

The City of Santa Barbara, California
Police Facility Space Needs Assessment Validation
Narrative
Draft: July 30, 2018

General

The City of Santa Barbara commissioned the team of The Cearnal Collective and McClaren, Wilson & Lawrie to assist in pre-design services for a new Santa Barbara Police Department (SBPD) facility. The initial work task in this process was to conduct a space needs program validation effort.

In discussions with representatives of the City of Santa Barbara, the planning team was informed that due to the age of the prior study, a fresh review was warranted.

The consultant team conducted the process by preparing set of custom questionnaires for distribution and completion at every level by police department staff. The intent of the questionnaires was to solicit key information while encouraging staff to think about operational opportunities a new building might enable along with the provisions of space and infrastructure required to support it.

Upon completion and review of the questionnaires data from the questionnaire data, along with that from SBPD provided organization charts and divisional staffing spreadsheets into a template spreadsheet. A weeklong on-site workshop was schedule to interview the SBPD chief, command staff and personnel at every level of the organization.

With this data in hand the template needs assessment spreadsheet was refined reflecting the space requirements of the SBPD today and for twenty years hence.

Key Influences

The goal of having any new facility remain in Santa Barbara's downtown likely dictates that a new Santa Barbara Police Facility will be a multi-story Essential Services building supported by an Essential Services parking structure. Essential Services standards dictate structural design to assure operational continuity and resilience in conformance with California's Essential Services Building Act (Title 24). The initial assumption in this Needs Assessment Validation is that the Essential Services police facility will be a three-story building.

Depending upon the site selected the option exists to build a separate structure to house non-essential police storage and support functions in an adjoining structure not built to the higher "essential" standard. Depending upon the final configuration of the parking structure, it may be possible to compartmentalize sections of the parking structure with some constructed to the higher cost essential services standard and others to standard code requirements.

Initial Stacking

Stacking for a 3-story facility initially anticipates the Chief of Police, Business Office, Professional Standards, training functions at the third-floor level. The forensic laboratory could be located on the upper floor or possibly in the non-essential structure.

As police facilities typically have a higher floor to floor story height than commercial or residential buildings, the ground level of parking is also contemplated be "high-bay" with the ability to accommodate taller vehicles, such as the SBPD's command vehicle, ambulances and the SWAT armored Bearcat. Patrol fleet (marked) vehicles are also contemplated to be housed at this level. We would also assume this location may be used to provide patrol field bag lockers at the end of their parking spaces for easy loading and unloading field bags to and from the rear of patrol vehicles.

The second level of parking should align with the second level of the police facility, allowing police staff to park their personal vehicles (POV) at the second level and enter directly at the second-floor level. We suggest the staff locker area be located here. This arrangement will enable patrol personnel to flow from POV to lockers, down stairs to briefing, equipment issue and finally to fleet vehicles. At end of shift the reverse flow occurs from fleet vehicles to report writing then up to lockers and to POV.

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Emergency Communications / Dispatch would be located at the second or third floor (and should be located directly above the server room), allowing for a direct feeding of data cabling from trays at the server room ceiling to the consoles at the Dispatch floor. This also stacks the 2 spaces, Server Room & Dispatch Communications that require 2-hour fire separation from the rest of the spaces, simplifying the configuration of that enclosure. It is preferred that the Emergency Communications have northern exposure and views. The northern exposure provides consistent shadow-free daylight to ease eyestrain caused by constant viewing of the emergency communications monitors.

Investigations may also share the second-floor, providing easy access to detectives' POV's, (possibly) the forensic lab and a series of interview rooms. With report taking rooms located at the public lobby on the first-floor and additional suspect interview rooms at the suspect holding area it is intended that the second-floor Investigations interview suite will enable safe space for victim and witness interviews and other interviews that are not suited to either the report taking rooms or the custody interview spaces.

The following text provides a brief narrative of each component of the SBPD, as they are represented on the Needs Assessment spreadsheet:

Chief of Police

1.00 Office of the Chief of Police

Reflecting a decentralized organization, offices for key division commanders are programmed to be located within their respective divisions. The Office of the Chief of Police consists of 5 components: Chief's office, Administrative Assistant's workstation, general work, copy and file space, a secure file storage room and administrative conference room. The Chief's office is sized large enough to accommodate smaller conferences of 4 or fewer people with in it. It is provided with a door having direct access to an administrative conference room (that will accommodate larger conferences).

The Administrative Assistant has direct access to the work-file area, secure file storage, and the Chief's office. A door also leads directly to the administrative conference room, allowing for the Administrative Assistant to control access to it. Access to the Chief's area from the secure staff circulation is via the Administrative Assistant's area as well. No direct access to the Chief's office is provided from staff circulation.

Chief of Police

2.00 Professional Standards

Directly supervised by the Chief of Police, the Office of Professional Standards is separate from, but located in close proximity to, the Chief's office area. It includes a secure office large enough for small informal discussions and has adequate space for lockable files. Access to the professional standards office is directly from the secure staff internal circulation. A conference room, equipped with AV recording capability, and having direct access from both the secure staff circulation and the Professional Standards office is provided. It is also available for scheduled meeting use by other police department staff.

Investigative / Internal Operations Division

3.00 Business Office

As a key component in the day-to-day operations of the Santa Barbara Police Department, administering payroll, departmental training and personnel matters, the Business Office is located in close proximity to the Chief of Police. The unit consists of a Manager's office and open plan workstations for Administrative Specialist's and part-time staff, secure file storage and work space, contained within a secure suite.

Investigative / Internal Operations Division

4.00 Records

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As part of a “Service-First” model, providing all of the administrative functions having public interaction at a single contact area in the Public Lobby, Records is contemplated to be located immediately adjacent to the public lobby. The Records Unit maintains all of the police departments police report and day-to day operational records and provides copies of these records to the public upon request. The work space is an open-plan area for Records Specialists and other clerical staff, with private offices provided for only the Record’s Manager and the Records Supervisors.

With most files being stored electronically, some space is provided for a high-density filing system to accommodate the paper materials that are still needed. Although the workspace is adjacent to the Public Lobby, it is architecturally screened from public view. Points of contact locations for interaction of staff with the public are provided at secure transaction windows located at a dedicated public service area, where records requests and fulfillment, traffic ticket payments and other such public transactions take place.

A work area equipped with a copier and counterspace for sorting mail, collating documents, Etc., is provided. Mail and other small parcel service type deliveries are received at a secure vestibule space designed to allow the depositing of packages from the public lobby side for retrieval from the secure staff side. A lockable closet is provided at the vestibule for deliveries that require securing for later pick up and contain valuable items, such as smaller IT components. Deliveries of larger items are handled at a loading area, elsewhere in the facility.

Investigative / Internal Operations Division

5.00 Information Technology (IT)

The mission of the Information Technology unit is maintaining the technology backbone for the Santa Barbara Police Department. To this end, IT staff have open plan workstations located adjacent to the computer network server and the communications radio equipment room. Radio and IT equipment are located within a shared secure space divided by a secure fence type barrier limiting access to those authorized to service the respective equipment, while allowing for the sharing of conditioned air and fire suppression systems.

A workbench area is provided at the IT workspace for servicing IT hardware components. Secure storage for parts and new equipment awaiting installation is provided adjacent to the work area. In order to accommodate IP switches and other required wiring devices throughout the facility, IT closets are provided at remote locations in the police facility.

Investigative / Internal Operations Division

6.00 Criminal Investigations

The layout of Criminal Investigations reflects the organization of the various teams that comprise it. Each team, consisting of a sergeant and a number of detectives, is housed in a “neighborhood” of open-plan workstations, allowing for collaboration within the team. The neighborhoods are arranged within a single open-plan space that is enclosed within a secure suite. The Criminal Investigations captain and lieutenant are provided with secure private offices, having acoustic privacy, directly adjoining the open-plan detective workspace. Support areas include a small coffee alcove, filing space, secure storage for sensitive equipment, such as body wire kits, evidence storage lockers for in-process evidence securing, a digital evidence downloading space for downloading the contents of evidence cell phones in an RF (radio frequency) protected environment and a copy/work area.

A secure interview suite containing 2 interview rooms, a toilet room and a monitor room for viewing and recording interviews is provided. One of the interview rooms is sized to accommodate larger “family” groups. A viewing arrangement allowing a parent or guardian being interviewed to view an accompanying child left to play in the other interview room is also being provided. The interview suite is arranged having a corridor, which acts as a sound vestibule from the surrounding office spaces. A sound system is provided at this sound vestibule, allowing for the playing of loud distracting music, masking any conversations that may leak from interview rooms when doors are opened.

Investigators sometimes require a dedicated space for larger cases, often engaging other law enforcement agencies. A project conference room is provided for this purpose. This room is a conference room accessed directly

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from the criminal investigations suite and from a secure staff corridor. Access controls are provided at all doors, limiting access to the criminal investigations suite and allowing for securing the room to authorized individuals only. Furnishings for this room are modular, allowing for reconfigurations into workstations as may be needed. The room is equipped with tack surfaces, white boards and audio-visual equipment to suit the purpose. Power and data are provided at various points in the room to accommodate reconfigurations. When not in use as a project room, the conference room is available to all police staff as scheduled conference space.

Investigative / Internal Operations Division

7.00 Evidence Bag & Tag

Providing for the secure and safe handling and packaging of evidence is the purpose of the evidence bag and tag space. Stainless steel worksurfaces are provided for hygiene and durability. Dispensers for butcher paper used in the laying out of evidence and storage space for bag and tag supplies, such as evidence bags and various sizes of gun boxes, are integrated into the design of the work counters. Wall-mounter monitors and docking stations are provided at the work counters along walls for officers to enter information on their reports, while processing the evidence. Larger island type tables are provided in the space allowing officers to lay out and examine larger items. A task exhauster is provided above the island work table for venting of odors from certain evidence items that might require such. A lavatory is provided with an emergency eyewash for hygiene and safety.

In the event of evidence requiring biological drying, a large and a small drying cabinet are provided. The drying cabinets are equipped with the manufacturer's ducting kits, allowing for venting the odors from drying evidence to the exterior, eliminating the need for costly HEPA filters, often used when drying cabinets recirculate air back into the space.

Evidence storage lockers are provided for both the submitting of evidence to the Evidence Section and for temporary in-process use by officers that may be called back to the field before completing their evidence processing. The evidence lockers for the submitting of evidence are pass-through type. Evidence is placed in the lockers by officers at the bag & tag room side and close the doors. The doors cannot be reopened until the evidence is removed from the rear at the Evidence Intake by the Evidence Officers and the lock is reset. Some of the pass-through lockers are equipped with electronic pass-back devices, allowing the Evidence Officers to deposit evidence in a locker for retrieval by authorized officers needing evidence for court, Etc. A motion activated camera is located in the bag and tag room viewing the fronts of the pass-through lockers, logging the deposit of evidence, documenting the chain of custody. A refrigerated pass-through locker is provided for evidence requiring refrigerated storage.

Large evidence is deposited in a Large Evidence Locker, which is a small room large enough for holding items such as auto parts or furniture items. The locker is equipped with a door at the Bag & Tag side that locks upon closing. The Evidence Officer enters from the Evidence Intake area via an access-controlled secure door and removes the deposited evidence item. A security camera within the locker records the depositing and recovery of the evidence item.

Investigative / Internal Operations Division

8.00 Evidence Office/Return and Registrants Processing

Arrangement of the Evidence Office is such that the work stations for the evidence officers are removed from where the actual handling of evidence takes place at the Evidence Intake and Evidence General Storage areas to help maintain a hygienic work space. The Evidence Office has supervision of the Evidence Return Vestibule via both audio-visual monitoring and through a natural voice, ballistic rated, transaction window.

Evidence and prisoner property return is provided at the ballistic-protected transaction window connecting the Evidence Office with the Evidence Return Vestibule. Members of the public picking up their property request admittance to the vestibule from the building exterior via an intercom. Evidence staff release the door via a remote control admitting the member of the public. Once admitted, smaller property items are returned via a transaction drawer or a parcel passer provided at the transaction window. Larger items are deposited by the Evidence Officer in the Large Evidence Return Room via a ballistic-protected door from the Evidence Office. The

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member of the public is admitted remotely to the Large Evidence Return Room after the Evidence Officer has returned to the Evidence Office. The Large Evidence Return Room also serves as a Discovery Room for attorneys to examine evidence. Evidence is placed in the room and attorneys are admitted in a similar fashion as when evidence is being returned. The Evidence Return Vestibule and the Discovery/Large Evidence Return Room are monitored by security cameras and viewed at monitors in the Evidence Office and at other locations as desired by the SBPD.

Sex offender registrants required to report to the police may enter the Registrants Lobby via a door from the Evidence Return Vestibule. Similar to members of the public retrieving evidence, registrants are admitted by a remote door release and intercom system connected to the Registrant Staff Office. Similar to the Evidence Office, the Registrant Staff Office is equipped with a ballistic transaction window that allows for communication between staff and the registrant. An electronic fingerprint scanner is located at a counter in the Registrant Lobby and a computer workstation is located at the staff office. The Registrant Lobby is also monitored by security cameras.

It is important to note that attorneys viewing of evidence, the returning of evidence and the registration of sexual offenders are typically managed as scheduled events. This allows for the maximum utilization of these smaller spaces with the minimum of conflict between the various user groups. Depending on the final building configuration, it may be possible to use the Evidence Return Vestibule as a release lobby for suspects from the custody and interview area.

Investigative / Internal Operations Division

9.00 Evidence Intake

Evidence Intake is located immediately at the rear of the evidence pass-through lockers, opposite the Bag & Tag Room. Evidence is removed from the lockers by the Evidence Officers onto mobile tables, logged in and conveyed to storage at the General Evidence Storage area. Access to the Large Evidence Locker is gained from the Evidence Intake via a secure access-controlled door. A small work counter with a lavatory and emergency eyewash is provided and a service counter having a security shutter that allows for the Evidence Officers to return improperly packaged items to police staff and to accept larger or more awkward evidence items directly from police officers.

Investigative / Internal Operations Division

10.00 Evidence General Storage

The storage of evidence requires a racking system that is versatile, capable of accommodating all of the miscellaneous items that become evidence. Typically, this is handled with specialty high-density storage systems designed and manufactured specifically for evidence storage facilities. These systems consist of a racking system containing gondolas designed for holding a multitude of various items. The storage system allows for the segregating of firearms and valuable within their own locked gondolas, as is required by accrediting agencies. High-density storage areas are usually built in a "high-bay" configuration allowing for 12-foot high stacks, the maximum allowed by fire codes without requiring fire suppression built-in to the stacks themselves.

Evidence requiring refrigeration is stored in locking glass-front commercial type refrigerated cases. Having glass fronts allows for easy inventory control and retrieval of evidence items. Having individual refrigerated cases is recommended over larger built-in coolers, as it allows for a modular approach to growth for energy management and limiting potential loss in the event of a component failure.

Prisoner property is held on racks in a segregated section of the storage facility.

All evidence areas are exhausted 100% to the exterior. Recycling air in evidence storage areas is not recommended as evidence materials are odorous and may contain pathogens. Narcotics are stored in a separate secured room that is 100% exhausted to the exterior.

Evidence bicycles are stored in a secure fenced area at the parking structure. Access control is provided at the enclosure to maintain an audit trail for chain of custody documentation.

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Found property bicycles are store at a fenced area at the parking structure. The storage of found property bicycles is near the loading dock facilities to accommodate easy return of claimed bicycles and ready access for transportation of bicycles off-site.

Prisoner property bicycles are stored in a secure area near the loading dock area as well, for ease of returning claimed bicycles.

Investigative / Internal Operations Division

11.00 Forensic Laboratory

Along with an office workspace for the Crime Technician, the forensic laboratory provides spaces for the drying of biological evidence collected by the Crime Tech at crime scenes, evidence lockers for storing in-process evidence, processing and dusting evidence for fingerprints, alternative light source examination of evidence, digital electronic equipment examination and photographic documentation of evidence.

A secure vehicle examination area is provided, allowing for the examination of evidence vehicles in a dry well illuminated and secure space. The vehicle exam area is equipped to allow for fuming with cyanoacrylate (superglue), alternative light source (ALS) examination and forensic photography of evidence vehicles.

A vestibule to the laboratory from the staff circulation area is provided to aid in the HVAC pressurization cascade required for the containment of odors and contaminants at the laboratory and serves as a location for hand washing and first aid supply storage.

Field Operations Division

12.00 Emergency Communications - Dispatch

As an emergency communications facility, Emergency Communications is required by NFPA 1221 to be separated from the adjoining spaces by a 2-hour fire rated separation. It is also required to have provisions for a back-up power source in addition to the building's main back-up power source.

Due to the needs for good indirect natural lighting and a server room providing data service located below it, an upper-floor location with a northern orientation is the most suitable for Emergency Communications. This means that the structure supporting this section of the building will require 2-hour fire protection. If the server room is located directly below, this makes the task easier, as it too must be 2-hour protected.

Functionally, Dispatch is an open-plan space having communications consoles clustered to allow ready supervision and quick movement from station to station by supervisory personnel during high activity periods. Private office space for a manager and supervisors is provided away from the activity of the main communications floor.

In order for the unit to function as a self-contained entity, a small break area, toilet and quiet- room with lactation room provisions, are provided for the dispatch staff. Lockers for personal property and cat hanging space is also provided for the staff.

A counter is provided for a small counter-top copier, below which are stored rolling files assigned to each communicator, which are rolled to and from the consoles at shift change. A chair corral with an assortment of chairs for the communicators to choose from is also provided.

As is often done at similar facilities, provisions are to be made in the design to accommodate viewing of the communications floor by visitors, from either a vestibule or view window in a corridor.

Field Operations Division

13.00 Patrol, Traffic & Parking Enforcement

As the core of the police station, the patrol operations is located with immediate access to the fleet vehicle parking and having close adjacency to staff locker areas. The Field Operations Division Captain has an office located in close proximity to the lieutenants' and sergeants' watch offices.

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Watch offices are organized with the sergeants' office located between the patrol officers' report writing area and the lieutenants' watch office, in order to assure the respecting of the chain of command by patrol officers. A counseling room is provided for small private discussions that are often needed in managing patrol staff. Report writing stations are smaller workstations designed for use by patrol and traffic officers, animal control and parking enforcement staff, as their shifting pattern allows for a "hot desk" type configuration. The current trend in law enforcement is toward a more mobile tablet-based data system for police. As a result, many of the report writing stations may become de-centralized, configured as various types of café and lounge seating in a common or break area setting, leaving only a few traditional workstations in the report writing area for staff that require more space for layoff, Etc. Further exploration of this concept is necessary as design advances for the facility and the SBPD further define the technologies that they will be employing in the future.

Juvenile lounges are provided for accommodating status juvenile awaiting retrieval by a guardian. These lounges are non-secured rooms that are directly viewed by the officers and sergeants in the report writing and watch office areas, where juveniles can be safely and comfortably contained away from police conversations.

A briefing room dedicated to patrol and traffic is provided. It is anticipated that this will be commissioned as the "Murphy Room" in honor of past department staff. As previously discussed, the briefing room is located to facilitate a flow of patrol officers entering from the second-floor circulation connection and then on to equipment issue and fleet vehicles at the lower level of the parking structure.

A suspect holding area with holding cells and secure interview rooms is provided at the first-floor adjacent to the report writing and watch office. Access is gained from vehicles via a sallyport that is a fenced area within the parking structure designed as a contained secure space to transfer suspects from vehicles to holding.

Canine kennels and support facilities are provided in an area adjacent to the parking structure to facilitate officers' movement with their dogs from fleet vehicles to kennels and grooming facilities. The facility is located in an isolated location to contain barking of the dogs.

Field Operations Division

14.00 SWAT / CNRT Support Spaces

Located adjacent to the parking structure lower level, where the SWAT vehicles and the SBPD command vehicle are housed, is the SWAT /CNRT space. The space is designed as an open-plan space with a large table in the center surrounded by gear lockers for the SWAT & CNRT team members. The intent of the design is to provide a space whereby a presentation of the planned raid is being made simultaneous to the team dressing out for the mission. A unisex toilet room, an armory and storage for bulk supplies are provided.

Community Support Services Division

15.00 Training and Recruitment

Located at the top floor of the facility Training and Recruitment houses the offices of the Community Support Services Captain and the training staff. A number of large spaces are provided for computer lab and training classes, interviews and physical training- defensive tactics training (ARCON.) The design accommodates the opening of the ARCON space onto the top floor of the parking structure for expanding training activities to the exterior.

Community Support Services Division

16.00 Field Training Program

The field training program includes several units: Public Engagement; Neighborhood Policing; Street Crimes; Special Enforcement; Restorative Policing; SNAP; CSL; Reserves, Volunteers & Chaplains; and Special Events & Tactical Planning. A variety of offices and open-plan workstations are provided in neighborhoods for these teams.

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Special support areas such as the Bicycle Patrol support facilities required for the Street Crimes unit are provided at the parking structure in close proximity to the unit's office space.

Community Support Services Division

17.00 Fleet & Facilities Support

There are a number of utilitarian spaces provided at the facility to accommodate the day-to-day operational needs of the physical plant and to support the activities of the SBPD. A loading bay is provided in a secure location allowing for the receiving of larger items that are delivered to the SBPD, such as pallets of paper, furnishings and computer equipment. The bay is designed on-grade, meaning that delivery vehicles with high tailgates will need to use lift gates to lower their wares to the ground. Having an on-grade bay enables the space to be used for other purposes, such as installing or maintaining radio and IT equipment at fleet vehicles. Associated with the loading bay are spaces for general building storage, waste management, janitorial supplies and equipment, and secure electronics storage.

It is envisioned that the loading bay be in a segregated yard area that is secured from the street, but also segregated from the secure parking. This allows contained access for deliveries and removal of trash and recycling by unsecured vehicles and unscreened personnel to the facility. Deliveries of diesel fuel for the emergency generator will occur here.

Community Support Services Division

18.00 Firearms Proficiency Training

A 25-yard lead-free firearms proficiency training range is programmed in this project. The range may be located at or below grade or within the parking structure. The 10-lane, 60-foot wide range would integrate well into the anticipated clear span of the garage structural system. Since the design of the range is intended to support tactical move-and-shoot training, no actual lane lines are provided. A fire-resistant granular rubber bullet trap is anticipated with electric, high-speed lateral turning targets. No trolley system or shooting stalls are anticipated. A firing line is provided at the 25-yard line for certification firing.

Range support spaces provided adjacent to the range include a ready room for classes and issuing of safety equipment, weapons maintenance, armorer's room, armory, ammunition and target storage.

Common Areas

19.00 Lobby Public Areas

It is anticipated that some form of entry plaza will be provided, setting the SBPD facility back from the public street, enabling the placement of passive K-rated vehicle barriers in front of the public entry. Entering the SBPD facility from the public entry plaza is via a vestibule. The vestibule provides an opportunity to screen entrants by way of a security camera that views the back of entrants, enabling the sighting of any weapons that may be concealed at an entrant's back. Another function of the vestibule is allowing the front door to the police station to remain unlocked during off-hours, admitting people into the vestibule where they can communicate, via an intercom, with the 24-7 Dispatch-Communications section. This is especially important in the event of a victim being pursued and seeking refuge at the police station. The vestibule also serves to act as a buffer space reducing loss of energy associated with environmental conditioning within the building.

Upon entering the public lobby from the vestibule, the public have a number of services available. A drug-drop locker is provided for discarding prescription drugs that are no longer needed. A kiosk is provided for paying parking tickets, and public service windows are available to speak with police department staff with regards to obtaining a police record, paying a fine, or other business matters.

Two report taking rooms are provided for citizens to speak in private with a police officer about making a report or another private matter. One room is located in the lobby adjacent to the secure staff area, allowing direct access by staff to the room. This room is furnished with ballistic protection, creating a safe-room for victims that have been admitted after-hours. The staff door allows for extraction of the victim from the room out of sight of a would-

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be pursuer. It also allows detectives and other staff to enter directly and if necessary discretely into the report taking room for interviews and other purposes.

Package courier and mail deliveries are accepted at the secure package vestibule, previously discussed at Records. A public fingerprinting alcove is also provided at the lobby. Alternately, this may be located in one of the report-taking rooms. Public toilets are accessible for the lobby. Sizing of the toilet rooms is dependent on the code requirements for accommodating the multi-purpose room.

Common Areas

20.00 Multi-Purpose Meeting Room

A multi-purpose meeting room with a capacity to seat 80 people at tables in a classroom fashion is provided. It is designed to accommodate both SBPD public outreach programs, such as citizens' academies, and SBPD training classes. Its location provides access from both the public lobby and from the secure staff circulation. A mobile partition is provided to sub-divide the room into two smaller spaces. As there may be advantages to having a larger and a smaller space, the sizes of the two spaces created is to be determined in the design phase.

A catering type kitchen is provided, equipped for storing and warming prepared foods delivered by caterers. No cooking facilities are provided. Storage for room furnishing and audio-visual equipment is provided adjoining the space.

Common Areas

21.00 Staff Break Room

The staff break room is located adjacent to exterior space that is screened from public view. The top floor of the facility might serve well if a deck can be developed on the parking structure roof. The break room is sized for 20 staff. Locating it such that a common area is adjacent and exterior space is available increases the capacity for SBPD events, such as retirements, birthdays, Etc. A kitchenette is provided for warming foods and clean up. Space for large refrigerators assigned to various staff groups is included.

Common Areas

22.00 Fitness

Located as a part of the open-plan locker space, the fitness area is an airy bright space equipped with cardio vascular, resistance weight and free weight equipment. Free floor area is provided for floor exercises and stretching. A small storage space is provided for spare equipment and equipment maintenance supplies and manuals.

Common Areas

23.00 Locker Area

Lockers are arranged in an open plan space, allowing access to all SBPD staff. The layout is non-gender specific, providing an environment that helps to engender esprit de corps and serves to alleviate a number of human resources related issues. The lockers are arranged in short rows having private unisex changing rooms equipped with toilet fixtures and showers at the end of each row. No benches are provided at the lockers to discourage changing in the locker area. Sworn police staff are provided with 2-foot wide by 2-foot deep patrol wardrobe lockers with a boot drawer and accessories to accommodate utility belts and issued equipment. Electrical outlets are provided within each patrol locker for charging issued equipment. The patrol lockers have built-in venting systems allowing the exhaust air from the locker area to be drawn through the lockers, promoting drying of the locker contents.

Non-sworn staff are provided with 1-foot wide by 2-foot deep 2-tier lockers. These lockers provide space for hanging issued jerseys and storing gym bags and other personal items.