24 at the main table and 10 persons at the side. Cabinet at one end of room.



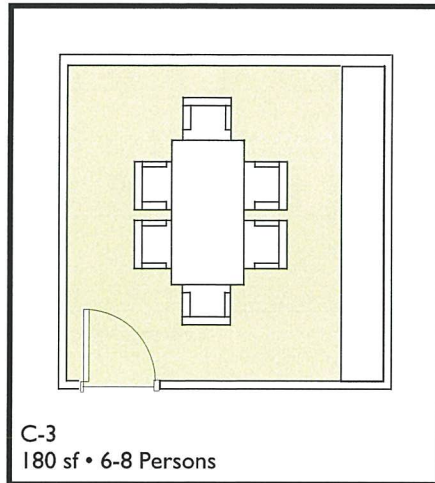
**Illustration  
Small Conference Rooms**



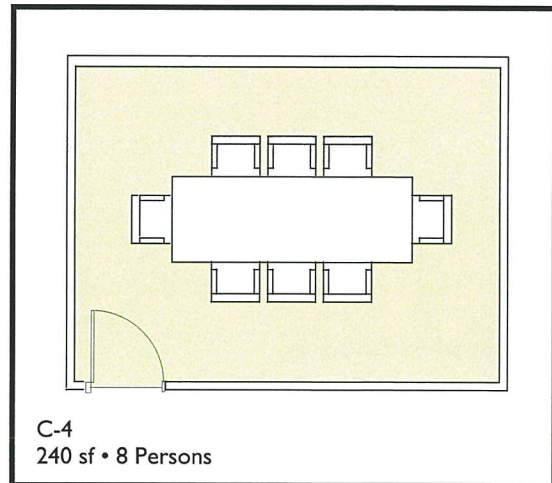
C-1  
90 sf Interview Rm



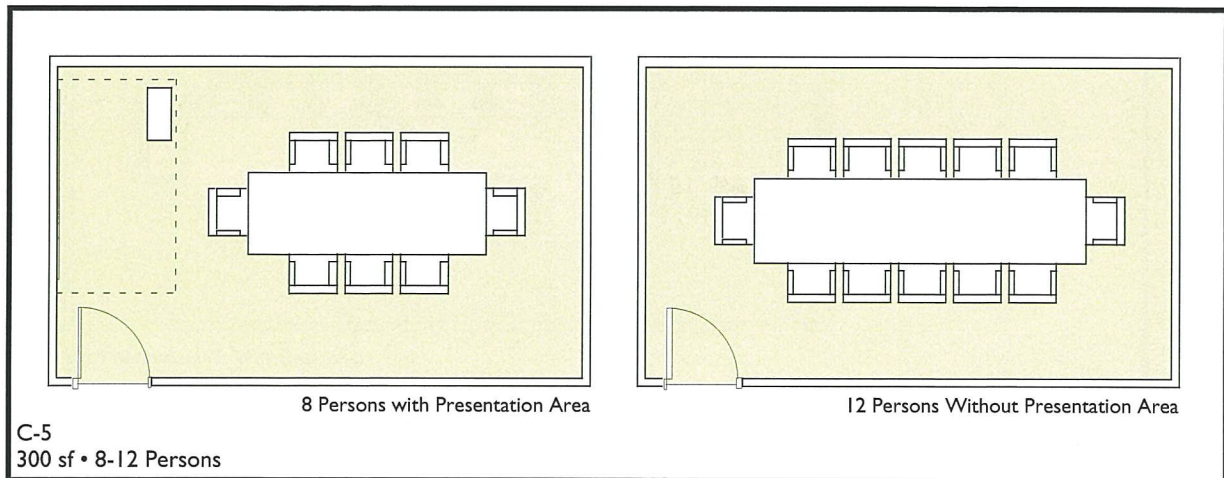
C-2  
120 sf • 4-persons



C-3  
180 sf • 6-8 Persons



C-4  
240 sf • 8 Persons

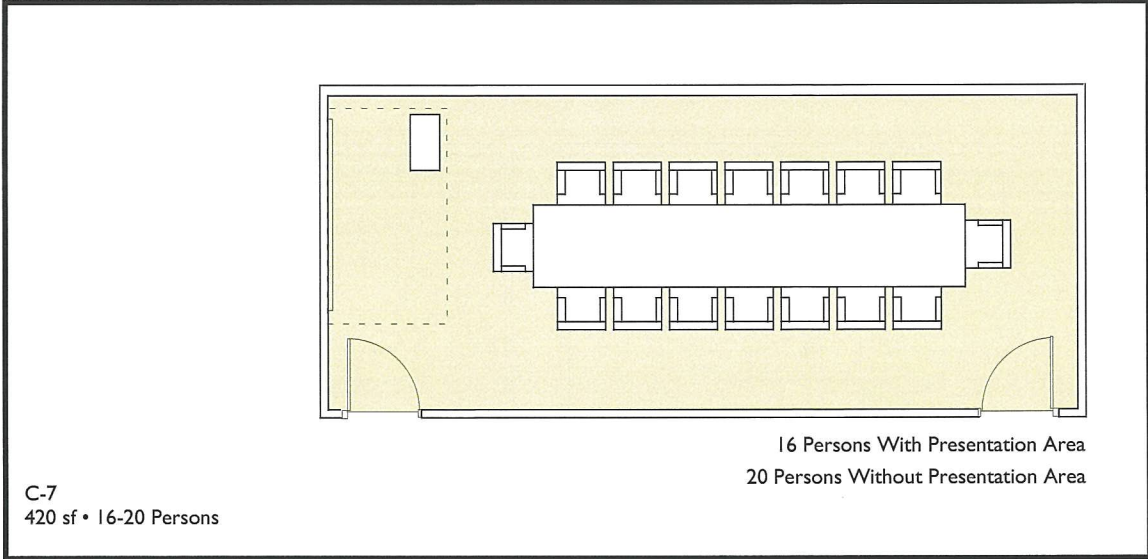
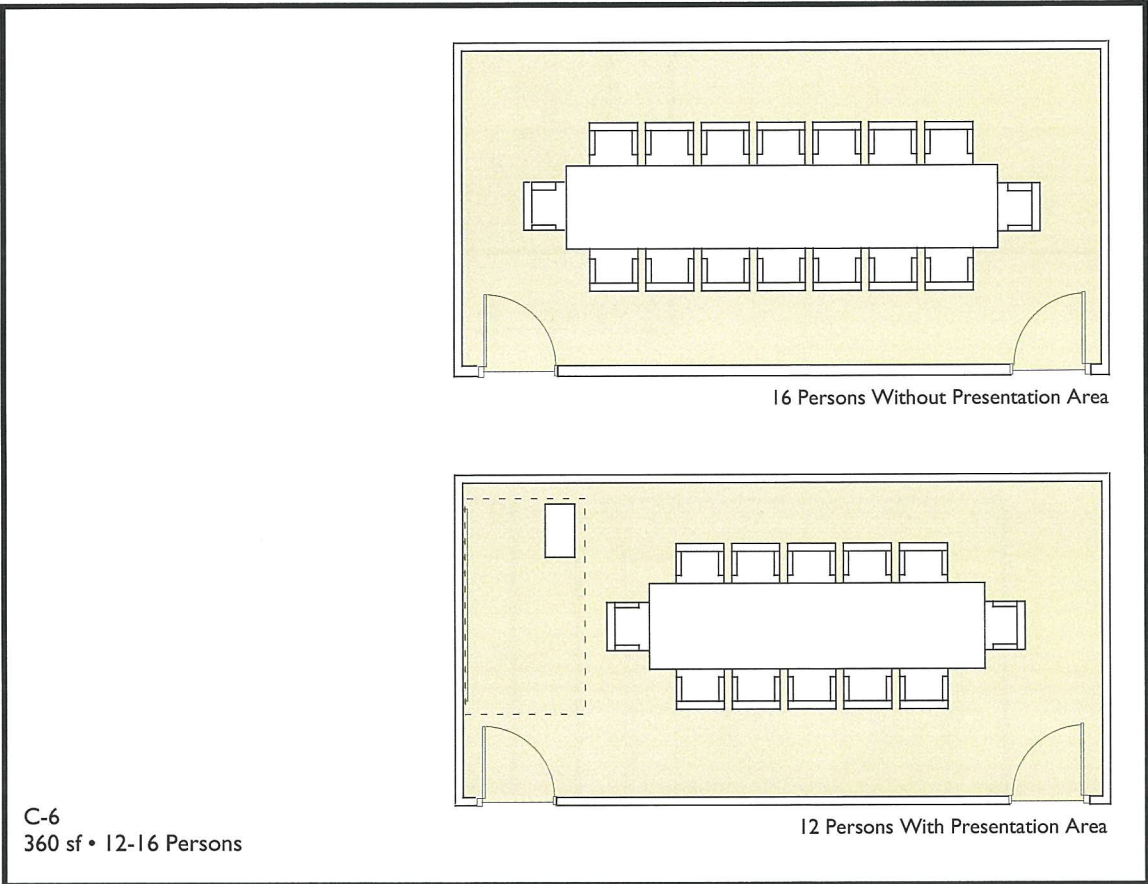


C-5  
300 sf • 8-12 Persons

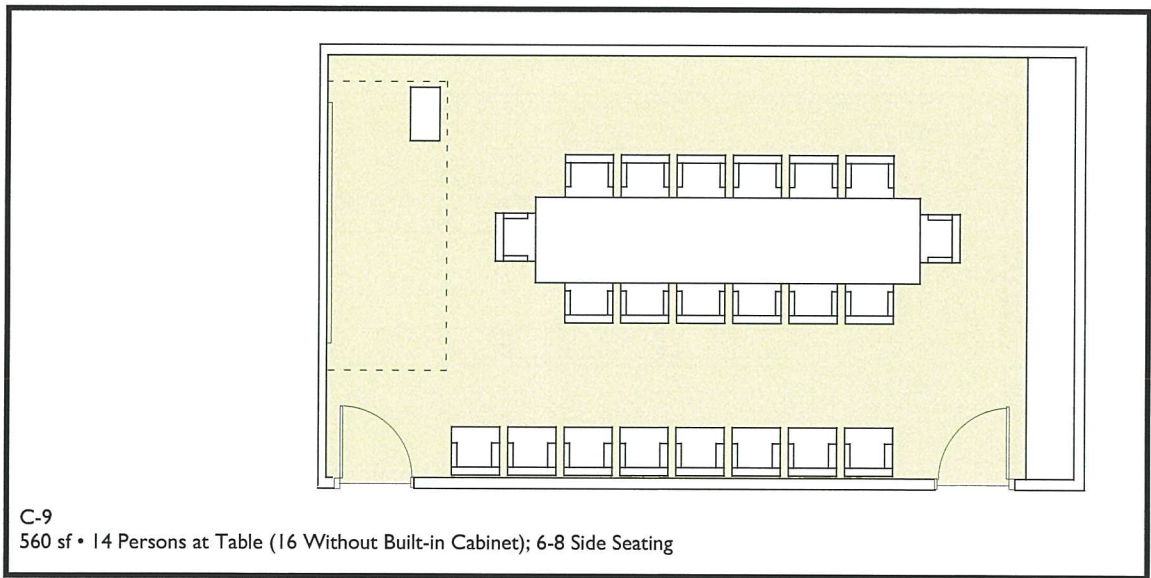
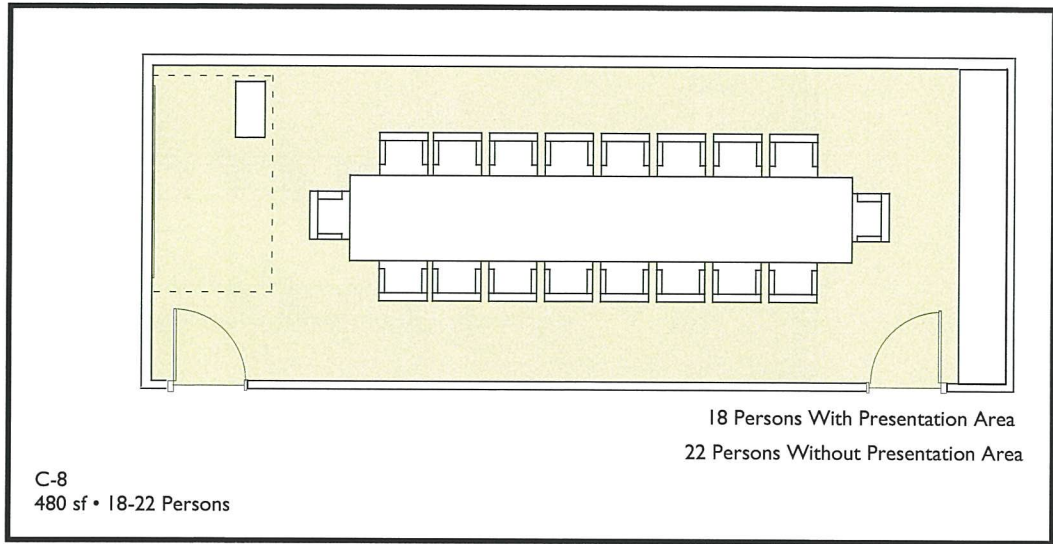
8 Persons with Presentation Area

12 Persons Without Presentation Area

**Illustration  
Medium Conference Rooms**



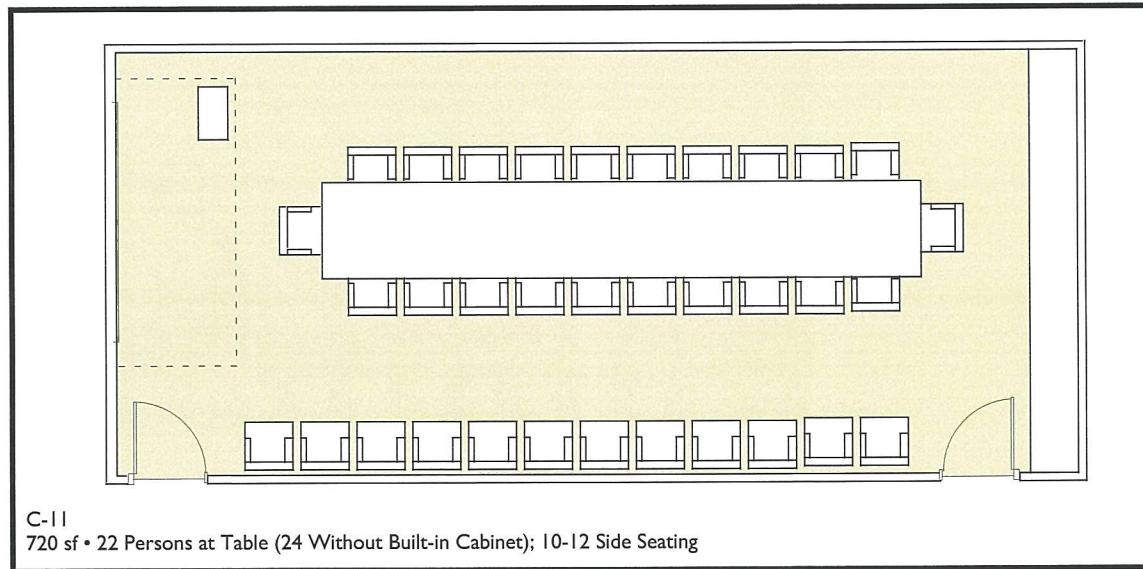
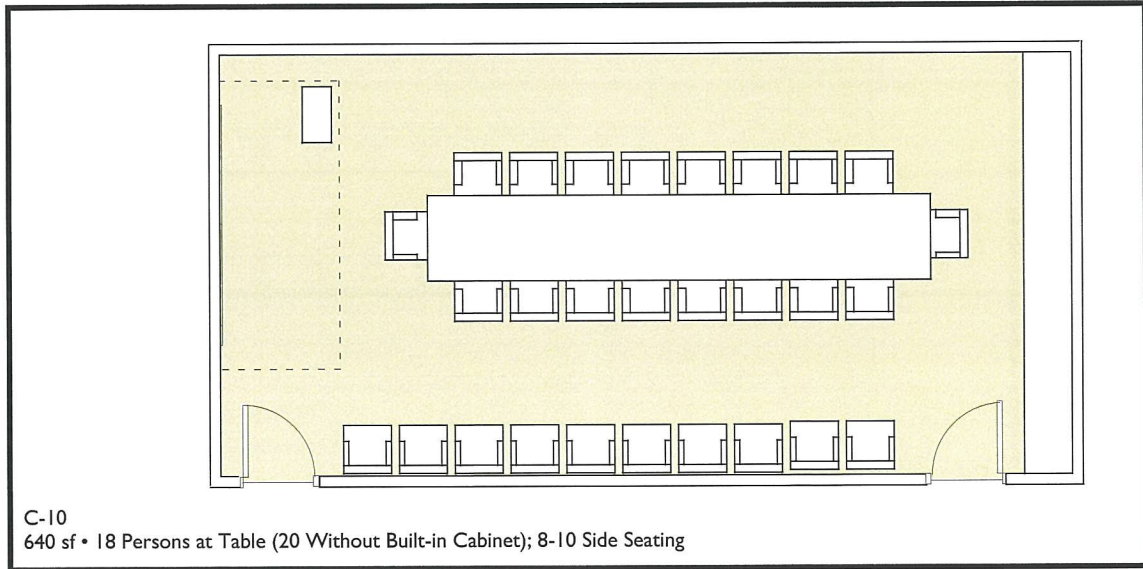
**Illustration  
Large Conference Rooms I**



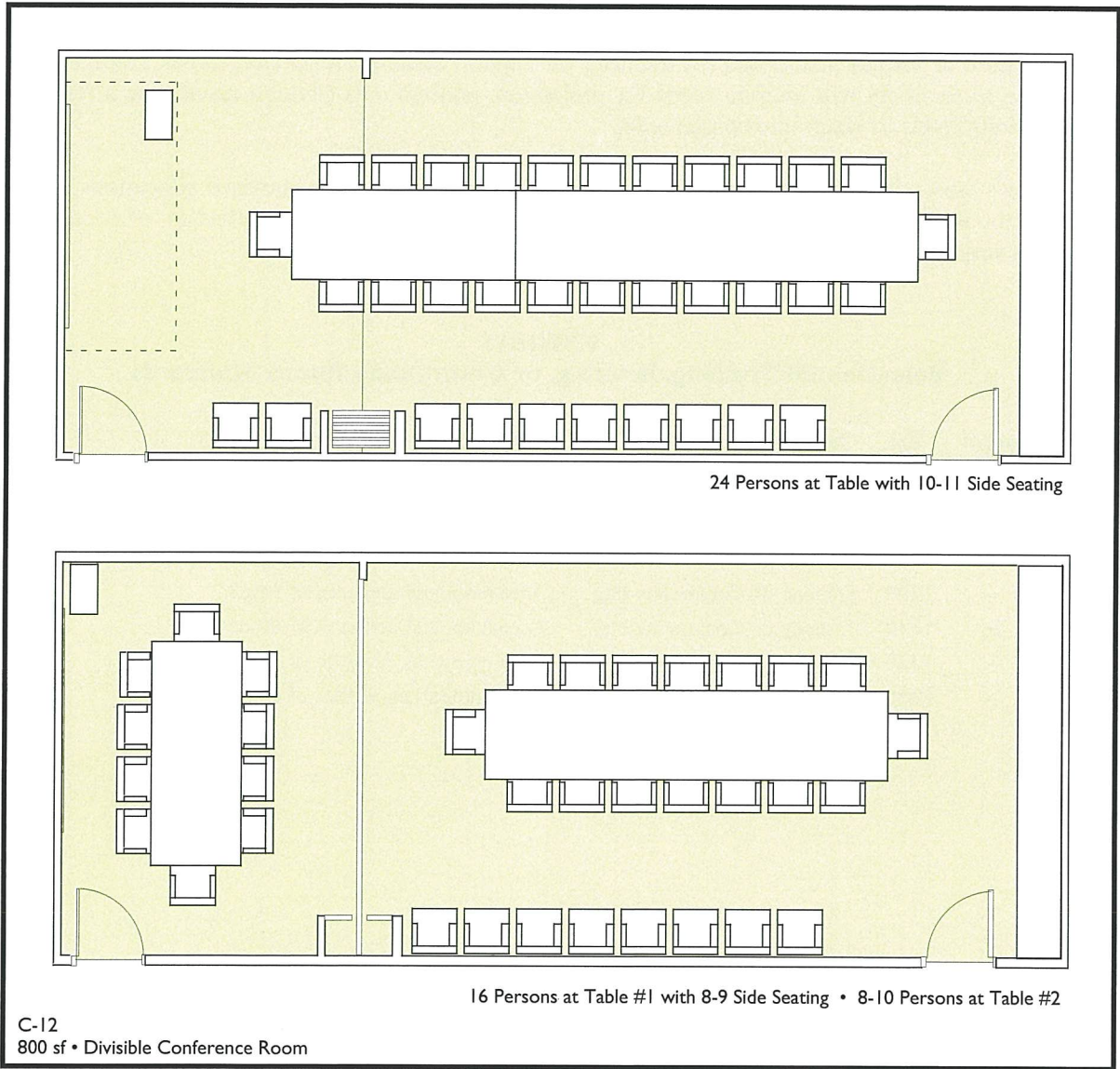
All side-seating layouts can substitute a side counter, and extend table to seat 2 more. Table capacity of this room would become 18 or more persons



**Illustration  
Large Conference Rooms II**



**Illustration  
Divisible Conference Room**



## TRAINING, BRIEFING, COMMUNITY ROOM STANDARDS

The size of large meeting rooms depends on similar factors as for conference rooms, discussed above: (a) the number of persons seated as audience, (b) the nature or configuration of audience seating, (c) presentation or display space, and (d) the need for support areas for hospitality, chair storage, and so on. The room likely will include needs for projection, podium area (though usually on a flat floor), and various levels of electronic components.

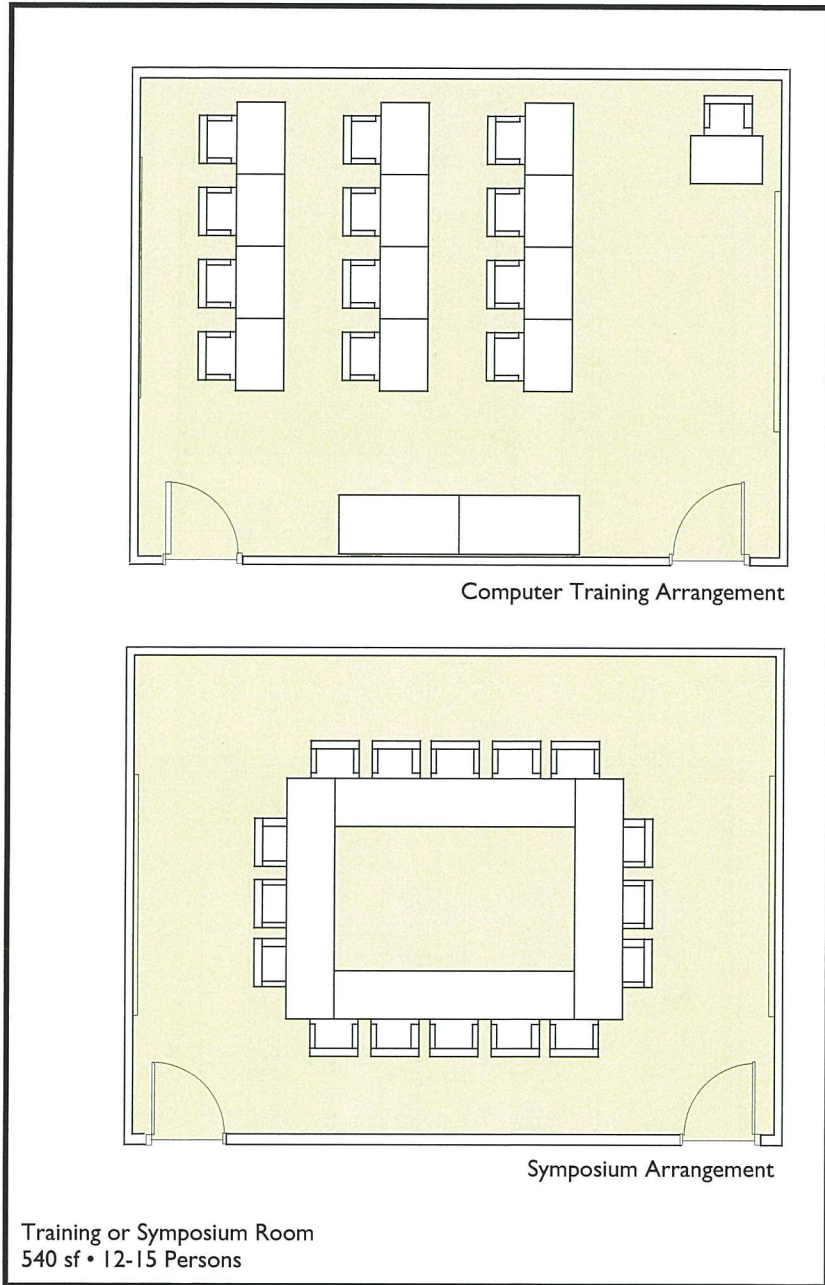
The needs vary with the type of application, and we do not use specific standard allocations, but formulate the need based on the specific functions required in each case. A selection of room allowances is summarized below.

### EXHIBIT Selection Of Training, Briefing, or Community Room Standards

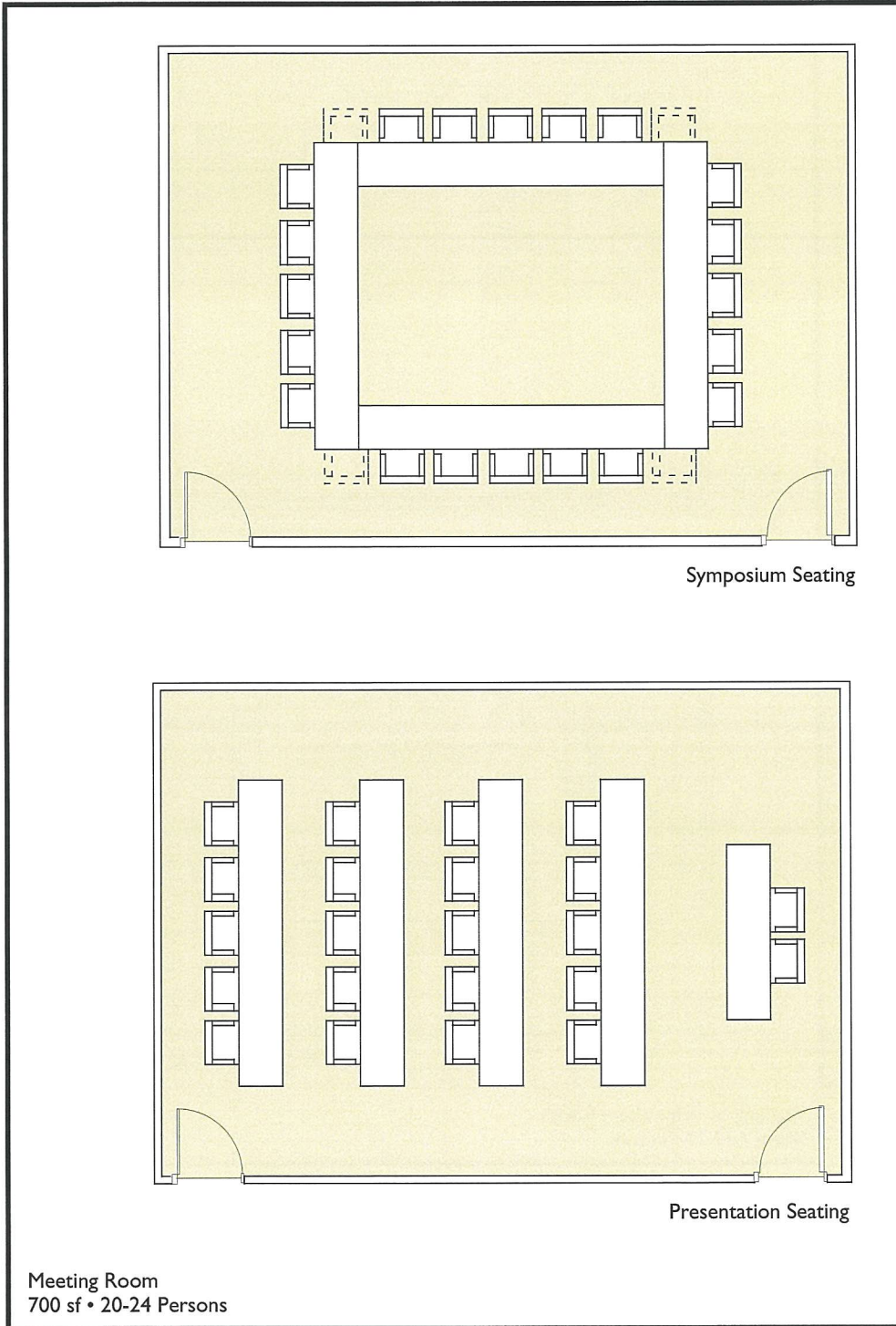
Symbol	Size	Type of Room	Typical Capacity
--	540	Training or Symposium	Accommodates 12-15 persons
--	700	Training or Symposium	Accommodates 20-24 persons
--	720	Briefing	Accommodates audience of 20-24
--	1200	Training or Community Mtg	Accommodates audience of 54-63
--	1320	Training or Community Mtg	Accommodates audience of 60 or more
--	1420	Training or Community Mtg	Accommodates audience of 70 or more
--	1620	Briefing (raked floor)	Accommodates audience of 60



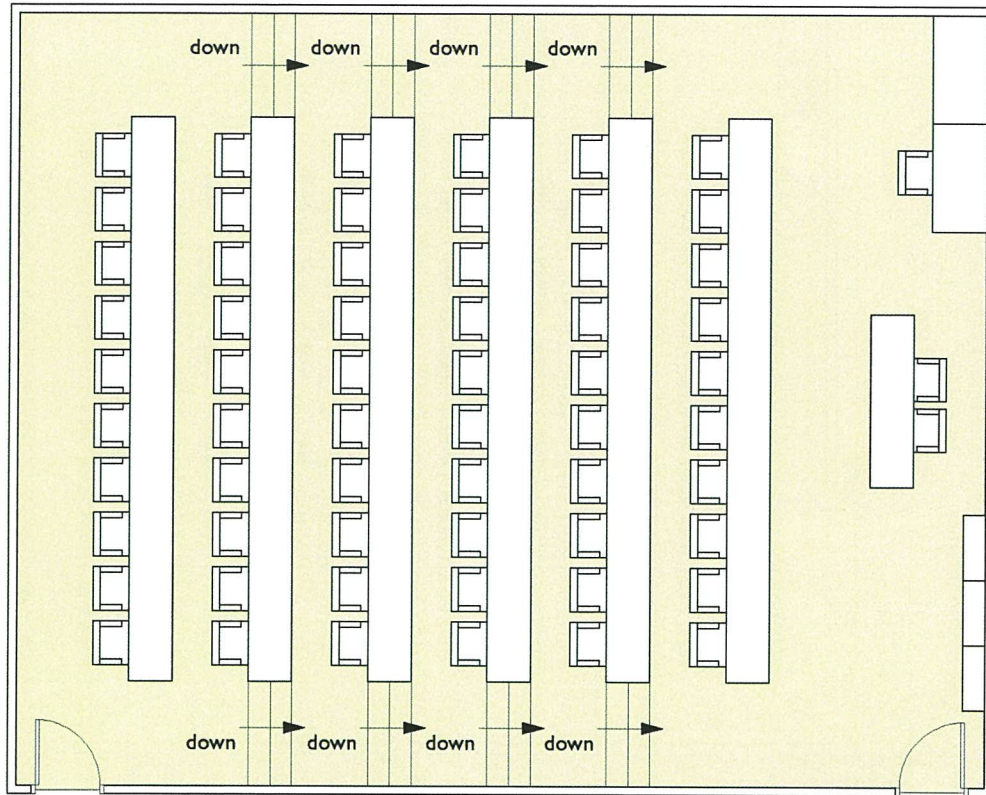
**Illustration**  
**Training or Meeting Room 540 sf**



**Illustration  
Training or Meeting Room 700 sf**

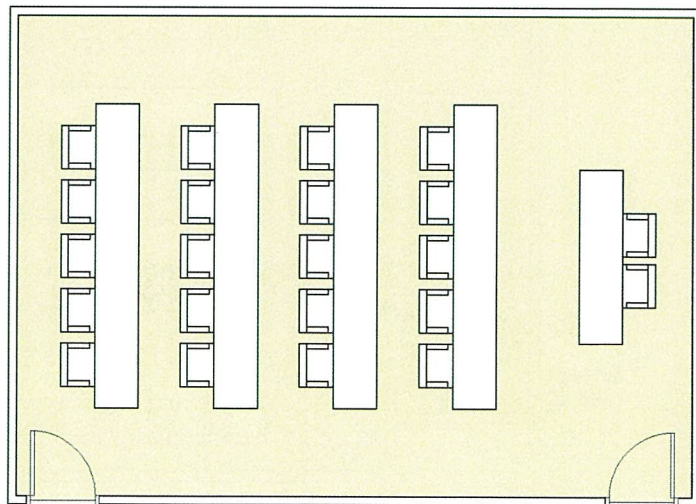


**Illustration  
Range of Briefing Room Options  
(Raked Floor v. Flat Floor)**



Shown with raked floor. Can be on level surface as well

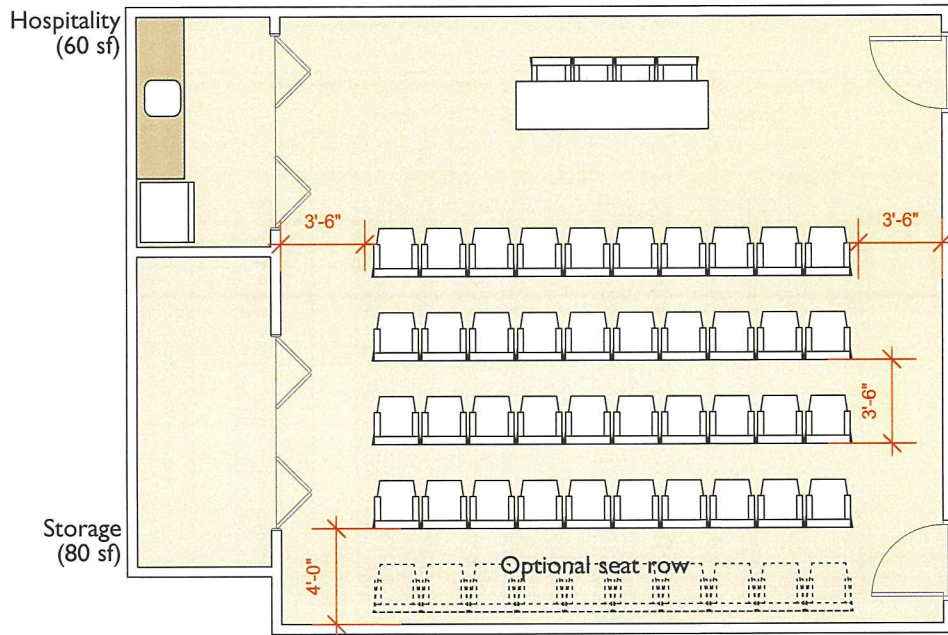
**Briefing Room  
1,620 sf • 60-persons**



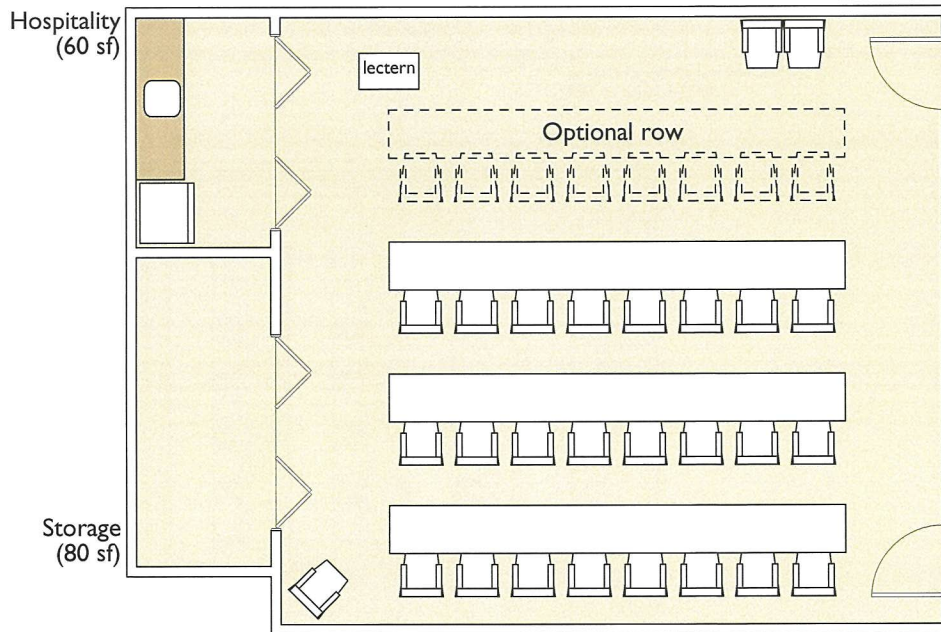
**720 sf  
20-24 Person Briefing/Task Force Room**



**Community Room / Training Room  
Typical 720 sf Flat Floor Multi-use Room**

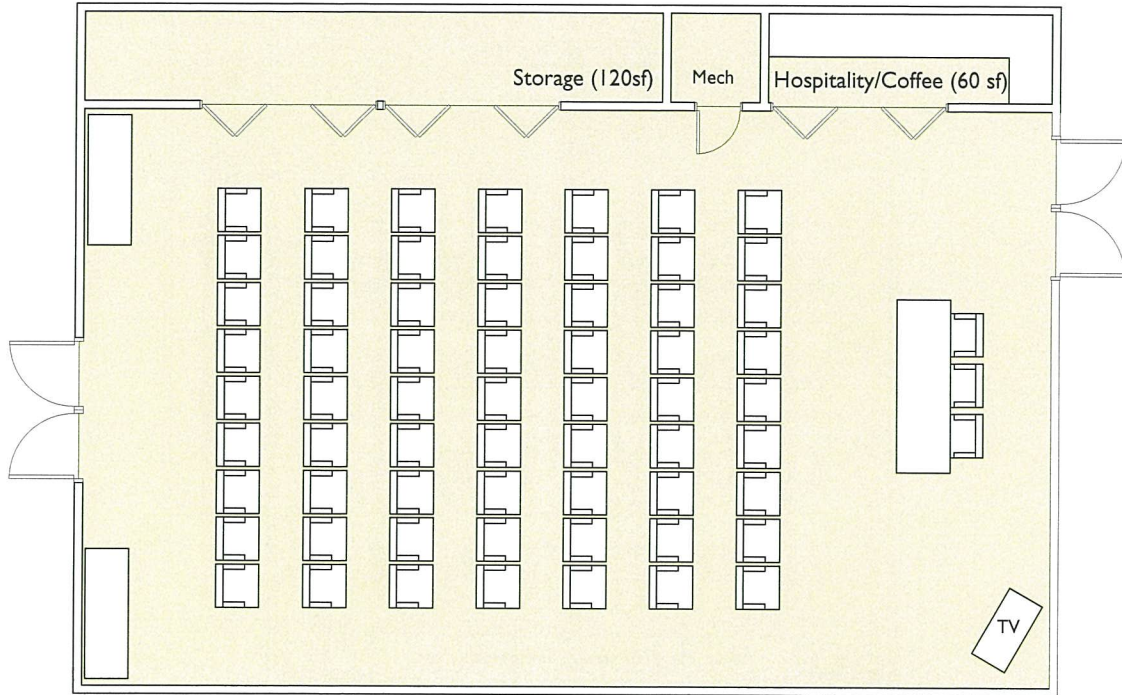


**40 - 50 Person  
Meeting Room  
(720 sf)**

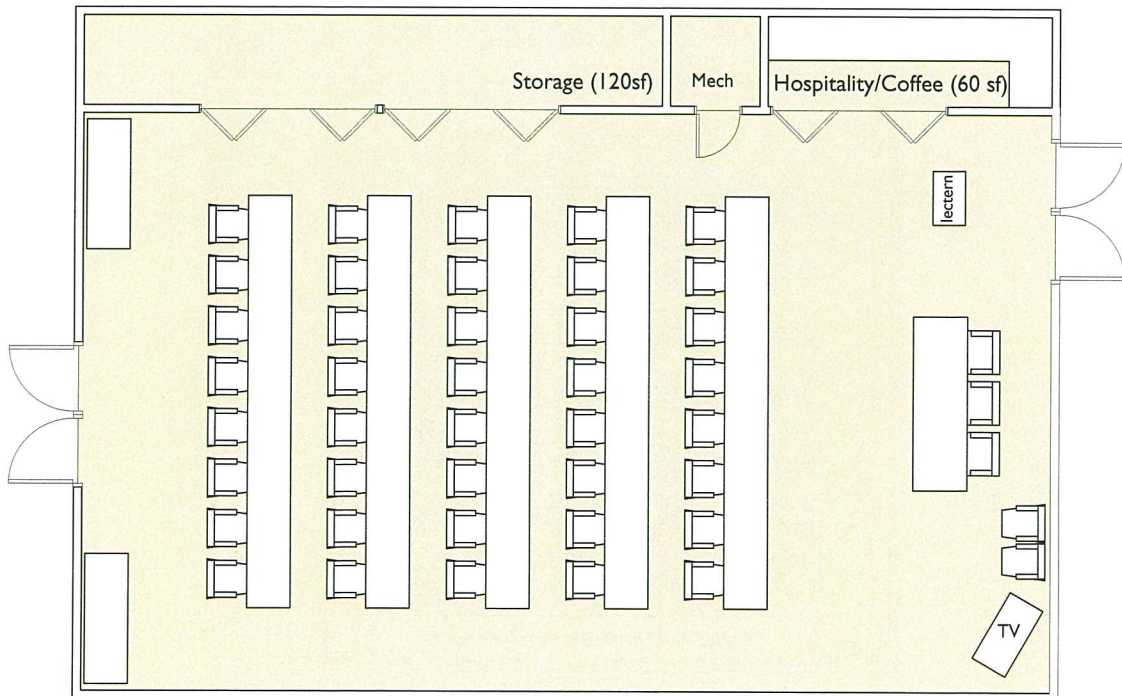


**25 - 30 Person  
Training Room  
(720 sf)**

**Community Room / Training Room  
Typical 1,200 sf Flat Floor Multi-use Room**

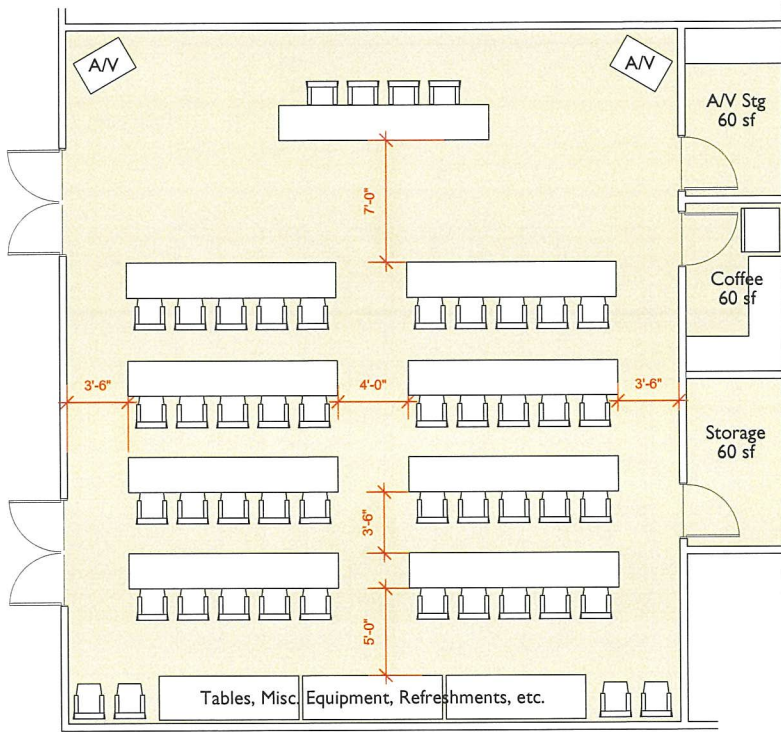


Community Room Complex  
(1,200 sf main room with support areas)  
Seats 60-70 in Meeting format  
Seats 30-40 in Training format

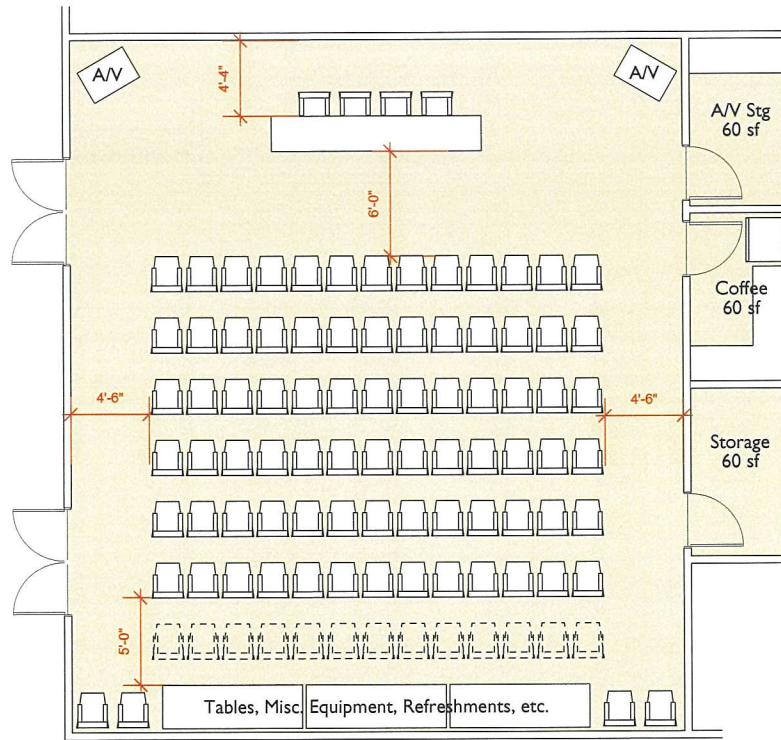




**Community Room / Training Room  
Typical 1,420 sf Flat Floor Multi-use Room**



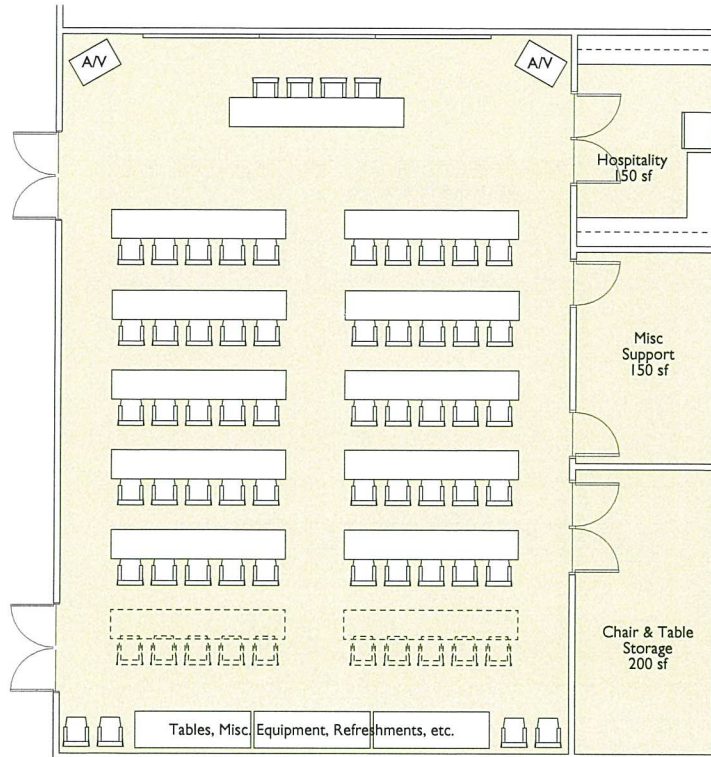
40 - 50 Person Training Room  
(1,420 sf + 180 sf support areas)



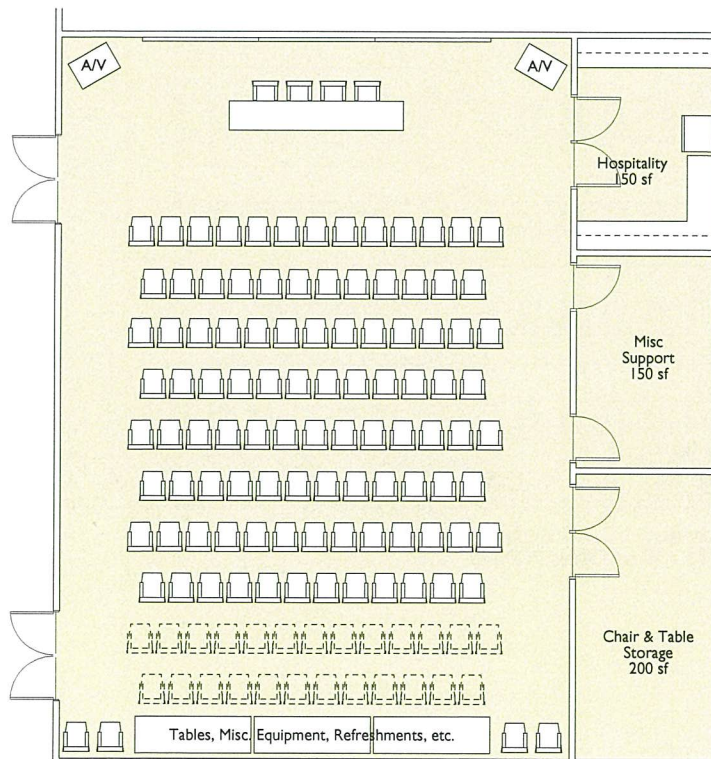
80 - 90 Person Meeting Room  
(1,420 sf + 180 sf support areas)



**Community Room / Training Room  
Typical 1,800 sf Flat Floor Multi-use Room**

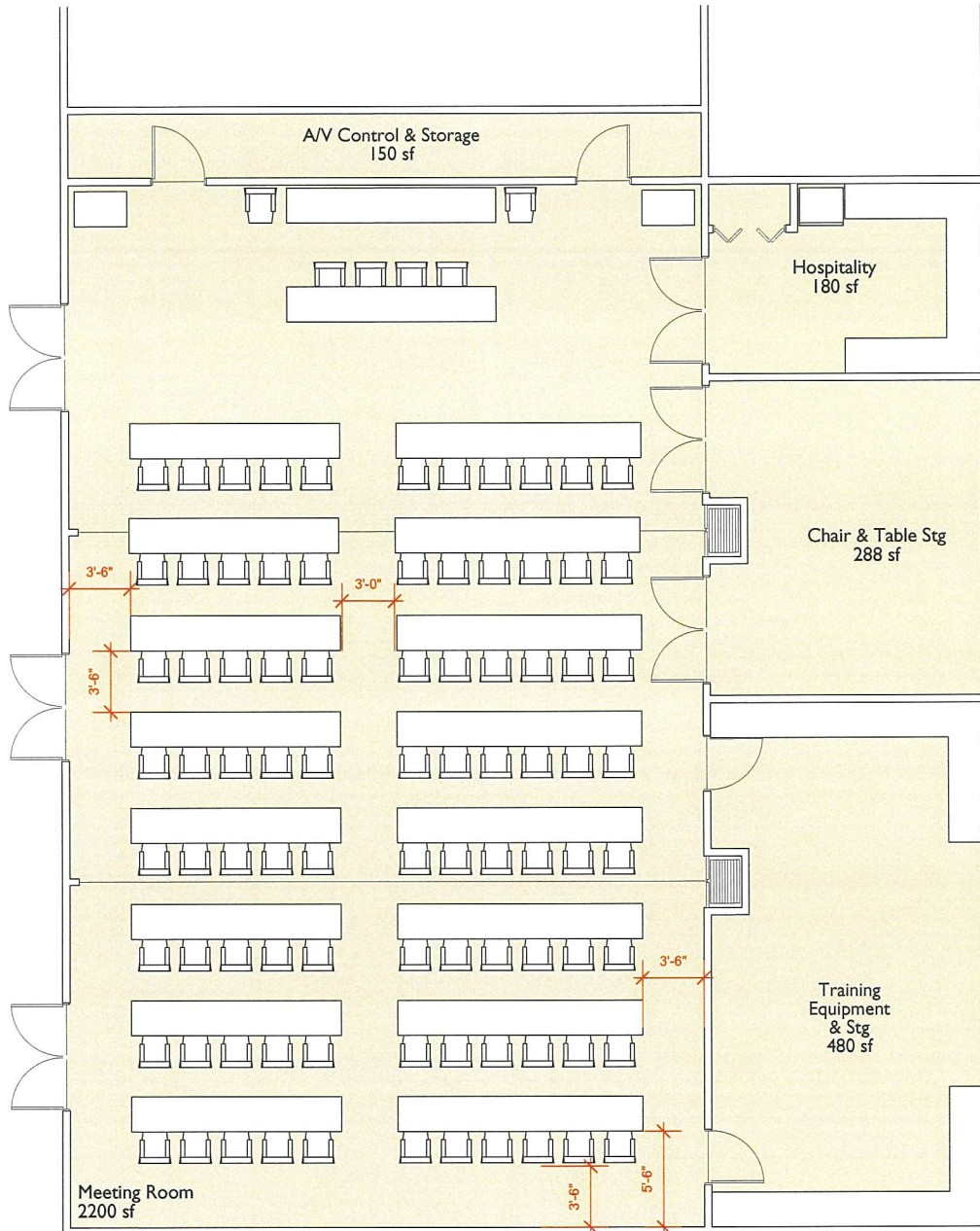


50 - 60 Person Briefing Room  
(1,800 sf main room+ support areas)



100 - 125 Person Meeting Room  
(1,800 sf main room + support areas)

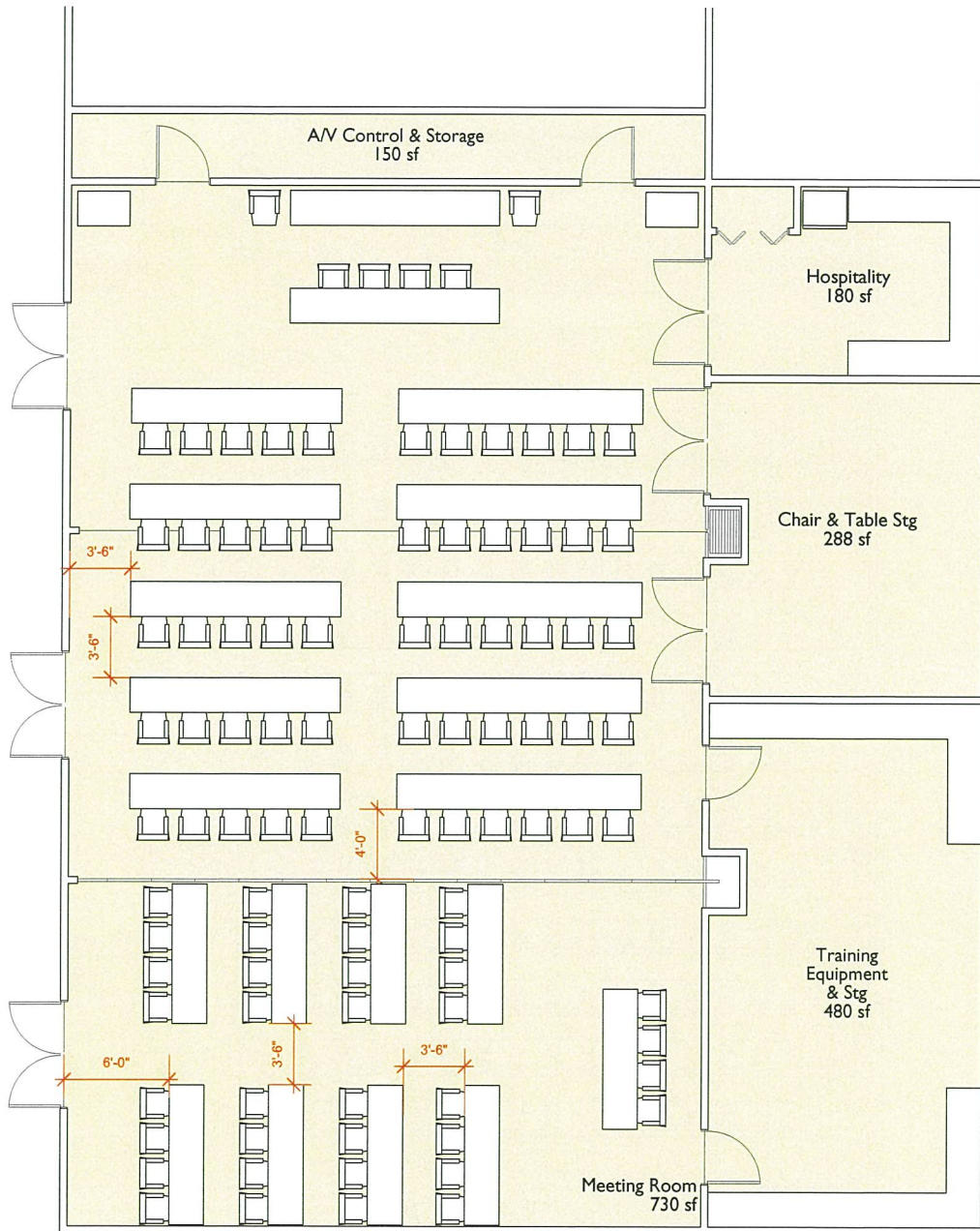
**Illustration**  
**2,200 sf Divisible Community or Training Room**  
**(Illustration 1 of 3: Set-up with Training Tables)**



Meeting Room: 2,200 sf plus support areas  
 Seats 85 - 90 at Tables in Rows



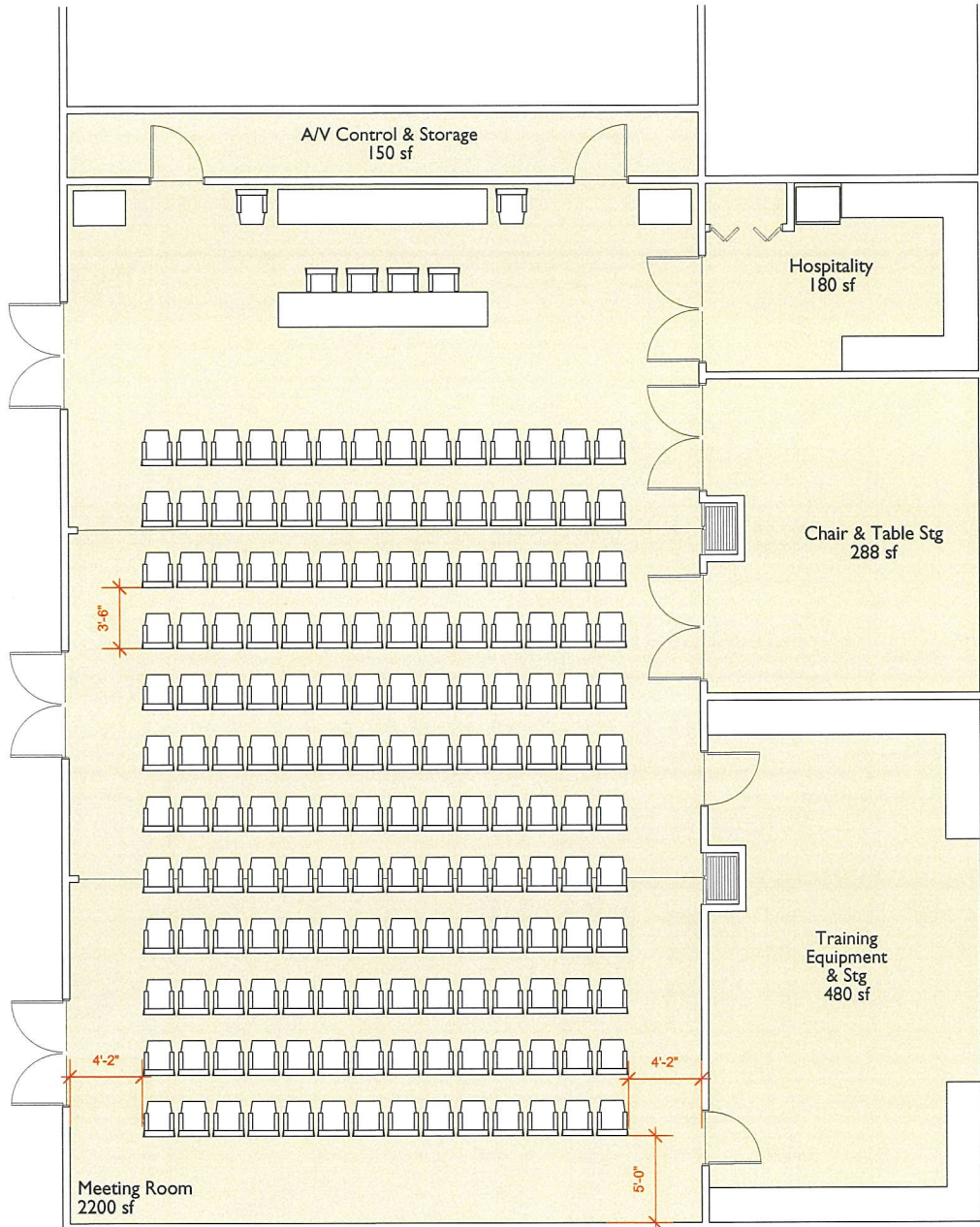
**Illustration**  
**2,200 sf Divisible Community or Training Room**  
**(Illustration 2 of 3: Set-up with Training Tables, Showing Divisibility)**



Meeting Room divisible into 2 - 3 areas  
 As shown: one room seating 24 - 36; one room seating 55 - 60  
 (all at training tables)



**Illustration**  
**2,200 sf Divisible Community or Training Room**  
**(Illustration 3 of 3: Set-up with Audience Seating)**



Meeting Room: 2,200 sf plus support areas  
 Seats 150 - 170 in rows

## STANDARDS FOR OTHER ROOMS

Other rooms, such as copy rooms, computer rooms, mail rooms, storage rooms, and so on are sized based on individual content needs. That is, standard requirements for the workstations, unit equipment, counters, and other items in the room are added together, with an allowance for extra circulation (when needed) and for the use of the items. The need for added circulation allowance is typically based on test layouts to assure an efficient yet workable standard is developed.

As with other rooms is this project, we have generally sized the (smaller) rooms in multiples of 60 sq. ft., to allow the design and layout process greater flexibility and modularity.

### Standards for Coffee Service Areas

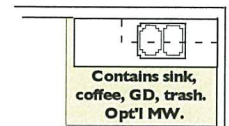
Illustrations of standards and assumptions for typical coffee service areas appear below.

Typical Coffee/Service  
Counter (small area)  
(standard “cof-2”)



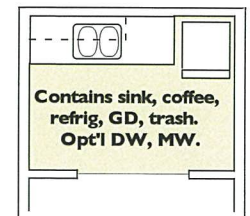
**20 sf**  
**Coffee (type 2)**

Typical Coffee/Service  
Counter  
(standard “cof-3”)



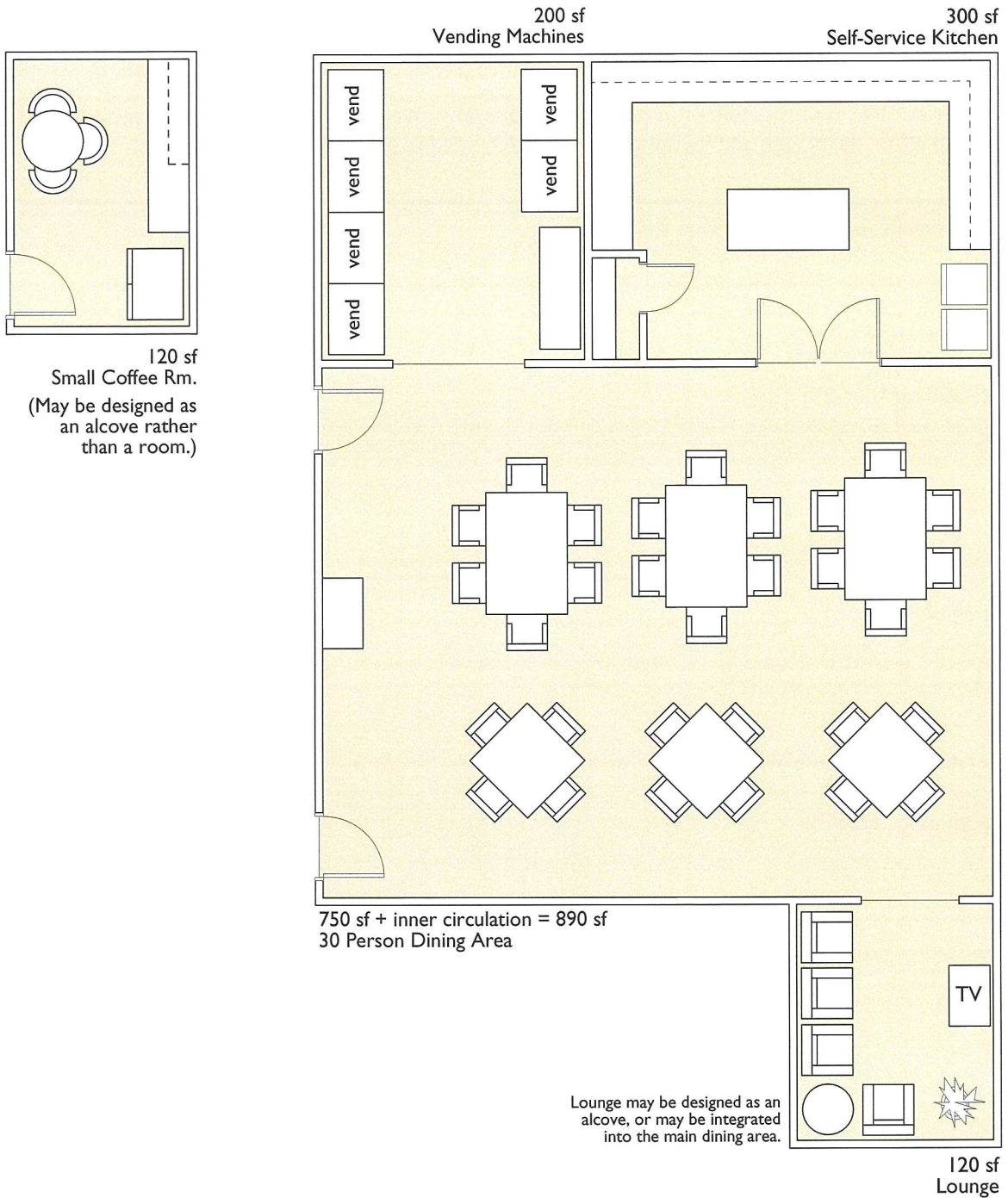
**30 sf**  
**Coffee (type 3)**

Typical Coffee/Service Al-  
cove  
(standard “cof-4”)



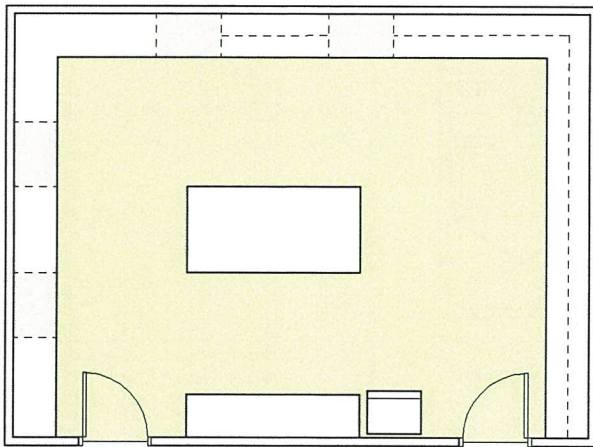
**60 sf**  
**Coffee (type 4)**  
**shown as an alcove**

**Illustration  
Typical Break / Lunch Room Configuration**

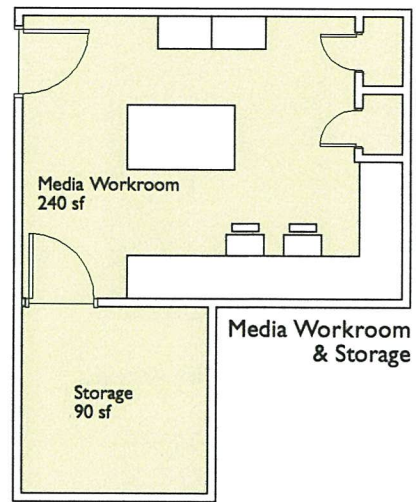




**Illustration  
Laboratory Components and Training / Research Support Areas**



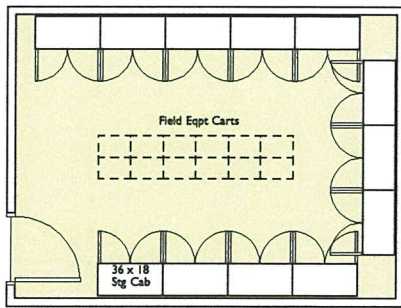
**ID Laboratory  
540 sf**



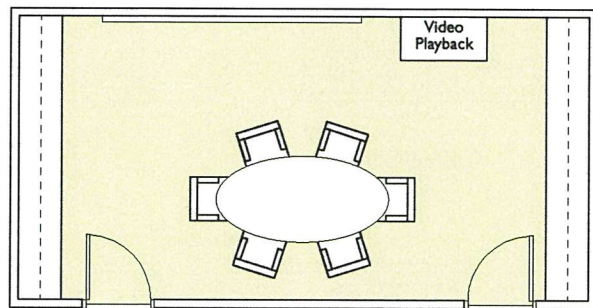
**Media Workroom  
240 sf**

**Media Workroom  
& Storage**

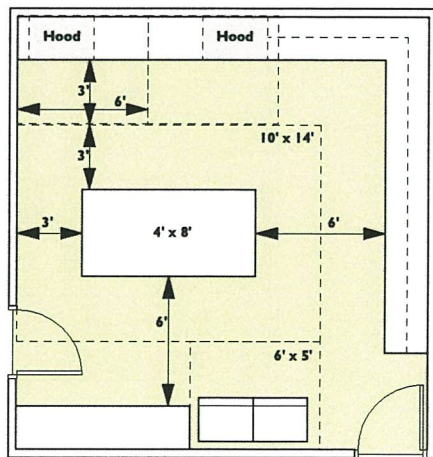
**Storage  
90 sf**



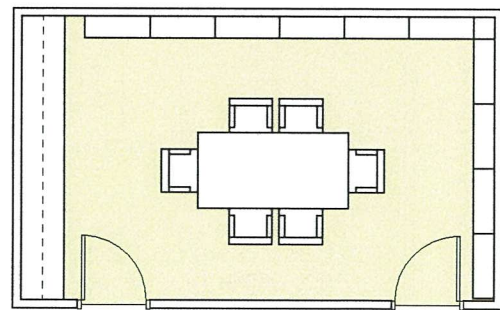
**Forensic Staff Field Eqpt. Room  
240 sf**



**Training Materials Library  
360 sf**

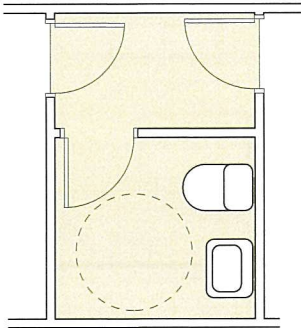


**ID Laboratory  
400 sf**

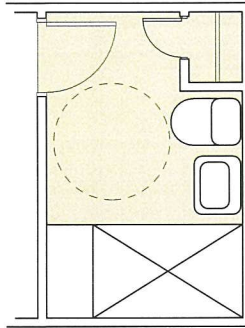


**Department Library  
300 sf**

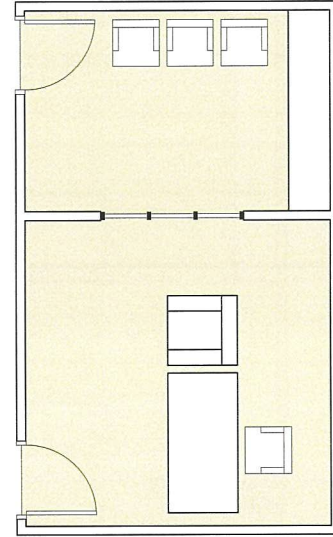
**Illustration  
Other Miscellaneous Rooms**



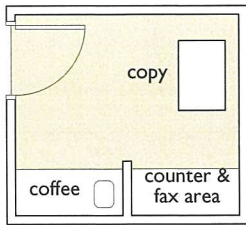
120 sf  
Lavatory with dual Access



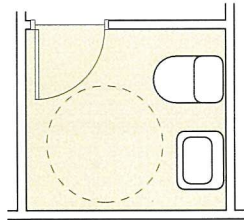
120 sf  
Lavatory with Shower



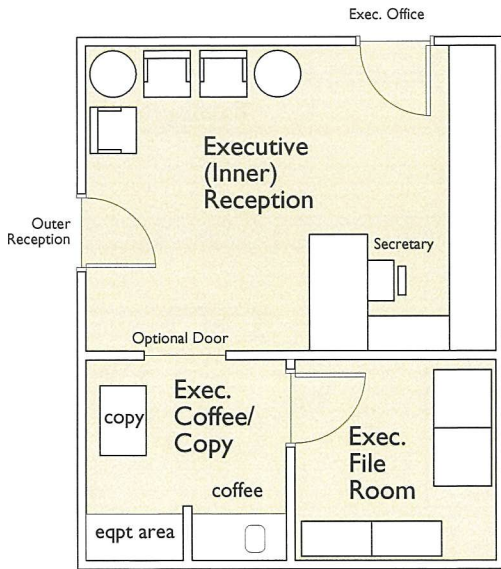
180 sf Polygraph Room &  
120 sf Observation Room



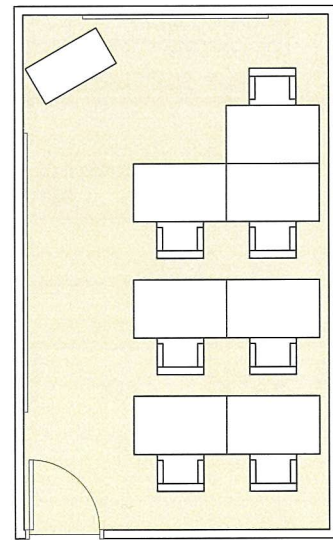
90 sf  
Coffee/Copy/Fax



75 sf  
Basic Lavatory



240 Reception  
with 80 sf Coffee/Copy and 80 sf File Room  
(400 sf total)



300 sf  
Computer Training

**ATTACHMENT 2 – HOW TO READ THE DATA SHEETS**

---



## **ATTACHMENT 2 – GUIDE TO READING THE REQUIREMENTS TABLES**

---

### **COMPUTATION OF REQUIREMENTS – DATA SHEETS**

The pages following this introduction present the requirements detail computation sheets. The conventions used and other information which may assist in reading the data sheets are presented below. The standards which underlie the requirements are presented in Report 1.

We have listed equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a unit circulation allowance. In more spacious designs, and some commercial spaces, this allowance might be higher. We believe the figure we have used is never-the-less a generous figure which is still appropriate to government facilities planning. The circulation allows for department-based circulation and not the main building corridors or laboratories, etc.

#### **Layout of the Data Sheets**

The tabulation sheets are divided into columns which are grouped as follows:

##### Section and Line

- Sections of the computation are numbered consecutively in “engineering” format (using decimals to denote subsections). Each line is numbered consecutively as well. This allows easy referral to any particular item in the calculation pages.

##### Item

- These columns list the personnel position, room, area, or equipment item described on that row of the data sheet. Column indents are important, and signify that the indented items are “attached” to or incorporated as part of the element out-dented just above.
- For lines with computed staff, the “Item” columns also include a code for the rank of the position listed. These lines agree with the information presented in Report 1.

##### Space Standard

- The first column identifies either a symbol for the area (such as "PO-4" for private office of type 4) or else identifies that a general allowance (“allow” / “allowance”) is used for the item.
- The second column identifies the size of the standard (or allowance), such as "180" to indicate an allocation of 180 square feet. See the separate discussion of space standards for a presentation of the standards used and the symbols for them. In some cases, the standard increases in time, and “varies” may appear in the size column to call attention to this fact.

#### Actual Sq. Ft.

- This is the existing size of the area corresponding to the programmed area. In some cases, however, the program breaks down the existing area into components, so that several program lines must be added to arrive at the existing sq. ft. figure for a particular existing room or area.

#### Space Requirements – “Required Now”

- The first column is the quantity of workstations which exist today. This first space computation is to determine what would be needed today based on existing staffing levels.
- The second column identifies the quantity of items (which for private offices, desks, or other work modules, is the same as the staff count).
- The third column multiplies the quantity by the space standard or allowance. This is the space needed for the item described in this row.

#### Space Requirements – Subsequent Groups

- These are the same as for the “Required Now” calculation, but apply to the assumptions of growth or operational changes associated with the corresponding projection scenario or projection year.

#### Abbreviations

A number of regular abbreviations may be used in the space standard column and occasionally in the item description column. The following is a list of most abbreviations which might appear on the data sheets:

- + Used after another designation to indicate that the size of the standard is increased in a future period.
- /r Added to ‘cws’ or to ‘dws’ or to ‘ews’ to represent a reference unit (which may be a credenza, lateral file, or back table, etc.).
- /s Added to ‘cws’ or ‘dws’ to represent a side chair at the desk for a visitor.
- allow Allowance. Often used to describe the allocation of a non-standard space.
- bc Bookcase.
- C Conference room of various standard sizes (C-1, C-2, etc.).
- clos Closet.
- cntr Counter. As in a public counter station, abbreviated “cntr stn.”
- cof Coffee station, with cabinet and plumbing for a bar sink, water supply to a coffee maker, and (typically) a garbage disposal unit. Two sizes of coffee stations are used in this report (cof-1 and cof-2).
- cws Clerical work station or desk, with or without return, though generally with one.
- dws Drafting work station.
- ews Executive work station. Same as ‘cws’ but specifically without a return (a double pedestal desk); or else with a return at executive height.
- f File cabinet, standard type, either of legal or letter size. A number following (f-4, f-5) indicates the number of drawers. Generally these can be converted into lateral files or other filing configurations in the design process, if new furniture is to be acquired. We use this notation when it is of interest to indicate the type of file cabinets in use currently.
- file File cabinet or file unit. Often either a generic item, meaning the same as “f” as noted above, or a special file such as a card file or other unspecified file cabinet (possibly converted from a built-in unit in existence at the time of inventory) or else a non-standard item.

- Inner Circ Inner circulation allowance. This is space added within a room or area to provide access to the items in it. It is added when a room's size is based on a listing of items, and it is determined that the allowances of space for each of those items is in the aggregate likely not to have enough access space for proper layout.
- lav Lavatory or wash room, typically with water closet or toilet.
  - lat file Lateral file cabinet, typically 42" wide.
  - PO Private office of various standard sizes (PO-1, PO-2, etc.).
  - recept Reception area with clerical staff work stations and waiting for visitors.
  - sch Side chair. See also 's'.
  - seat Allowance for a seating area. Seat-1 represents a seating space for 2-3 in smaller-scale chairs, and Seat-2 represents a seating space for about 4 persons in larger-scale chairs (with side table).
  - SPO Shared private office. An office for two or three persons.
  - stg cab Storage cabinet. May be either a metal cabinet (traditionally 36" x 18" x 72" high) or an executive cabinet of lower height, etc. The meaning should be made clear by the context of spaces in the 'item description' column.
  - sws Small work station or system work station, used for small single-pedestal desks or, when in conjunction with a 'cws' it may represent a computer system table. The item description column entry should clarify the meaning.
  - tws Table work station. A table and a chair.
- Unit Circ This is circulation required for the unit, to access between rooms and areas. It is to be added to the open spaces of the unit, as determined during design, or else provided in lateral corridors or access ways.

### Data Sheet Conventions

There are a number of conventions which we have adopted in the listing of items on the space requirements sheets that refer to how the space is to be configured. The following refer to example 1 which appears below.

#### Indents

Indenting indicates that the indented items are to be with or else make up the item that they are indented from. In the example, each of the three major components (an 'office,' a 'room,' and an 'area') are made up of the items that are indented and listed below. Also, within the Clerical Area, the Tub File(s) are to be located with the Secretary/Clerk. Finally, the closet listed below the 'Visitor's Office' is to be open to that office.

#### Room or Area

The words 'room' and 'area' each mean slightly different things. 'Room' (or 'Office,' etc.) refers to an enclosed space, generally with a door. Typically, the only rooms further opening off a 'room' are closets or the like, that serve that room specifically. 'Area' refers to a space through which the other spaces in the unit may be accessed, and so can be termed 'an open area.' Unit circulation, when added at the end to a unit's space, might typically be added, in the design process, to the space requirement for the 'area' so as to provide for access aisles through it.



## Inner Circulation

Note that 'Inner Circulation' differs from 'Unit Circulation.' Inner Circulation is added within a room or area when the list of items is sufficiently complex, or otherwise when it is felt that the space will need some added access allowance for the designers to accommodate the items comfortably.

## Listing of Items

In the first example, the Projects Office is comprised of a list of items which make up the SPO, a shared private office. The list is unchanging in the projection, and as a short cut to listing the quantities in each period, the quantities are noted in the item description column and the SPO allowance is projected as a single line.

In the second example, the Clerical Area components are listed in the item description column, but the quantity of each item is listed in the quantity column. The total space (310 sf at present, 340 sf at PL-1) is the result of multiplying the space standard by the quantity and adding; the circulation factor is applied to the subtotal and is included.

## Rounding

Generally, we have developed standards for room to be in multiples of 60 (or sometimes 30), which appears to fit various modules that the design may be based upon. One result is that the design will be more regular and the layout process will be easier. In some cases, when computing a room size, we have rounded the total requirement to a multiple of 60. In other cases where an inner circulation is added (which adds a percentage and therefore may arrive at a fractional or odd size for the area or larger room), then we have rounded the total to the nearest multiple of 5 or 10 square feet.

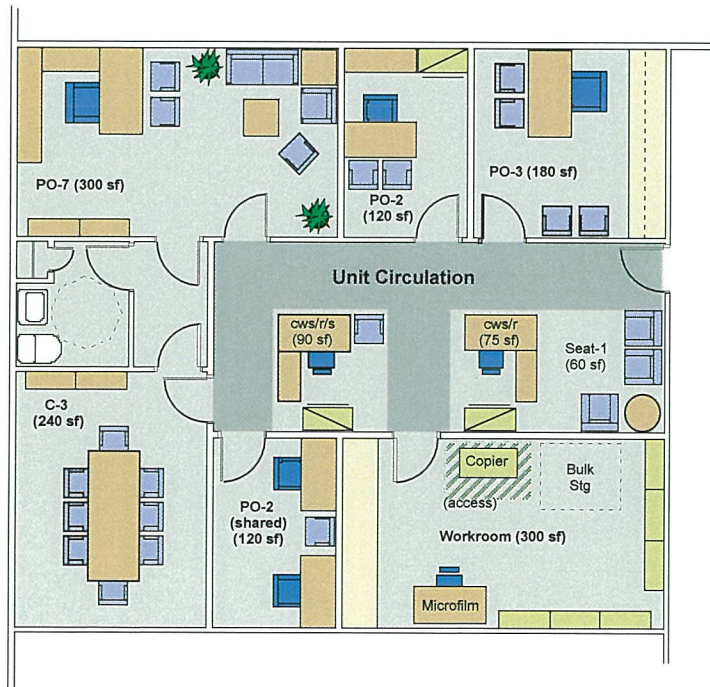
### Example I — Program Tabulation

Item	Space Standard		Actual SF	Req'd Now			Projected		
	Code	SF		Staff	Qty	SF	Staff	Qty	SF
Project Office	SPO	240	285	2	1	240	2	1	240
Sr. Planner (1)	cws	60							
Planner (1)	cws	60							
Files (3)	file	10							
Work Table (1)	tws	60							
Clerical Area						310			340
Sec'y/Clerk	cws/r	75		1	1		1	1	
Tub File	file	10			2			2	
Data Entry Op'r	sws	45		1	1		1	1	
Guest Seating	seat-2	100			1			1	
Filing	file	10			4			7	
Circ'n Allowance	inner circ	10%							
Work Room						180			180
Card File	file	10			1			1	
Photo File	file	10			2			2	
Process Camera	allow	60			1			1	
Desk	cws	60			1			1	
Circ'n Allowance (Round to nearest 60)	inner circ	10%							
Visitor's Office	PO-2	120	115		1	120		1	120
Closet	clos-1	30	20		1	30		1	30

### Example 2 — Program Tabulation

Item	Space Standard		Req'd		
	Code	SF	Staff	Qty	SF
Executive	PO-7	300	1	1	300
Lavatory/Storage	Allow	120		1	120
Manager	PO-3	180	1	1	180
Staff	PO-2	120	1	1	120
Field Team	SPO-2	120	2	1	120
Clerical Area					225
Sec'y/Clerk	cws/r/s	90	1	1	
Clerk/Reception	cws/r	75	1	1	
Seating/Guests	seat-1	60		1	
Work Room					300
Copier	copy	40		1	
Storage Area	allow	40		1	
Shelving	shv	10		6	
Microfilm Station	cws	60		1	
Counter (12/-14')	allow	70		1	
Circ'n Allowance (Round to nearest 60)	inner circ	10%			
Subtotal			7		1,605
Unit Circulation	Circ'n	20%			320
Total			7		1,925

### Example 2 — Illustration Of Program (all figures in net sq. ft.)



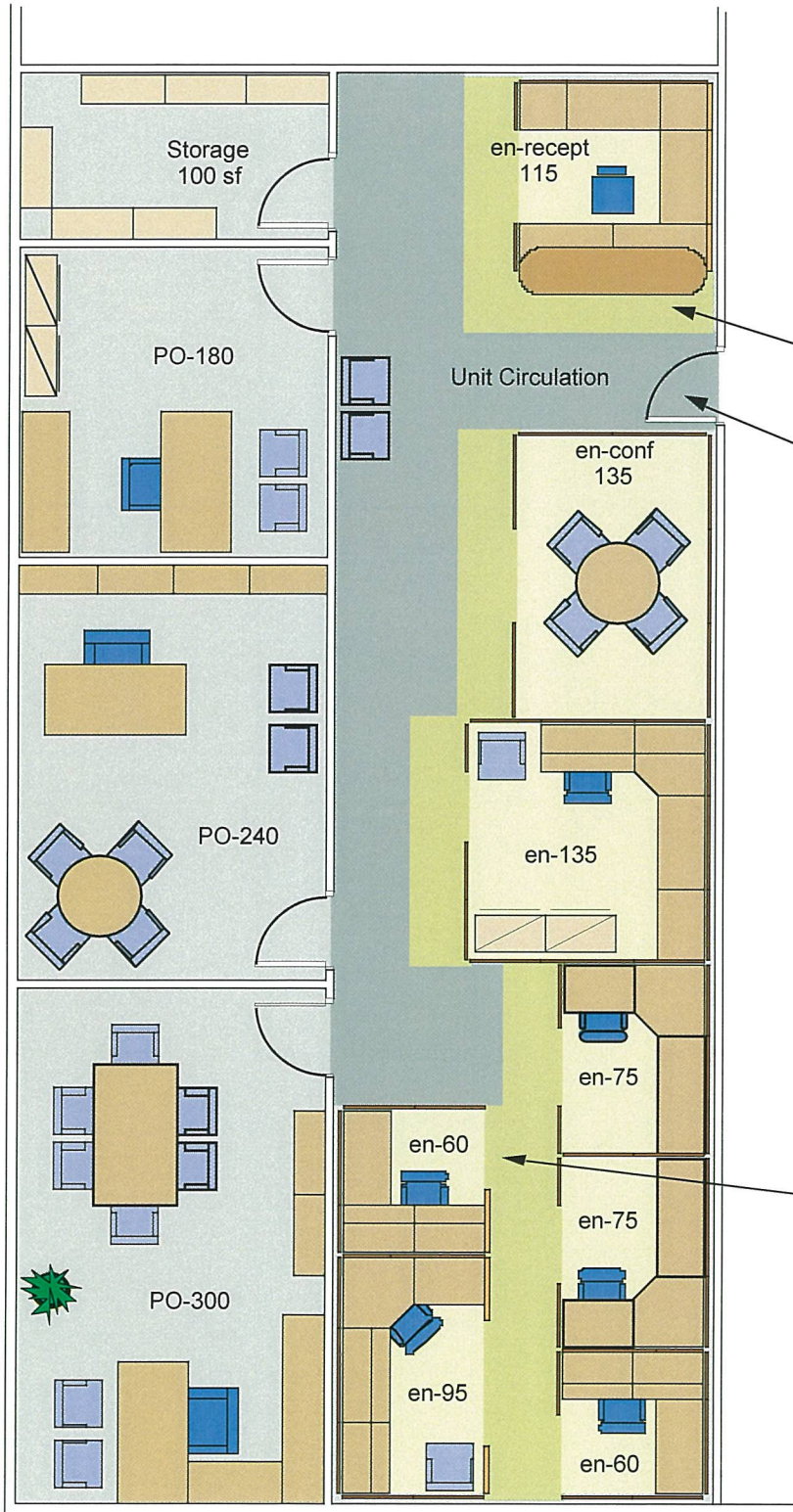
### Example 3 — Program Tabulation

Item	Space Standard		Req'd		
	Code	SF	Staff	Qty	SF
Director	PO-7	300	1	1	300
Deputy Director	PO-6	240	1	1	240
Manager	PO-4	180	1	1	180
Receptionist	en-r ecpt	115	1	1	115
Open Staff Area					500
Senior Staff	en-135	135	1	1	
Sr. Clerk/Secretary	en-95	95	1	1	
Clerk	en-75	75	2	2	
Intern	en-60	60	2	2	
Open Conference	en-conf 1	135		1	135
File Room/Supplies	clos-3	100		1	100
Subtotal			7		1,570
Unit Circulation	Circ'n	20%			315
Total			7		1,885

Example 3 contains open system furniture standards. In layout, one possible example of which is presented below, there are circulation allowances around the system stations, just as there are around other items of open area equipment. It is possible that these access allowances will overlap if minimal aisles are provided. The total space in the tabulated program is 1,885 net sq. ft. In the sample layout below the actual space measured to centerline of the bounding partitions is 1,835 net sq. ft.



**Example 3 —Illustration Of Program**



circulation included in "en" allowances

In this drawing, the Unit Circulation = about 18% of the non-unit circulation total area. Our standards typically allow for an allowance of 20% to cover layout contingencies.

Note that some of the "en" circulation allowance overlaps itself in this particular layout (we allow 2'6" in front of open stations). But, we also only show a minimal aisle between these stations in this case.

## **ASSIGNABLE (NET) SQ. FT. / USABLE NET SQ. FT. / GROSS SQ. FT.**

In our conventions, the space allocated to listed areas and items for which space is individually assigned is called “Assignable Sq. Ft.” To this a “unit circulation” allowance is added, which produces the “Usable Net Sq. Ft.” for that unit. The unit circulation allows for interior circulation paths, which may be open or may be designed as walled inner corridors inside a unit.

The main corridors of the building, and the other areas which are not assignable to the users in the office suites, is generally part of the net-to-gross addition. The usable net sq. ft. omits major corridors, elevator shafts, mechanical shafts, exterior wall thicknesses, structural elements, mechanical and equipment rooms, and other non-user specific elements of the building. To account for this necessary addition, it is customary to use a factor by which the net square footage is increased, called, variously, “the efficiency,” or “net-to-gross,” or “gross-up” factor for the building.

This can be expressed as a multiplier (like 1.25, a multiplier applied to the net sq. ft. to arrive at the gross) or as a ratio, or percent (like 80%, the ratio of the net sq. ft. to the final gross sq. ft.). Typically, we suggest using a net-to-gross factor of 85% to 75% depending on various assumptions. Note there are many examples of building design in which a greater or lesser efficiency is achieved. One variable is the use of atriums or greater skin-to-floor-area ratio, which lowers efficiency (if the atrium space is not actually listed in a net allowance). Use of simpler, linear design typically increases the efficiency.

Generally, we recommend that if an atrium is desired, it should be listed in the programmed space, rather than accounted in the net-to-gross factor. This assures that the space is properly accounted for, and also gives a programmatic quantity or functional amount for the atrium area. As a general rule, to allow for various contingencies, it is typical for space programmers to use lower efficiencies in the earlier planning of the building, so that the space layout team (the building designers and architects) are given more latitude to work with. The reader should consult the Space Standards section for a discussion of related terms, including “assignable sq. ft.,” “building core,” efficiency,” “gross sq. ft.,” “net sq. ft.,” and others.

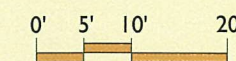
ILLUSTRATION SHOWING GROSS SF AREAS OF BUILDING  
AND SHOWING OFFICES SUITES BASED ON  
PROGRAM EXAMPLES 2 AND 3





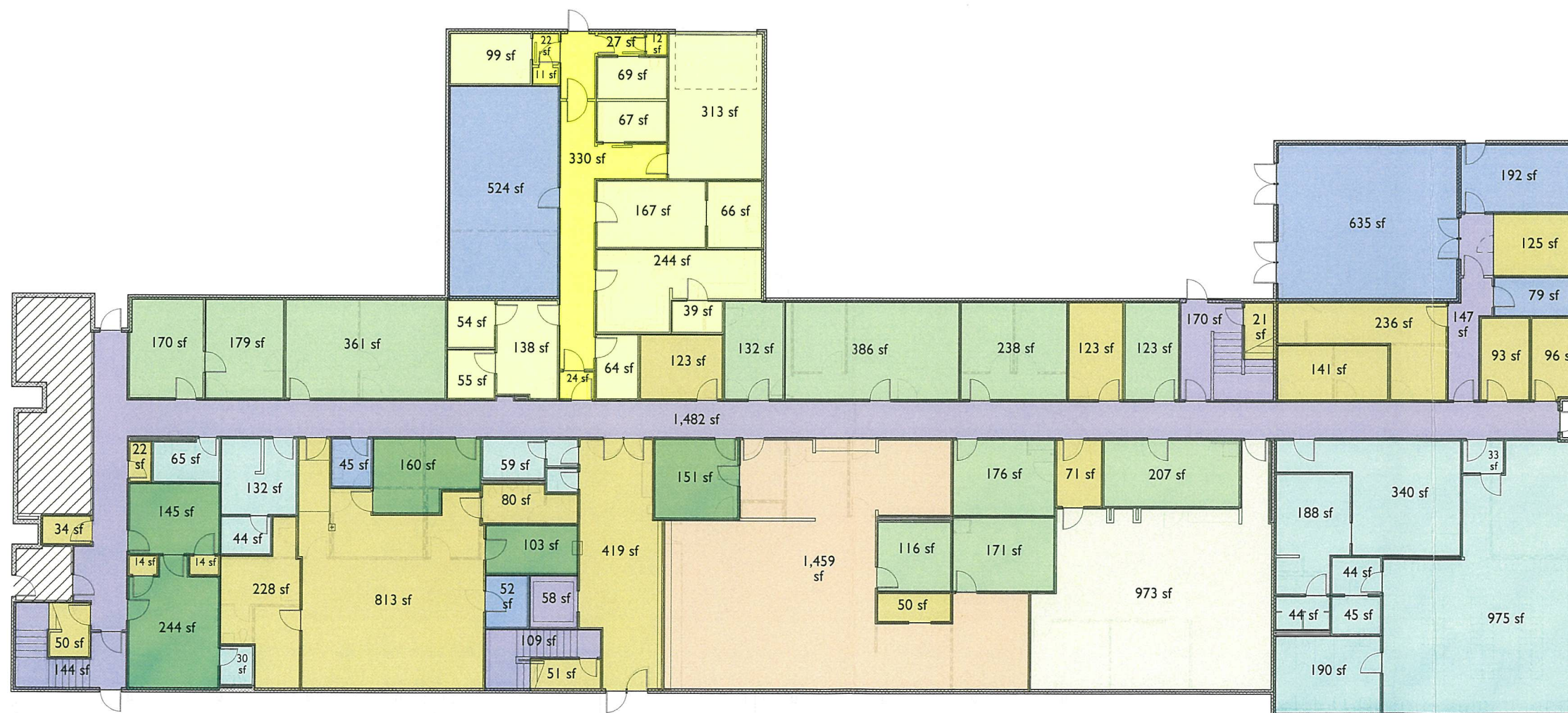
**ATTACHMENT 3 – EXISTING BUILDINGS**

---



**First Floor**

804	Office – Private
2,259	Office – Shared
973	Conference / Meeting Rm
2,824	General Room, Storage, etc.
1,459	Open Area – Assigned
incl. above	Open Area – Circulation
1,441	Jail Room
381	Jail Circulation / Mech.
2,230	Janitor (wet), Lavatories, Lockers
<b>12,371</b>	
1,528	Communications & Mechanical
2,090	General Circulation
<b>15,989</b>	
267	Shafts, Walls, Etc.
<b>16,256</b>	

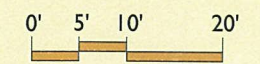




**Police Department  
Facilities Needs  
Assessment**

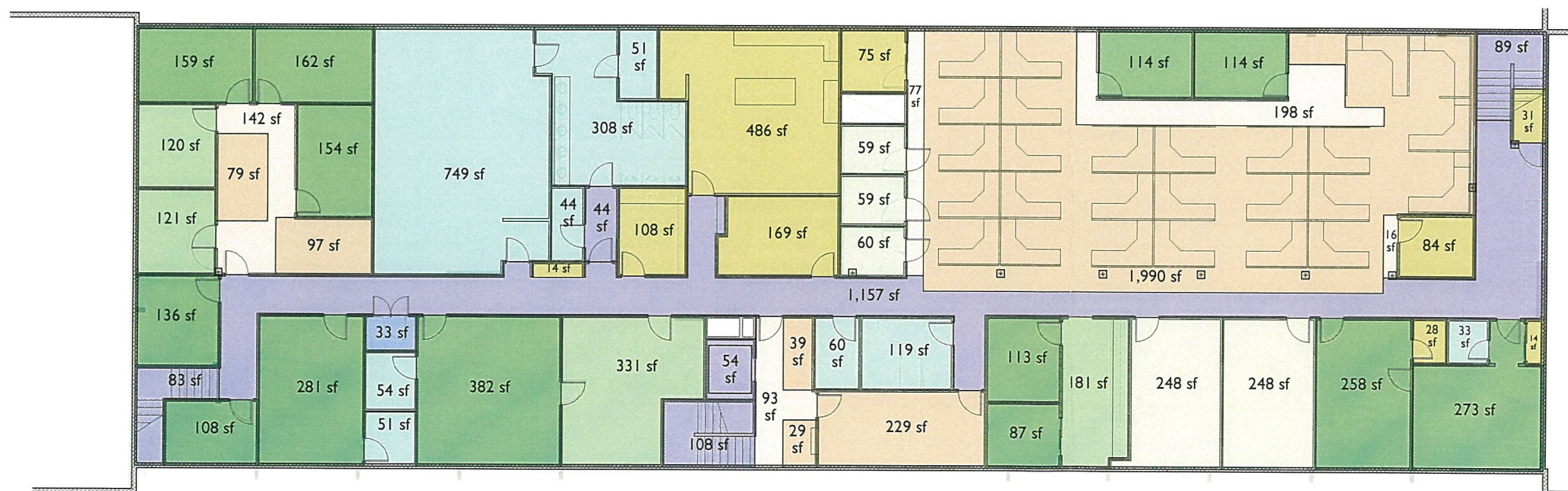
**Analysis of  
Existing Space Use**

**Second Floor**

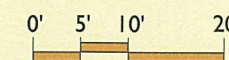


**Second Floor**

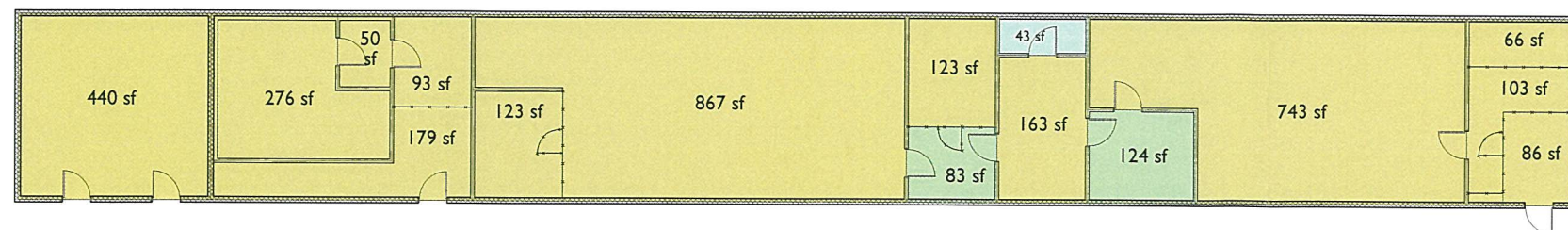
2,341	Office – Private
753	Office – Shared
672	Conference / Meeting Rm
1,008	General Room, Storage, etc.
2,463	Open Area – Assigned
526	Open Area – Circulation
-	Jail Room
-	Jail Circulation
1,466	Janitor (wet), Lavatories, Lockers
<b>9,229</b>	
33	Communications & Mechanical
1,535	General Circulation
<b>10,797</b>	
213	Shafts, Walls, Etc.
<b>11,010</b>	







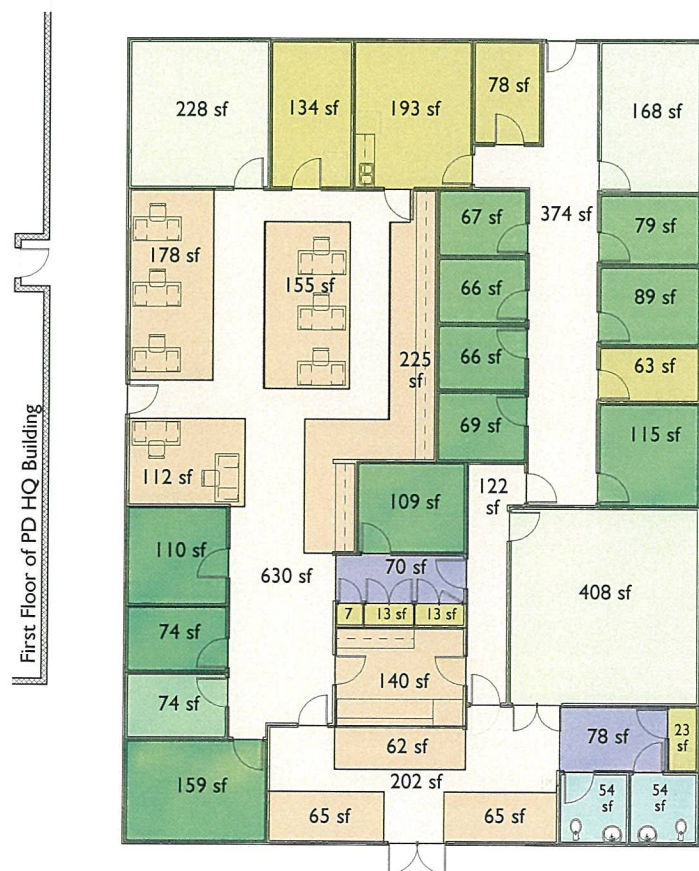
Property & Evidence Building



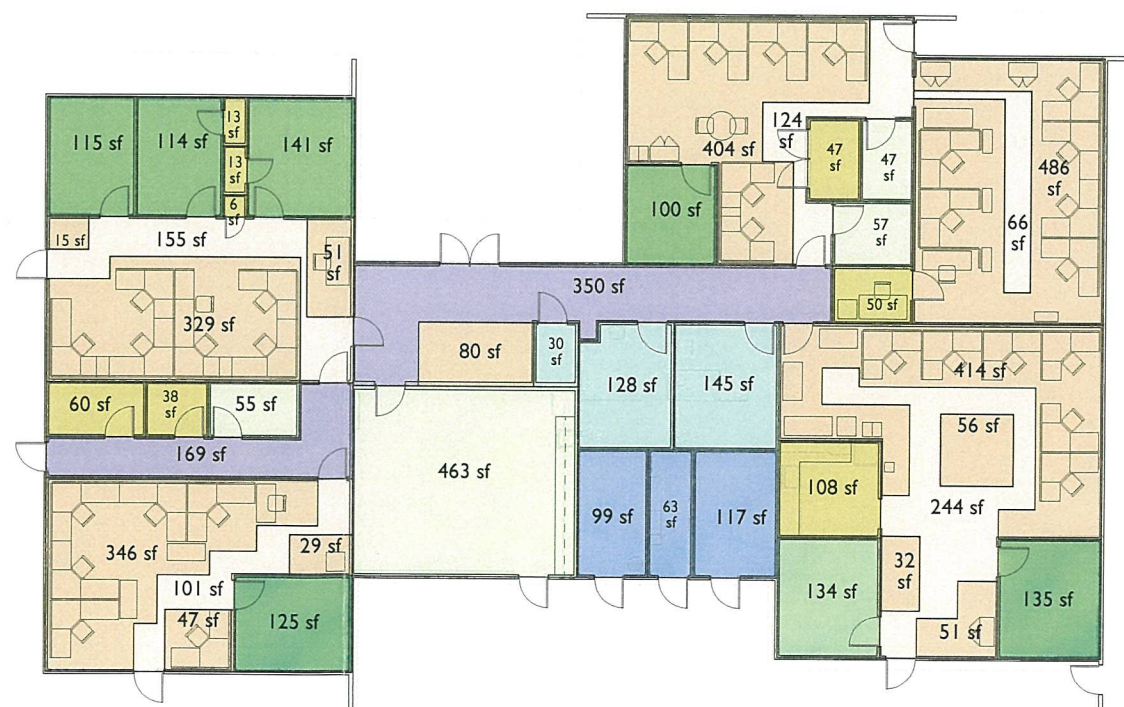
P & E	JJC	Annex
-	1,003	731
207	74	134
-	805	622
3,313	524	350
-	1,002	2,325
-	1,328	689
-	-	-
-	-	-
43	108	303
<b>3,563</b>	<b>4,844</b>	<b>5,154</b>
-	-	279
-	148	519
<b>3,563</b>	<b>4,992</b>	<b>5,952</b>
123	60	85
<b>3,686</b>	<b>5,052</b>	<b>6,037</b>

- Office – Private
- Office – Shared
- Conference / Meeting Rm
- General Room, Storage, etc.
- Open Area – Assigned
- Open Area – Circulation
- Jail Room
- Jail Circulation
- Janitor (wet), Lavatories, Lockers
- Communications & Mechanical
- General Circulation
- Shafts, Walls, Etc.

Juvenile Justice Center



Civic Center Annex Office Building







**City of  
Garden Grove**

**Police Department  
Facilities Needs  
Assessment**

**Analysis of  
Existing Space Use**

**Site Aerial**



**Griffin Structures, Inc.**

**385 Second Street  
Laguna Beach, CA  
92651**

**949-497-9000**





GRIFFIN STRUCTURES, INC.

[www.griffinholdings.net](http://www.griffinholdings.net)