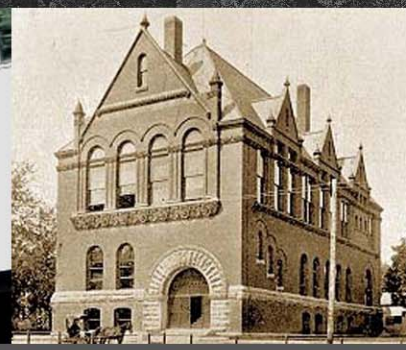
WILSON ESTES POLICE ARCHITECTS

in collaboration with

TREANOR ARCHITECTS







POLICE FACILITY NEED ASSESSMENT STUDY

LAWRENCE, KANSAS

City of Lawrence POLICE

MAY 1, 2012

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

NEED ASSESSMENT STUDY
MAY 1, 2012

CITY COMMISSION

Bob Schumm .....Mayor
Michael Dever.....Vice Mayor
Hugh Carter ..... Commissioner
Mike Amyx..... Commissioner
Aron E. Cromwell..... Commissioner

David Corliss, City Manager

Tarik Khatib, Chief of Police

WILSON ESTES POLICE ARCHITECTS, PA
523 Walnut Street
Kansas City, MO 64106
(816) 298-6700
www.policearchitects.com

TREANOR ARCHITECTS, PA
1501 West 6th Street
Lawrence, KS 66044-1063
(785) 843-5554
www.treanorarchitects.com

SECTION		PAGE
1.0	**Executive Summary**	**1.0**
2.0	**Study Overview**	**2.0**
2.1	Introduction / Process	2.1
2.2	Terms Used	2.3
2.3	Timeline	2.4
3.0	**Existing Facilities**	**3.0**
4.0	**Space Needs**	**4.0**
4.1	Planning for Growth	4.1
4.2	Personnel Projections	4.2
4.3	Functional Elements	4.3
4.4	Planning Standards	4.4
4.5	Planning Diagrams	4.5
4.6	Locker Requirements	4.50
4.7	Space Need Tables	4.52
4.8	Space Need Summary	4.67
4.9	Parking Requirements	4.69
5.0	**Adjacencies**	**5.0**
5.1	Functional Adjacencies	5.1
5.2	Adjacency Diagrams	5.2
6.0	**Building Development**	**6.0**
6.1	Development Scenarios Introduction	6.1
6.2	Building Configuration Tables	6.3
6.3	Site Development Scenarios	6.6
7.0	**Costs & Conclusions**	**7.0**
7.1	Statement of Probable Cost	7.1
7.2	Conclusions	7.4

SECTION 1.0 – EXECUTIVE SUMMARY

INTRODUCTION

The Lawrence Police Department occupies two primary facilities for law enforcement operations and several ancillary facilities throughout Lawrence for department use and storage needs.

The Investigations and Training Center on Bob Billings Parkway was built in 1988 and occupied by the police department in 2001. This facility predominantly houses Administration, Investigations and Community Services divisions. The police department also occupies a small portion of the Law Enforcement Center, a county-owned facility at 111 East 11th Street in downtown Lawrence that was constructed in 1976. That facility predominantly houses Patrol, Information Services and Evidence & Property divisions of the Lawrence Police Department in addition to the Douglas County Sherriff's offices, Douglas County District Court, Douglas County Emergency Management and Douglas County District Attorney.

The other facilities in use include a portion of the 9th & New Hampshire garage for animal and parking control, Stone Barn Fire Station for specialty vehicle storage and two separate storage buildings for additional evidence & property storage.

The personnel growth of the department over the years and the evolution of modern policing methods and technologies have created a demand that exceeds the current facilities capability to support all operational demands. Even more critical, the deficient conditions will only continue to worsen as police staff size increases to meet the needs of the growing Lawrence population.

It is estimated that the resident population could exceed 123,000 within the next twenty-years. To properly support a police force that serves this size of community would require a facility over twice as large as all current facilities combined.

The primary purpose of this need study, is to establish the space needs of the Lawrence Police Department, provide a cursory evaluation of the current facilities, determine the best scenario or scenarios for the development of the programmed space needs, and establish the probable cost associated with the development of a new facility. The site selection process and evaluation of possible sites to support law enforcement operations can commence utilizing the results of the need assessment study with the results of the site selection process being submitted separately. The results of the need assessment and site selection processes together will then provide decision makers with the knowledge to proceed into the next phase of the project, and provide the foundation to move forward with design and construction.

METHODOLOGY

Information contained within this Need Assessment will focus the direction of the development process, and form the foundation for the design of a public safety facility accommodating 20-years of department growth. It outlines the probable construction cost, site selection considerations, and desirable building configurations. Development of each of these important issues requires first the establishment of the total need for space. The primary factors driving the need for space in a building are the personnel assigned to the facility, the activities performed, and the accessory support space required to occupy the space. Accurately identifying space needs in 20-years requires the establishment of personnel projections over that time. The baseline for these projections is represented by the personnel currently budgeted to each department division.

Identifying Space Needs Through an Interactive Process

The need assessment process began with meetings between Architects and representatives of the Police Department. Architects catalogued all currently budgeted personnel within each division of the department. The development of activity spaces to support facility personnel is based upon known operations of the Lawrence Police Department and the Architect's expertise in the development of this facility type.

The group meeting format is intended to promote discussion of every space element identified, and separate wants from needs. This process ensures the development of a facility containing the space required for the department to provide the service expected by the community in a safe and efficient manner without unnecessary or excessive space.

The compilation of all current space needs through these interactive meetings forms the baseline from which all future need projections are developed.

Personnel Growth Accommodation

The number of personnel in the department is the primary determinant of the space requirement. Therefore, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. Architects worked with public safety managers in ascertaining likely personnel growth in the department over the next 20-years. These discussions were informed by current city population estimates, US census information and historical population increase rates over the last several decades. The department personnel increase forecasted to the future is proportional to the population increase with an understanding that the level of service to the citizens of Lawrence should be maintained.

DEPARTMENT DIVISION	2012 PERSONNEL	2032 PERSONNEL
Administration	4	6
Information Services	29	41
Community Services	14	19
Patrol	96	116
Investigations	35	51
Evidence & Property	3	5
Building Support	0	2
PERSONNEL TOTALS	**181**	**240**
RESIDENT POPULATION	**92,727**	**123,214**
RATIO: STAFF/1,000 POP.	**1.95**	**1.95**

- Table 1.1 -

National Space Standards

Once all personnel, activities, and support functions were identified through group meetings, square footage was assigned to each element. A determination of space for each element can be very subjective. Therefore, accurately assigning the appropriate amount of space is based upon area derived from a database of previously designed facilities and tailored to fit the way the Lawrence Police Department needs to operate. One component factored into the determination of space assigned to a specific Functional Element is the use of planning standards for public safety facilities. This can come in many forms, but is primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the functional element. It can also be a standard for a room size based on the area required to perform a known set of tasks. Application of space standards protects against criticism of overbuilding and provides insurance against premature obsolescence from providing a space of insufficient size.

Building Configuration Development Through Adjacency Relationships

Adjacency relationships of functional space elements were developed with department managers to allow the user to participate in prioritizing how the components of the facility would most efficiently interact. With square footage assigned to all of the spaces, the Architects can begin to conceptualize diagrams of the building as shown in Section 5. The Architects can then begin to allocate the identified spaces to various floor levels without compromising the integrity of functional relationships.

Existing Facilities

The planning team evaluated the current facilities being utilized by the Lawrence Police Department. There are three components to this evaluation; (1) compare the existing space available to the police department compared to actual space needs for the Lawrence Police Department, (2) determine the effects on law enforcement operations due to constraints of the existing facilities, and (3) consider the effects on law enforcement operations by the inefficiency of distributed multiple facilities.

Site Considerations

The appropriateness of any site is related to the site's ability to meet certain minimum requirements. Of primary importance is a site with enough area to support building development. The building footprint area, parking required, and the portion of the site that is capable of being built upon after allowing for building setbacks and terrain impediments determine the minimum size of the site. The two components to a site analysis process are (1) the ability of a given site to support the established space needs and parking required, and (2) determining if a site best meets the operational goals of the Police Department.

Cost By Application of National Averages

A statement of probable cost is developed utilizing square footage unit costs. The unit cost is developed from Wilson Estes Police Architects database of national average costs for public safety facilities. This number is adjusted by a regional cost factor for the Lawrence region, further adjusted for inflation to the current day.

SPACE NEEDS PROGRAMMING

A summary of the space needs requirements for the Lawrence Police Department is listed in the table below.

DIVISION	2012 STAFF	2012 SPACE	2032 STAFF	2032 SPACE
Administration	4	1,370	6	1,775
information Services	29	5,475	41	6,865
Community Services	14	6,260	19	7,000
Patrol	96	3,720	116	4,595
Investigations	35	6,075	51	8,525
Evidence & Property	3	4,768	5	6,059
Forensics	0	3,635	0	3,975
Building Support	0	10,035	2	12,880
Subtotal (Net Area)	**181**	**41,338**	**240**	**51,674**
Accessory Space		1,240		1,550
Circulation Space		11,496		14,371
Walls & Unusable Space		4,867		6,084
Building Total		**58,941**		**73,678**
Garage	0	20,170	0	23,470
Firing Range	0	3,650	0	3,650
Walls & Unusable Space		2,144		2,441
Garage & Range Total		**25,964**		**29,561**
GRAND TOTAL		**84,905**		**103,239**

- Table 1.2 -

BUILDING CONFIGURATION

The area of floor space at ground level, and the configuration of the perimeter of the building are referred to as the "footprint". The footprint plays a significant role in the determination of the site area requirement or a given site's ability to meet the requirements for building development. In the initial stages of the planning process, the primary method for establishing the footprint is by ascertaining the probable floor plate usage. That is to say on what floor level a specific functional element will be located. Making a determination of the most appropriate placement on a floor level - and therefore establishing the direction of the building's design - requires an understanding of the required functional interaction.

The placement indicated in the table below is in part based on the adjacency diagrams developed as part of the study process. Through this process we also establish the number of floor plates, or stories. In the table that follows, three possible ways the building could efficiently be configured are identified.

	BASEMENT		FIRST FLOOR		SECOND FLOOR	
	Net SF	Gross SF	Net SF	Gross SF	Net SF	Gross SF
Option 1	29,974	35,812	31,105	44,350*	10,160	14,486
Option 2	26,340	30,887	27,489	39,195*	17,230	24,567
Option 3	26,340	30,887	26,034	37,120*	18,685	26,642

- Table 1.3 -

* Represents the footprint area of the building.

Referring to the areas indicated in Table 1.3, the smaller first floor footprint of Option #3 results in the best solution for development on a small site.

PARKING

In addition to the size of the building footprint, the selected site should provide for necessary parking. Significant land area is consumed by vehicle parking. Therefore, this study estimates the number of required parking spaces on-site for the personnel using the facilities, currently, and in twenty years. In Table 1.4 staff parking is established for the daily peak use time, typically at a mid-afternoon shift change.

	2012 VEHICLE COUNT			2032 VEHICLE COUNT		
	Personal	Fleet	Total	Personal	Fleet	Total
Spaces	154	62	216	205	84	289

- Table 1.4 -

A parking garage is planned for the basement under all options shown in Table 1.3. This garage accommodates 40 patrol and 2 CRT fleet vehicles as well as patrol bicycles and motorcycles. Use of a basement parking garage offers convenient access in the event of major event turnout and protection for the City's investment in technologically equipped vehicles used to protect and serve the citizens of Lawrence.

An 8,591 square foot outbuilding is also planned for all options show in Table 1.3. The outbuilding would accommodate the balance of specialty fleet vehicles and other sensitive vehicle storage needs. While the convenience of below-building parking is not as much of a concern, the protection and reduced visibility of these expensive and/or sensitive vehicles deserves special consideration. Use of an outbuilding also allows for a less expensive building construction type than would be possible if these vehicles were placed in an expanded basement area.

A total of 93 public parking spaces are required to meet current visitor needs, with a need for 96 spaces in the future.

SITE DEVELOPMENT SCENARIOS

With building configuration options and parking requirements determined it is possible to determine both ideal and minimum site requirements for development of a new facility. An ideal site would not only provide needed acreage for a building and parking but also allow for facility and parking expansion. Also important is adequate green space to create a pleasant and inviting environment for the public and staff. Other tangible benefits of green space relate to possibility of greater design flexibility and benefits to operating costs of the new facility. For example, with additional green space, a buffer is created between hard surface areas such as parking lots. The amount of absorbed heat being transferred to the building is reduced and cooling requirements are therefore less.

The ideal site requirement will allow for building expansion and increased longevity of the new facility. The minimum site requirement is usually best suited when only smaller properties are available, such as in an urban setting where zero lot-line style development is the norm.

Site Development Scenario #1 (Building Configuration #1)

Building Footprint	44,350 SF
Outbuilding Footprint	8,591 SF
Parking	154,000 SF
Mechanical Yard	1,600 SF
Miscellaneous Paved Area	6,000 SF
Expansion Area	13,305 SF
Open Area	341,800 SF
Total Site Requirement	**569,646 SF**
	13.1 Acres

Site Development Scenario #2 (Building Configuration #2)

Building Footprint	39,195 SF
Outbuilding Footprint	8,591 SF
Parking	134,750 SF
Mechanical Yard	1,600 SF
Miscellaneous Paved Area	6,000 SF
Expansion Area	0 SF
Open Area	0 SF
Total Site Requirement	**190,136 SF**
	4.4 Acres

Due to the limitations of a small site on building configuration options, inability to expand beyond the 20-year point and environmental concerns related to minimal green space, it is our recommendation that the City give strong consideration to the larger site option. The smaller site option is presented merely as an illustration of what is possible with significant compromises, and should only be considered if suitable property availability necessitates the selection of a smaller site. Examples of hypothetical site usage for the recommended and minimal site options are illustrated in Section 6.

As an example, when consideration is given to the Investigations and Training Center building and property at 4820 Bob Billings Parkway strictly from a site standpoint, it is apparent that this existing facility and property is not a viable long term option for the Lawrence Police Department. With a total site size of 4.16 acres, this property does not provide adequate space for building and realistic parking needs. Further, neither of the garage, outbuilding or firing range functions, nor expansion to address long term needs, is possible given the size of this property.

STATEMENT OF PROBABLE CONSTRUCTION COST

Costs were developed for building construction options that represent the most likely development scenarios. Hard costs are the "bricks and mortar" construction cost of the building plus normal site development cost and other components necessary for law enforcement operations. Soft costs are those needed for the development of the project plus furnishings and cost contingencies. The costs reflect 2012 construction dollars. Cost was derived from a database of typical police facilities built around the country and adjusted for local cost conditions.

Building Configuration Option 1: All priority functions on the 1st floor

Hard Cost	$ 25,157,542
Soft Cost	$ 4,224,816
Total Cost	$ 29,382,358

Building Configuration Options 2 and 3: Some functions moved to the 2nd floor resulting in a more compact building configuration

Hard Cost	$ 24,596,712
Soft Cost	$ 4,158,153
Total Cost	$ 28,754,865

As the site selection process has not yet commenced, site acquisition costs were not included in the statement of probable construction cost prepared as part of this need assessment study. This probable cost assumes construction using a traditional competitive bid delivery method. Construction management or other alternative delivery method styles may add additional cost.

EXISTING FACILITIES

The Lawrence Police Department experiences routine adverse affects on their ability to provide efficient services to their service population by their existing facilities. This is a result of a deficiency of needed space to support current and future personnel, deficiencies in the current facilities themselves, and the impacts on operation by being distributed between multiple facilities spread across the Lawrence area.

Space Considerations

The Judicial Law Enforcement Center (LEC) facility which houses Patrol, Information Services and Evidence & Technology divisions is a multi-tenant facility that also includes a number of County functions. The space occupied by the Lawrence Police Department is a small fraction of the total building size. Sharing of critical spaces between user groups is not in accordance with best practices for multi-agency facilities. The police department currently occupies approximately 10,500 net square feet at this facility which is approximately 20% of the total department space needs (net space) not including garage and firing range space needs. The space available at this location is also below industry standards for law enforcement facilities. With the other County functions needing room to expand as well and inadequate parking to support current and future needs, this facility does not appear appropriate for long term police department use.

The Information & Training Center (ITC) facility which houses Administration, Investigations and Community Services divisions is a facility owned by the City of Lawrence. The space available for law enforcement operations at this location is also below industry standards for law enforcement facilities. Numerous support and storage spaces are distributed throughout the department and separated from their applicable personnel areas which create inefficiency in operations. Numerous support spaces are duplicated at this location due to the split in primary operations between the LEC and ITC facilities. The size of the ITC facility is 29,400 gross square feet. In comparison to the established space needs, this facility offers approximately 40% of

the space required for long-term police use, not including garage and firing range space needs. There is also inadequate parking area and no room for expansion beyond the 20-year space needs established during this study process.

The balance of facilities relates to support functions and overflow storage due to space limitations at the primary facilities used for operations. Space at those locations are either unable to be inefficiently utilized or are below industry standards for law enforcement facilities. Further discussion related to these other facilities is covered in the next sections of this document.

Existing Facility Deficiencies

The ITC facility suffers from deferred maintenance issues related to mechanical systems, roof and window leak issues, issues with regards to the integrity of the building shell or envelope, potential environmental remediation issues, and substandard parking areas. There is not an emergency generator to allow the facility to remain operational throughout inclement weather and there are security issues, notably the lack of surveillance systems for the building perimeter and parking areas.

The LEC facility also has deferred maintenance issues. Since this facility is a County owned building, corrections and maintenance are out of the control of the City. Roof leaks are of concern and recently a serious leak had developed above the police department file servers and information technology infrastructure equipment at the LEC facility. There are also security issues at the LEC facility, notably the lack of surveillance systems for the building perimeter and parking areas.

The Animal & Parking Control facility does not have adequate heating and cooling with occupants reporting inadequate cooling in the summer and inadequate heating in the winter. There is no consistent police presence at this location and the limitations of the existing space do not allow personnel to utilize the space that they have in the most efficient manner.

The Stone Barn Fire Station is historic in nature and modifications allowed will be somewhat limited. Mechanical equipment is aging and any disruptions in mechanical system operation will place the specialty fleet vehicles stored at this location at risk. This facility is not adequately secured solely for police department use which makes the expensive and sensitive fleet vehicles stored at this location vulnerable.

The Morton building where evidence and property is stored is subject to moisture infiltration and mold has developed. This facility is not climate controlled which further exacerbates the issue. These issues put evidence and property stored at this location at risk of damage and deterioration. Without significant improvements, this facility is not suitable for continued use by the police department.

The Douglas County Public Works facility also houses evidence and property. This facility is not climate controlled which places the evidence and property stored at this location at risk of damage and deterioration. Without improvements, this facility is not suitable for continued use by the police department.

All facilities currently utilized by the Lawrence Police Department are affected by varying degrees of non-conformance with building codes and accessibility guidelines.

Distributed Operations

The Lawrence Police Department is affected by the sprawl of facilities that they operate from throughout the Lawrence area. Our experience in working for a large number of departments of varying sizes indicates that law enforcement departments loose efficiency if they operate out of multiple facilities unless they serve a community that exceeds 150,000 residents.

Some of this inefficiency relates to enforcement of security and evidence protocols, privacy and integrity of department operations, improved department culture, morale and communications, improved information sharing and consolidation of support personnel and spaces.

This issue also relates to operating expenses for the police department. Increased manpower costs result from a loss of productivity and travel time between police department facilities as well as routine maintenance and increased fuel costs for department-owned fleet vehicles. Operating expenses also include lease payments for locations not owned by the City, the expense of routine maintenance and upkeep of multiple facilities and the expense of monthly utilities to serve multiple facilities.

Examples of existing facility deficiencies are included on the following pages along with examples of suitable space design standards for typical law enforcement facilities.

Additional information regarding the existing facilities is presented in detail as part of Section 3.

EXISTING SALLY PORT

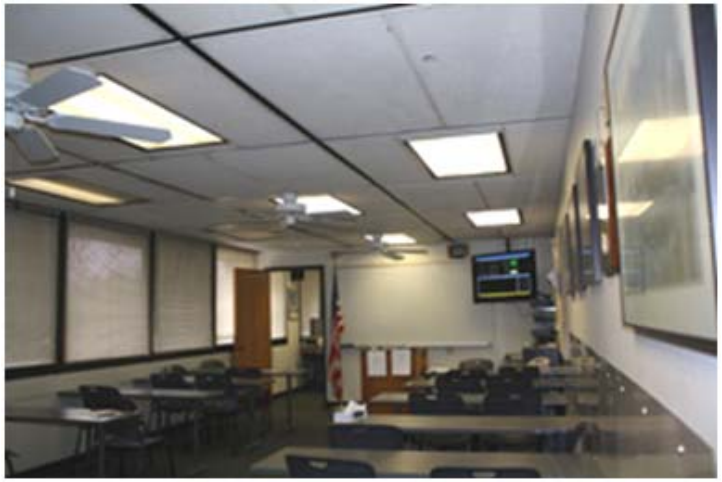
RECOMMENDED SALLY PORT DESIGN

EXISTING FILE SERVERS (LEC LOCATION HAS ROOF LEAK)

EXISTING FORENSICS LAB

IDEAL FILE SERVER ROOM DESIGN

IDEAL FORENSICS LAB DESIGN



EXISTING SQUAD ROOM

EXISTING FITNESS ROOM

IDEAL SQUAD ROOM DESIGN

IDEAL FITNESS ROOM DESIGN

EXISTING REPORT WRITING STATIONS

EXISTING EVIDENCE STORAGE AREAS

IDEAL REPORT WRITING DESIGN

IDEAL EVIDENCE STORAGE DESIGN (HIGH DENSITY TYPE)

EXISTING ACADEMY/COMPUTER TRAINING LAB

EXISTING FLEXIBLE-USE TRAINING SPACE

IDEAL TRAINING CLASSROOM DESIGN

IDEAL TRAINING ROOM (SUBDIVIDABLE LARGER SPACE)

EXISTING LOCKER ROOM

IDEAL LOCKER ROOM DESIGN

SUMMARY CONCLUSION

Deficiencies in the current facilities are readily apparent with the most obvious being a severe shortage of operational area to conduct routine public safety operations. Further issues relate to the age and condition of the existing facilities and sprawl of facilities throughout Lawrence. The existing facilities and sites do not appear to be candidates for long-term police department usage as they cannot support either current needs or future growth. The expense, as well as the impact to ongoing law enforcement operations, to correct deferred maintenance issues and to marginally address space issues does not appear to be a prudent investment of public funds.

Meeting facility needs that accommodate 20-years of growth is prudent planning for the long term and is the wisest usage of public funds. With facility options and probable construction costs established, decisions to be made affecting the advancement of the project pertain to the expenditure of funds and selection of the site that best meets the goals of the department.

SECTION 2.0 – STUDY OVERVIEW

INTRODUCTION

The Lawrence Police Department occupies two primary facilities for law enforcement operations and several ancillary facilities throughout Lawrence for department use and storage needs.

The Investigations and Training Center on Bob Billings Parkway was built in 1988 and occupied by the police department in 2001. This facility predominantly houses Administration, Investigations and Community Services divisions. The police department also occupies a small portion of the Law Enforcement Center, a county-owned facility at 111 East 11th Street in downtown Lawrence that was constructed in 1976. That facility predominantly houses Patrol, Information Services and Evidence & Property divisions of the Lawrence Police Department in addition to the Douglas County Sherriff's offices, Douglas County District Court, Douglas County Emergency Management and Douglas County District Attorney.

With a current full-time staff of 147, and a Lawrence city resident population estimated at 92,727, the personnel growth of the department and the evolution of modern policing methods have created a demand that exceeds the current facilities capability to support all operational demands. Further, the distribution of department resources across disparate facilities creates logistical and operational issues with delivery of efficient public services to the residents of the City of Lawrence.

The primary purpose of this need study, is to establish the space needs of the Lawrence Police Department, determine the best scenario or scenarios for the development of the programmed space needs, and establish the projects costs. The Need Assessment will determine building area requirements to support future staffing over the next twenty-years and evaluate the options for developing a single facility that houses all department user groups.

Primary activities and objectives of the Needs Study are as follows:

- Define current personnel, activities, and support functions.
- Document projected staffing increases.
- Determine current and future facility space requirements.
- Determine operational relationships of the personnel, activity, and support spaces.
- Develop site requirements.
- Determine the minimum site requirements necessary to develop a new facility and analyze sites that have been identified for possible project development.
- Estimate building and site development construction costs for identified development scenarios.

STUDY PROCESS

The study process began with on-site meetings on February 22nd and 23rd, 2012 with James Estes and Paul Michell of Wilson Estes Police Architects and Andrew Pitts of Treanor Architects, and managers and personnel of the Lawrence Police Department. Information-gathering meetings provided an understanding of present and future department functions. Discussions with department representatives focused on how they currently operate, and how they could operate more efficiently without consideration for the way they currently operate under the constraints imposed by their existing buildings. To assist the architects in developing a facility program, one aspect of the meetings catalogued current budgeted personnel, and looked at the accessory support space they need to conduct routine operations. A tour of the existing facilities was conducted at a later date to allow a cursory documentation of deficient conditions and typical usage of current space.

The following outlines the details of the process, which resulted in the final outcome documented in this report:

- Meetings were conducted in group interview format. This provided the insight into what makes these specific departments unique, and how the law enforcement in the region is evolving. This is followed by a similar discussion pertaining to each department and how the issues they face are impacted by their facilities. Department personnel are asked to think beyond the envelope of how they currently operate, focusing on how they should operate if not for the constraints of deficient space. Understanding these factors, blended with the understanding of traditional law enforcement space needs, allows the development of a building program specifically tailored to the needs of Lawrence Police Department personnel.
- Development of a list of optimal functional elements for current needs, through meetings and/or surveys with department administrators, provided a breakdown of the proposed building into each distinct element. (Functional elements are comprised of personnel, activities, and accessory support space. The list includes each distinct function, which in the design phase will become a room or space). Again utilizing department personnel input, these elements are increased where necessary to meet the anticipated future needs. (Refer to Section 4.2, Personnel Projections).
- Utilizing WEPA's database developed from nearly 200 similar facilities around the country, space is established for each functional element based upon space standards necessary to accommodate specific operations. This method brings credibility to the establishment of the building size (which directly affects construction costs), and provides the highest level of assurance that the facilities will be useful at building occupancy, and for an acceptable time period in the future.
- Optimal internal adjacencies, or spatial relationships, between personnel, activities, and corresponding support functions are developed with the assistance of department personnel and recorded by diagram. Input to the architects through this process allows Lawrence personnel the opportunity to influence how the building will ultimately be designed to meet their department's specific operational needs.
- Develop alternative building configurations to establish probable building footprints. Establish parking and other site use elements. Develop site density usage to determine the minimum and maximum site area requirement for building development.
- Estimate the construction cost to develop new facilities that meet the programmed needs. Estimates are derived by applying current square footage costs for typical new facilities built around the country, adjusted to the Lawrence region. WEPA maintains a cost database compiled from new facilities planned by WEPA and buildings planned by others. Utilizing typical square footage costs insures that the building construction budget is sufficient without being overly ambitious. Credibility is maintained when a realistic budget is developed at the outset to avoid cost overruns, while negating a "Taj Mahal" perception.

TERMS USED

Adequacy - Primarily, facility adequacy means two conditions have been met: 1) there is enough space for the functions housed; and 2) the functions are arranged to achieve safety, productivity, and service.

Adequacy Year - This is the year for which the building is planned to be perfectly adequate to support the planned for personnel, their activities, and accessory support spaces. It coincides with the end of the "planning horizon" period (see below). Conceptually, the next employee added at that time in the future would be accommodated with some crowding and functional sacrifice, although buildings typically operate beyond the adequacy year until the degree of overcrowding is considered unacceptable.

Adjacencies - The relative position of functional elements (rooms in the design phase) for optimal overall operational effectiveness.

Full-Time Equivalent - This term is used in discussions of personnel. One full-time worker equals 1 full-time equivalent. Two one-half time workers equal 1 full-time equivalent. In addition to part time workers, personnel who serve in more than one distinct position may be indicated as a fraction in the space needs tables. For example, an Administrative Assistant may perform that function one-half of the time, spending the other half in Records. They would then be listed as a .5 in each table location.

Functional Element – An identifiable function or task requiring a distinct area or space. Functional Elements become rooms in the design and construction phases of the project. Functional Elements are listed in column two of the Space Needs Tables.

Gross Area - The total floor area required to construct a building, as measured from the outside face of the exterior walls of the building. It includes the net area required of the functional elements and all support space like corridors, stairs, mechanical rooms, miscellaneous storage, structural space, walls, etc.

Net Area - The floor area required for a specific functional element only. Does not include support space. Net area multiplied by a "multiplier factor" yields the gross area.

Planning Horizon - This is a predetermined period of time in years, over which anticipated growth occurring in the period can be accommodated through planning facilities large enough at the outset to meet the needs required at the end of the period. This concept decreases the lifetime building cost, while at the same time increasing its usefulness by assuring long and functional service.

Program – referred to as a "space" or "planning" program, it is the definition of all of the specific components and their corresponding area requirements that compose the physical needs of the entity being planned for, within the building structure(s) and on the development site.

Support Spaces - Spaces that do not accommodate a primary use function. Support spaces include corridors, stairways, closets, mechanical rooms, etc.

TIMELINE / NEXT STEPS

The space needs programming and facilities evaluation contained in this report is the initial part of the overall project process. The design and construction of the facility make up the larger portion of the total process. The following timeline schedule is presented in order to provide sufficient information regarding where current work stands in relation to the overall process, and what the next step in the process would typically consist of. The schedule shown below would be typical for a project similar to the Lawrence Police facility, though exact times may be longer or shorter depending on the individual project, and how the defined projects are phased.

Part of the work listed below is currently in progress or completed. (Item #1 makes up this portion of the work referred to as a Need Assessment). All other items listed below are future portions of the work and are not a part of this Services Agreement.

Work Currently In Progress

1. PROGRAMMING/NEED ASSESSMENT

Future Project Phases

The following is an approximate schedule for future phases of the project. This estimate would be similar for a project utilizing a construction delivery method of either design-bid-build, or construction management delivery.

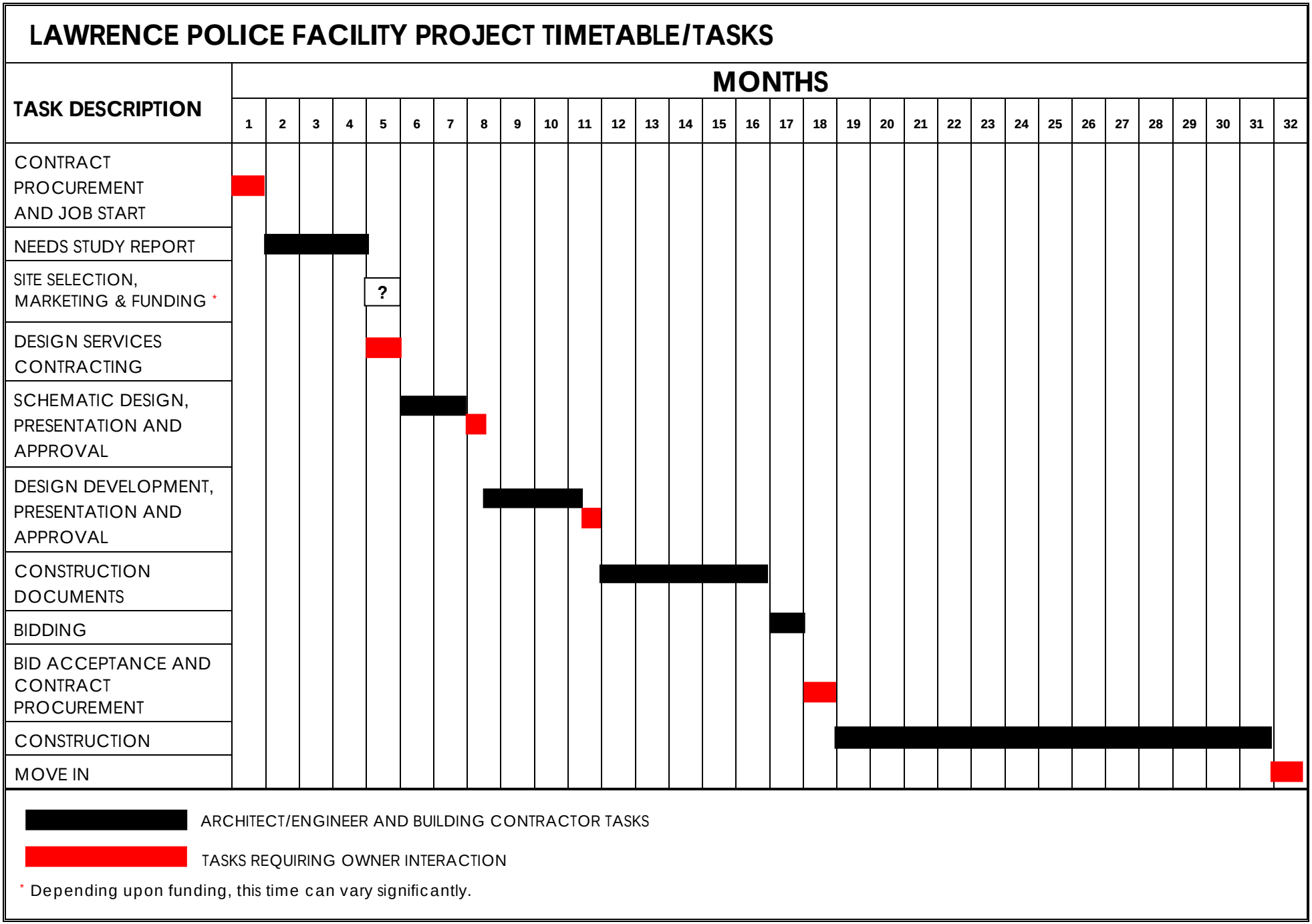
2. SITE EVALUATION & SELECTION.....*4 – 8 weeks*
3. PROJECT MARKETING & FUNDING.....*Duration TBD*
4. BASIC ARCHITECTURAL SERVICES – *10 to12 Months Total*
   (to bid drawing release, depending on owner approvals)
   - *a.* Schematic Design Phase.....*8 weeks*
     - Develop concept floor plans
     - Site Design (parking, walks, landscaping, etc.)
     - Outline narrative of construction materials
     - Building code analysis and implementation
     - Update construction cost estimate
   - *b. Owner Approval*.....*1 – 2 weeks*
   - *c.* Design Development Phase .....*10 weeks*
     - Refine/revise selected floor plan
     - Refine/revise site plan, if applicable
     - Develop interior elevations
     - Detailed narrative of construction materials
     - Develop specific construction details
     - Finalize implementation of code issues
     - Specify select products and materials
     - Develop security and access narrative
     - Develop room finish schedule
     - Preliminary Engineering
     - Update construction cost estimate
   - *d. Owner Approval* .....*1 – 2 weeks*
   - *e.* Construction Documents Phase ..... *24 weeks*
     - Bid Drawings
     - Technical Specifications
     - Final Project Engineering
   - *f. Owner Approval* .....*2 – 4 weeks*

g. Bidding Phase .....*4 weeks*
- Issue drawings & specifications to bidders
- Consider substitution requests
- Issue contract addendum
- Open bids

h. Construction Contract Procurement .....4 Weeks

i. Construction Administration ..... *10 – 12 Months*
- Building construction (by contractor)
- Construction observation (conformance to the documents)
- Progress reports
- Develop and issue change orders
- Process applications for payment
- Review submittals
- Conduct punch list inspections
- Certify substantial completion
- Warranty period (as needed)

LAWRENCE POLICE FACILITY PROJECT TIMETABLE/TASKS



* Depending upon funding, this time can vary significantly.

EXISTING FACILITY EVALUATION

As part of the need assessment process, all existing facilities currently utilized by the Lawrence Police Department were given a cursory evaluation. Beyond mere assessment of space available, consideration was also given to deferred maintenance issues and the impact of distributed operations to department efficiency, including the affect off travel between facilities. Issues discussed herein are a result of personal observations of the Architects as well as review of reports by third-party entities employed by the City in the past as well as staff observations and research. Conclusions reached herein reflect professional experience related to evaluation of existing facilities for law enforcement user groups as well as our professional interpretations of third-party reports and assessments of the condition of the existing facilities.

It is important to note that the net square footage observed by the Architects is a reflection of only the space itself. It is nearly impossible to evaluate existing square footage available in comparison to a properly planned law enforcement facility with the proper amount of square footage assigned per user and task. Numerous areas serve multiple divisions of the police department especially as it relates to storage areas. The limitations of the existing facilities and the manner in which those facilities are truly able be used is distinctly different from the ideal condition of a single-use facility tailored to the exact needs of the Lawrence Police Department.

All buildings currently utilized by the Lawrence Police Department have varying deficiencies with regards to building codes and accessibility guidelines.

> *A detailed itemization of each facility's general characteristics, including photographs indicating current usage, is included after this introductory section.*

INVESTIGATIONS & TRAINING CENTER (ITC)
4820 BOB BILLINGS PARKWAY

Space Usage Issues

The ITC facility currently houses Administration, Investigations and Community Services divisions of the Lawrence Police Department. The greatest space issue that this facility encounters relates to the police department's ability to "fit" into the existing facility. Numerous divisions are forced to split their functional spaces to various areas within the facility. This is detrimental to efficient operations and it results in greater manpower needing to be expended on a routine basis.

Space allocated for individual work areas are below industry standards for law enforcement facilities. Adequate meeting space is also not available for user groups operating at this facility and scheduling conflicts routinely occur.

Several different areas are used for evidence and property storage at this facility due to the separation of the evidence & property division at the Law Enforcement Center (LEC) from the personnel that routinely process and perform forensic analysis on evidence at the ITC facility. The space for specialized investigative functions such as forensics and cybercrime divisions is not adequate for the personnel assigned and highly-specialized tasks that must occur in the routine course of daily job duties.

There is a fitness area for use by department staff at this facility. There is also a fitness area at the LEC facility but neither appears sufficient for total department usage. With physical fitness training occurring at the ITC facility, there are grossly inadequate locker and shower facilities available for staff use.

The training room is not adequately sized for the size of training event that could occur at this type of space, either in-service training for department personnel or for a hosted inter-agency training event. There is not a dedicated space for defensive tactics training and the room must be reset routinely to accommodate different types of training. Defensive tactics equipment is stored in several locations in the ITC facility. The computer training stations are also located in this space and could be subject to risk of damage due to some of the more physical activities that occur at this space and it is impractical to remove this type of equipment and reset on a routine basis.

All department archival file storage occurs at the ITC facility despite the remote location of the records division at the LEC facility. This results in inefficient processes necessary to transport files ready for archive and in the event that any files must be retrieved from the archival storage area. The file room itself is not adequately sized for a growing law enforcement department and the there are limitations on storage created by the space itself.

There is not adequate storage for active files and personal equipment necessary for routine job duties. This results in either inefficient separation from work areas or, in most cases, storage at personal work areas that limits the effective space useable for routine work tasks.

The critical response team (CRT) is also based out of the ITC facility but there is not adequate space for storage of specialized equipment and supplies or proper turn-out lockers for team members. This further exacerbates the storage issues mentioned previously as CRT personal equipment is also frequently stored at personal work areas, in vehicles or at homes of staff members. There is also not adequate briefing space for planning of team activities prior to a special operation.

Parking accommodation at the ITC facility is undersized for the current user group as well as total department needs. There is no separation of public and staff vehicles which does not meet best practices for law enforcement facilities and places staff at risk from disgruntled citizens as well as risk to city property from damage due to either vandalism or inclement weather.

Security and surveillance systems are not sufficient compared to a modern law enforcement facility. Of special concern is a lack of surveillance of the building perimeter and parking areas.

Physical Facility Limitations / Deferred Maintenance Issues

The ITC facility was originally utilized for a variety of laboratory and pharmaceutical user groups. At one point in time the facility was used for research/development of penicillin based products. The City commissioned an independent analysis of indoor air quality and while no current issues appeared to have been noted, the report could not preclude the development of issues in the future, especially as it related to continued occupancy in the facility and the issues that result from operation of aging HVAC equipment. Remarks by the user group indicate that some resilient or rubber products in use in the facility have degraded life-span issues which may point to environmental issues. There is also question regarding the presence of asbestos in certain construction materials used in the building. Further evaluation of these specific issues is required.

The mechanical systems in the building, both HVAC equipment and the ductwork itself, are antiquated and the control systems are not sufficient for proper operation. In many cases, the products in use are no longer in production and availability of materials for repair is in question. There is a lack of redundancy and resiliency in the HVAC system design that would create difficulty to operating in the ITC facility if equipment would break down and be out of

service for any extended period of time. This facility was not originally designed for 24/7 law enforcement operation and there would at minimum need to be significant modifications, if not complete replacement, of the mechanical systems of the buildings to properly accommodate this type of operation.

The exterior building shell, or envelope, of the ITC facility has encountered numerous issues over the period that the police department has occupied the facility. The roof was replaced at the time the facility was renovated by the City but numerous leaks persist, typically at HVAC equipment penetrations but also at joints in the roofing membrane and along roof edge copings. This places department property at risk of damage and reduced operational effectiveness of department personnel. The windows and sliding doors at the building are also reported to leak periodically requiring routine maintenance. The exterior masonry cladding of the building is also reported to be in need of tuck-pointing and caulk joints also require routine maintenance to maintain envelope integrity.

The parking lots at the ITC facility were observed to be in substandard condition and resurfacing and/or replacement appear to be necessary at this time.

The ITC facility does not have emergency backup power, a necessary requirement for a modern law enforcement facility.

Conclusions on ITC Facility

The likely costs associated with correcting ITC facility deficiencies, creating additional functional and efficient space for department personnel at this location and addressing parking needs do not appear to reflect prudent and reasonable use of public funds. The ITC facility does not appear to be a candidate for long-term police department usage.

JUDICIAL LAW ENFORCMENT CENTER (LEC)
111 EAST 11TH STREET

Space Usage Issues

The LEC facility currently houses Patrol, Information Services and Evidence & Property divisions of the Lawrence Police Department. This is a multi-user facility owned by Douglas County that also includes the sheriff's department, courts and prosecuting attorney. The space utilized by the Lawrence Police Department is a small fraction of the overall space. With the other user groups also in need of space, there is no ability for the City's police department to grow further at this location.

Space allocated for individual work areas are below industry standards for law enforcement facilities and numerous personnel do not have their own work space in which to perform their job duties. Furnishings are antiquated and some inherited from previous police facility users. Adequate meeting space is also not available for user groups operating at this facility and scheduling conflicts routinely occur.

There are numerous areas shared between the various agencies using the LEC facility. The sally port area serves multiple purposes in addition to prisoner/detainee intake. Evidence storage, vehicle maintenance and evidentiary vehicle processing can also occur in this space. The inability of the police department to control access to these sensitive functions is a detriment to efficient operations and is not in line with best practices with regards to evidence and property intake, storage and disposition.

The public lobby is shared between police and sheriff departments. There is not adequate private interview space convenient to the lobby and victim and witness statements are occasionally taken in the lobby area. This does not give dignity

and privacy to this process. There is also no controlled access into police areas from other facility user groups. When different agencies are collocated in a single facility, special concern must be given to separation and access control issues between user groups so that privacy, confidentiality and the integrity of each agency's operations are maintained. Certainly, some spaces in a multi-agency facility are expected to be shared, but inter-access to operational areas is typically not allowed.

The evidence and property division houses primary storage at the LEC facility. The previous recreation area for the jail is now the evidence and property storage room. The division is storing material as efficiently as possible at this location but the storage room is at capacity and distributed storage throughout the LEC facility as well as off-site storage is necessary. Since forensics activity occurs at the ITC facility, evidence and property that requires that type of processing must routinely be transported to and be stored at the ITC facility.

Patrol officers do not have any additional space for gun cleaning purposes other than in the evidence intake area. This causes issues with proper evidence intake procedures due to both logistical and cleanliness issues.

There is not adequate storage for active files and personal equipment necessary for routine job duties. This results in either inefficient separation from work areas or, in most cases, storage at personal work areas that limits the effective space useable for routine work tasks.

Since all department archive storage occurs at the ITC facility, convenient access for archive and retrieval of files is not possible from the LEC facility.

Parking accommodation at the LEC facility is undersized for the current user groups as well as total department needs. There is no separation of public and staff vehicles which does not meet best practices for law enforcement facilities and places staff at risk from disgruntled citizens as well as risk to city property from damage due to either vandalism or inclement weather.

Security and surveillance systems are not sufficient compared to a modern law enforcement facility. Of special concern is a lack of surveillance of the building perimeter and parking areas.

Physical Facility Limitations / Deferred Maintenance Issues

The LEC facility is under the control of Douglas County and deferred maintenance issues are wholly out of the City's control at this location. There have been recent reports of roof leaks at the facility that have put City police department servers and information technology infrastructure at risk of damage. The resulting property damage would also affect department operations and efficiency.

Conclusions on LEC Facility

The largest issues at the LEC facility relates to a lack of functional space and the inability to expand into any other areas of this facility due to the other user groups working from this location. The LEC facility does not appear to be a candidate for long-term police department usage.

ANIMAL/PARKING CONTROL FACILITY (APC)
935 NEW HAMPSHIRE STREET

Space Usage Issues

The APC facility is located at the downtown City parking garage in a storefront office suite at ground level. All aspects of animal and parking control divisions operate from this location. A basement space connected to the parking garage area is used by the meter technician for storage and maintenance of parking meter equipment. This space also serves as storage for APC personnel and exterior snow removal equipment for clearing school crossings throughout the Lawrence area.

This location is convenient for parking control and meter maintenance personnel due to the proximity to the areas of the City in which they work. Animal control personnel could operate from the primary police facilities if space would be available.

The office area is inefficient and overcrowded for the personnel assigned to work from this location. A single conference table serves for work and break areas for much of the personnel using this space.

The meter technician space is at capacity due to the current storage systems available for use and diminished in general functionality due to the storage of other non-meter related items in this space.

The office area is only open to the public if personnel are in the office; otherwise it is closed to the public. There could be operational benefits to relocating these functions with the overall police department due to the current separation from the department management structure.

Physical Facility Limitations / Deferred Maintenance Issues

Users reported that the heating and cooling systems are not adequate for the office space with summer months being too hot and winter months being too cool.

The furnishings at the office area are undersized and are showing wear and tear. Adequate storage does not appear to be available.

This building is not occupied on a routine basis and security is therefore not as strong as other police locations.

Aside from general maintenance issues such as wear to carpet and painted walls, no other deferred maintenance issues were observed.

Conclusions on APC Facility

The APC facility is undersized considering likely department growth and the inefficient use of space that they current must operate from. The lack of connection to the rest of the department and the inability of the APC division to benefit from support services and amenities available at primary police department facilities create additional efficiency issues. Consideration should be given to including this division within a new facility.

STONE BARN FIRE STATION
2891 STONE BARN TERRACE

Space Usage Issues

The stone barn fire station is currently used for storage of some specialty vehicles of the Lawrence Police Department. Only the apparatus bay of the fire station is in use for this purpose.

The other parts of this facility are not in routine use but some access to other user groups has been allowed in the past. There is not adequate security to protect the police department property when the rest of the facility is in use.

Access to the vehicles stored at this location requires that staff travel from other police department facilities creating operational inefficiencies and additional cost due to travel expenses.

Physical Facility Limitations / Deferred Maintenance Issues

This facility is historical in nature and modifications to support additional police department functions would be difficult if not impossible.

Aside from general maintenance issues such as wear to carpet and painted walls, no other deferred maintenance issues were observed.

This building is not occupied on a routine basis and security is therefore not as strong as other police locations.

Conclusions on Stone Barn Facility

The Stone Barn facility does not appear to be a candidate for long-term police department usage. Considerations should be given to including storage space for the vehicles currently housed at this location at a new facility.

MORTON BUILDING
900 EAST 15TH STREET

Space Usage Issues

The Morton Building is utilized for evidence and property storage. Bicycles and seizure vehicles make up the majority of items stored here but some specialty police vehicles are periodically parked within this building as well. While the space is large, items are not able to be stored efficiently at this location.

Physical Facility Limitations / Deferred Maintenance Issues

This facility has numerous building envelope issues. Moisture infiltration is pervasive and mold has developed at the interior of the building. Further, the building is not climate controlled which places items stored at this location in greater risk of damage and deterioration.

This building is not occupied on a routine basis and security is therefore not as strong as other police locations.

Conclusions on Morton Facility

Due to the likely expense of remediation of building envelope issues, mold clean-up and the cost to equip the building with adequate heating, cooling and ventilation equipment to protect the items stored at this location, the Morton facility does not appear to be a candidate for long-term police department usage.

Consideration should be given to including adequate storage for all evidence and property within a new facility with dedicated space for general storage, large/bulky item storage, bicycle storage and dedicated guns, drugs and cash storage areas.

DOUGLAS COUNTY PUBLIC WORKS SHOP
801 EAST 23RD STREET

Space Usage Issues

The County Shop building is utilized for evidence and property storage. A variety of different types of evidence and property are stored at this location. This includes routine evidence and property, large and bulky item storage, bicycles and motorcycles. A loft-style platform was constructed in the space to attempt to maximize storage as much as possible.

Items are not stored as efficiently at this location as would be possible with a properly designed storage room. It appears a majority of the items stored at this location would be suitable for storage in the primary evidence and property rooms at the LEC if space would be available.

Physical Facility Limitations / Deferred Maintenance Issues

The building is not climate controlled which places items stored at this location in greater risk of damage and deterioration. Of special concern are historical items that cannot be disposed of.

This building is not occupied on a routine basis and security is therefore not as strong as other police locations.

Conclusions on County Shop Building

The County Shop facility does not appear to be a candidate for long-term police department usage.

Consideration should be given to including adequate storage for all evidence and property within a new facility with dedicated space for general storage, large/bulky item storage, bicycle storage and dedicated guns, drugs and cash storage areas.

IMPACT OF DISTRIBUTED OPERATIONS

The previous sections of this document indicate deficiencies at existing facilities, both with regards to space available and issues with deferred maintenance. Also of concern is the impact of distributed operations between multiple facility locations. The affects of distributed operations are varying in their nature – some being fairly obvious and some more subtle and nuanced. Based on our experience with police departments of a similar size and operational culture, we believe that there are several issues to take note of and consider carefully when developing a strategy to address the needs of the Lawrence Police Department.

Single Facility vs. Precinct Model

Our professional experience in serving municipal police departments varies from very small departments to very large agencies. Our experience shows us that a precinct model for law enforcement operations does not become efficient until the resident population being served exceeds 150,000 and in some cases approaching 200,000. In all cases, departments approximately the size of the Lawrence Police Department that have been forced to distribute their operations to multiple facilities due to space constraints are striving to bring their departments under one roof for a variety of reasons. Some of the common issues that are solved by moving back to a single facility model without sharing with other user groups include:

- Privacy and integrity of department operations.
- Proper security procedures and protocols.
- Proper evidence intake, processing, storage and disposition procedures.
- Improved department culture, cohesiveness and morale.

- Efficiency due to improved communications.
- Improved interaction and information sharing between critical department divisions such as Patrol, Investigations and crime analysis.
- Availability of critical support personnel, such as information technology, to all department personnel.
- Consistent 24/7 public access at a single location.
- Elimination of duplicated support spaces.

Distance Issues

The issues of department sprawl between multiple facilities throughout the Lawrence area is a drain on not only manpower efficiency but also municipal resources and funds. An informal study conducted by the Lawrence Police Department documented a loss of 115 man hours and travel in excess of 2,000 miles over a 2 month period. When considering average pay rates and the rising cost of fuel, the annualized loss in efficiency, direct personnel expense during travel time, and operating expenses such as fuel and vehicular maintenance becomes cost prohibitive if the Lawrence Police Department continues operations in the current manner. With payroll being the single highest budget item for most law enforcement agencies, improvements in employee efficiency pay noticeable dividends.

The travel necessary for department personnel is not isolated to one or two user groups but pervasive throughout the organization. Some examples include:

- Patrol needing to work with investigators at the ITC facility in lieu of the LEC facility due to case follow-up requirements.
- Investigators needing to respond to case issues at the LEC facility.
- Command staff from either the LEC or ITC facility needing to meet with other department members at the other facility locations.
- Records clerks required to store and retrieve files at the long-term archive storage room at the ITC facility, despite their primary work area and active file storage being housed at the LEC facility.
- Evidence department personnel must transport evidence and property to multiple locations from their primary work area at the LEC facility. Forensic analysis occurs at the ITC facility and not convenient to evidence storage areas at the LEC. The Morton building and the Douglas County shop building are also locations that evidence technicians must routinely travel. Security is also of special concern as evidence and property stored at remote locations is not able to be monitored.
- Information technology personnel must travel between all facilities to address issues on an as needed basis.
- Training functions are limited to the ITC facility and all department personnel must travel to that location for in-service training. The frequency of training should naturally increase above minimum requirements if all department staff are operating out of the same facility where training occurs.
- Specialized vehicles for a variety of department functions are stored at numerous locations throughout Lawrence. This is an especially chronic issue for the traffic unit and critical response team.

Operations & Maintenance Issues

Conducting law enforcement operations from multiple locations results in the following considerations with regards to operations and maintenance expense:

- Rental/lease expense of facilities not owned by the City of Lawrence.
- Ongoing routine maintenance and cleaning expense associated with multiple facilities.
- Cost to correct issues associate with deferred maintenance and routine facility improvements at multiple locations.
- Increased monthly utility expenses from operation of multiple facilities, especially as it relates to operation of antiquated equipment that is not energy efficient.

SUMMARY

With evaluation of existing facilities complete, the following issues are of concern:

- Space currently utilized by the Lawrence Police Department is undersized when compared to industry standards for law enforcement facilities.
- Lawrence Police Department facilities are at or over capacity and do not have adequate room for expansion to meet long-term needs.
- Due to limitations of the space available, efficiency in space usage is limited if not impossible, especially as it relates to storage areas.
- Parking is inadequate at all police facilities for either location specific needs or total department needs.
- Current facility sites do not appear to offer any room for facility or parking expansion.
- Current facilities are deficient with regards to security and surveillance systems necessary to protect personnel, property and the public.
- Current facilities have varying degrees of deficiency related to building code and accessibility guidelines.
- A distributed operation affects department culture, morale, communications and collaboration.
- Distributed operations affects manpower efficiency with direct losses attributable to direct personnel expense, loss of productivity and increased operational expenses due to travel.
- Distributed operations results in less than secure conditions for storage of evidence and property as well as specialized police fleet vehicles.
- Distributed facilities increases the expense for operations and maintenance associated with rental/lease payments, routine maintenance and cleaning, deferred maintenance and necessary facility upgrades and increased utility expense.

The results of the facility evaluation portion of the study phase of work allows the Architects and Owner representatives to more carefully evaluate strategies for addressing the space needs of the Lawrence Police Department.

ANIMAL/PARKING CONTROL FACILITY

Facility Name: Animal / Parking Control Facility

Location: 935 New Hampshire Street
Lawrence, KS 66049

Building Owner: City of Lawrence

Zoning: GPI- General Public and Institutional Use District

Historic District: The facility is within the environs of multiple historic listed properties.

Facility Description: Department is located in a storefront rental space on the street level of the City's parking garage.

Facility Characteristics:

- The department is located in the downtown area in the parking garage. Parking control only deals with parking issues in the immediate downtown area. The location allows employees to work out of a convenient location and use the office as a base of operation.
- Animal control could operate at any location as they are typically in the field.
- The department is isolated from the balance of the department.
- Public access is limited to when the specific department staff is in the office; otherwise the office is closed.
- The layout of the space is inefficient. Staff must use a single table as office space, break space, and meeting space.
- Meter maintenance is located in the lower level of the parking garage and is remote from office area. This work area is easily accessible to downtown parking meters.
- The meter technician area also houses storage for other user groups that diminish the ability to utilize this area efficiently.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Animal /Parking Control	Office Area	1,067
	Meter Technician Storage	700
	TOTAL	**1,767**

PARKING CONTROL GARAGE

PARKING/ANIMAL CONTROL STORAGE (meter maintenance)

PARKING/ANIMAL CONTROL STORAGE

PARKING/ANIMAL CONTROL LOCKERS

PARKING/ANIMAL CONTROL BREAK AREA

PARKING/ANIMAL CONTROL STAFF TABLE

PARKING/ANIMAL CONTROL RECEPTION/DIRECTOR OFFICE
INVESTIGATIONS AND TRAINING CENTER

Facility Name: Investigations and Training Center

Location: 4820 Bob Billings Parkway
Lawrence, KS 66049

Building Owner: City of Lawrence

Zoning: GPI- General Public and Institutional Use District

Historic District: None

Facility Description: The facility houses the department's administration offices, investigations division, SRO/NRO division, traffic division, and training department.

Facility Characteristics:

- The facility is an old office and laboratory facility. A portion of the upper level, which was used as wet lab areas, creates an inefficient use for the department as no major renovations occurred in this area.
- The department has "placed" functions into the existing spaces in the building. Many of these spaces do not accommodate the needs, size, or function required. Many of the functions are divided into multiple locations within the building to meet their needs. This causes many space and functional inefficiencies.
- Should a renovation occur in this facility it would require many changes to comply with the current adopted building and life safety code and requirements.
- The facility is not compliant with the Americans with Disability Act.
- Multiple locations in the facility are subject to roof leaks. Some of these areas are unusable due to the leaks.
- The facility does not include a fire sprinkler system. It is general best practices to provide a complete fire sprinkler system in law enforcement facilities.
- Additional mechanical deficiencies include:
    - One of the water heaters is not working and has been shut down from use.
    - A variety of maintenance issues have been noted by the users. The majority of these issues can be attributed to the age of the facility and the equipment.
    - The controls system for the HVAC is obsolete and, should the building remain in long term operation, would need to be replaced.

  - The mechanical system was not designed for use by a 24/7 law enforcement agency.
- The previous use of the facility has resulted in numerous environmental issues that require detailed investigation and remediation prior to any further renovation or reuse of the facility.
- The front lobby, in order to be secure, limits interaction with the public to a phone. Tele-serve staff is separated between two facilities.
- Administrative staff is separated from the patrol and information services divisions with the use of two facilities. The Chief of Police must maintain two separate offices in order to have a presence at both facilities.
- Lack of dedicated space and the quantity of conference space causes scheduling conflicts.
- Evidence processing and storage are in separate facilities and require transporting items to and from different buildings. Evidence processing is located in multiple spaces in this facility.
- Forensics and cybercrime investigations spaces are deficient for the departments use.
- Storage areas are undersized or distributed throughout the facility creating inefficient use of space and manpower.
- Storage areas are either undersized or unavailable for many user groups. Storage must either occur within individual work areas or must be shared between user groups creating inefficiency.
- The archive file storage area is at capacity and efficient storage and convenient access to files is limited by the constraints of the existing facility and space.
- Patrol must maintain temporary work space at the ITC facility in order to complete routine work assignments away from the LEC facility.
- There are not adequate locker and shower facilities for the department staff at this facility location.
- There are a variety of duplicated spaces because of the two buildings. These duplications result in poor use of space and inefficiencies and adjacency issues.
- The multiple facilities also have inherent inefficiencies as travel for daily operations is required between these facilities. The department indicated that over 2000 miles were document for a two month period in a recent study.
- Information technology infrastructure must be duplicated due to multiple facility use.
- Parking is inadequate for the police department and other facility user groups.
- There is no separation of staff and public vehicles which poses a risk to staff and department property.
- There is no protection of department vehicles from inclement weather.
- The trash dumpster at this location is located in a secluded area and is subject to illegal dumping outside of departmental use. This is a potential security risk to the facility and to personnel.
- There are not adequate security and surveillance systems at this facility location.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Investigations	Investigations Bullpen	2,661
	Captain Office	203
	Sergeant Office	104
	Interview Room	115
	Interview Room	115
	Interview Room	115
	Interview Room	115
	Interview Equipment Viewing	103
	Soft Interview	143
	Traffic Safety Division	205
	Storage	148
	Traffic and Recruit Lockers	247
	DEU Area 1	797
	DEU Area 2	445
	DEU Storage, Records	75
	Evidence Processing Room & Equipment	212
	Investigations Storage, Weapons, Tools	66
	Detective Office	139
	Special Investigations, Plotter for Investigations	131
	Conference Room	442
	Evidence Storage Materials	86

Department	Space Name	Area (NSF)
Investigations (cont.)	Evidence Crime Scene	128
	Evidence	204
	Drying Room	171
	Miscellaneous Office Supplies	130
	Shipping & Receiving & Storage	336
	Evidence Dock	189
	Outside Dock Storage	136
	Storage	73
	Investigations stor., surveillance equipment	171
	Evidence Drying Room	162
	NRO Storage	236
	TOTAL	**8,603**

Department	Space Name	Area (NSF)
Forensics	Computer Forensics Lab	465
	Storage	105
	Server Room	168
	TOTAL	**738**

Department	Space Name	Area (NSF)
Administration	Assistant to the Chief	156
	Admin Reception	151
	PIO Sergeant Office	118
	Chief Office	275
	Conference Room	264
	Storage for Admin	99
	Purchasing & Budgets Office	104
	Workroom, File, Purchasing	133
	TOTAL	**1,300**

Department	Space Name	Area (NSF)
Community Services	Training records and library training storage	627
	Training storage for equipment, file & NRO	449
	Training Storage (Beneath stairs)	41
	Mechanical & training supplies	277
	Training	1,468
	SRO office	80
	SRO office	85
	Training & SRO Bullpen, Comm Serv Admin, Rec.	810
	Training & SRO Office	97
	Empty Office	94
	Captain Office	129
	TOTAL	**4,157**

Department	Space Name	Area (NSF)
General Building Support	Lobby/Reception	560
	Exercise Room	506
	Treadmill/Punching Bags	216
	Women Restroom	139
	Men Restroom	216
	Women Restroom	146
	Men Restroom	169
	Staff Lockers	458
	Elevator Equipment	37
	Break room	264
	Vending/kitchenette	121
	Electrical Room	220
	Mech Room	207
	General Storage	899
	Building & Janitorial Supplies	210
	Conference Room	233
	Armory	171
	Archive Storage and Scanning station	982
	LA files	66
	Blue Santa Storage/Traffic Unit Storage	327
	CRT Storage	245
	TOTAL	**6,392**

MAIN ENTRY

SHARED PUBLIC/STAFF RESTROOMS

MAIN LOBBY WITH TELE-SERVE DESK

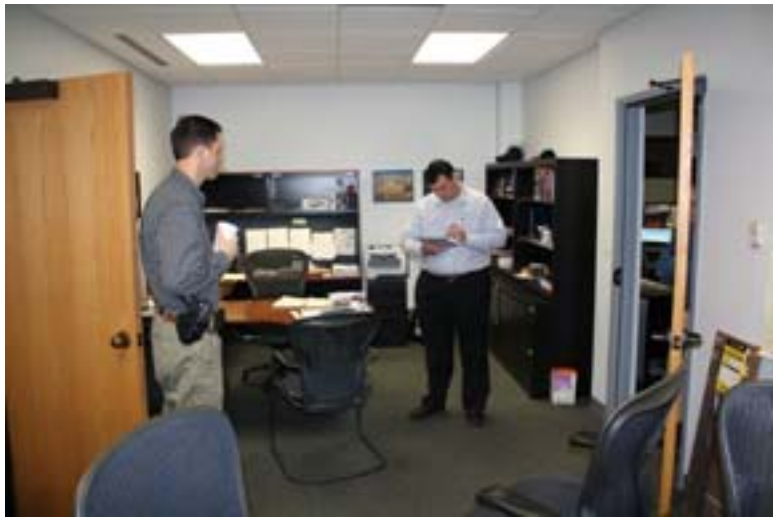
ADMINISTRATION RECEPTION

ASSISTANT TO THE CHIEF OF POLICE

ADMINISTRATION RECORDS / WORKROOM

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

PUBLIC INFORMATION OFFICE



CHIEF OF POLICE OFFICE

ADMINISTRATION CONFERENCE ROOM

EVIDENCE PROCESSING LAB

PATROL WORKSTATIONS

EVIDENCE PROCESSING LAB

INVESTIGATIONS WORKSTATIONS

INVESTIGATIONS CAPTAIN OFFICE

INVESTIGATIONS SERGEANT OFFICE

TYPICAL INTERVIEW ROOM

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

INVESTIGATIONS STORAGE

INTERVIEW SURVEILLANCE EQUIPMENT/VIEWING ROOM

SOFT INTERVIEW ROOM

INVESTIGATIONS OPEN OFFICE AREA

OFFICER MAIL BOXES

TRAFFIC DIVISION OPEN OFFICE

INVESTIGATIONS RECEPTION AREA

FILE STORAGE ROOM

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

INVESTIGATIONS OPEN OFFICE AREA

MISC. STORAGE AREA

JANITOR STORAGE

QUARTERMASTER / MISC. STORAGE

TRAINING RECORDS / EQUIPMENT STORAGE

TRAINING RESOURCES / STORAGE

TRAINING EQUIPMENT / MISC. STORAGE

LOADING DOCK

EXTERIOR MAINTENANCE STORAGE

GENERAL BUILDING STORAGE

MISC. OFFICE EQUIPMENT STORAGE

OLD WET LAB; USED FOR EVIDENCE DRYING / PROCESSING

INVESTIGATIONS EQUIPMENT STORAGE

EVIDENCE PROCESSING EQUIPMENT

OLD LAB SPACE; NOT USEABLE DUE TO ROOF LEAK

MISC. STORAGE (BLUE SANTA)

MECHANICAL ROOM

CONFERENCE ROOM

LOCKERS IN HALLWAY (USED BY STAFF DUE TO QUANTITY IN FACILITY)

FITNESS ROOM

SPECIAL UNITS EQUIPMENT STORAGE

FITNESS ROOM

ELECTRICAL ROOM

ARMORY

LONG-TERM RECORDS STORAGE

LONG-TERM RECORDS STORAGE

LONG-TERM RECORDS STORAGE (SCANNING STATION)

DATA / SERVER ROOM

DATA / SERVER ROOM

BREAK ROOM

BREAK ROOM

TRAINING RECORDS

COMMUNITY SERVICES CAPTAIN OFFICE

TRAINING OFFICE

SRO OPEN OFFICE AREA

TRAINING / MULTI-PURPOSE ROOM

PURCHASING / BUDGET OFFICE

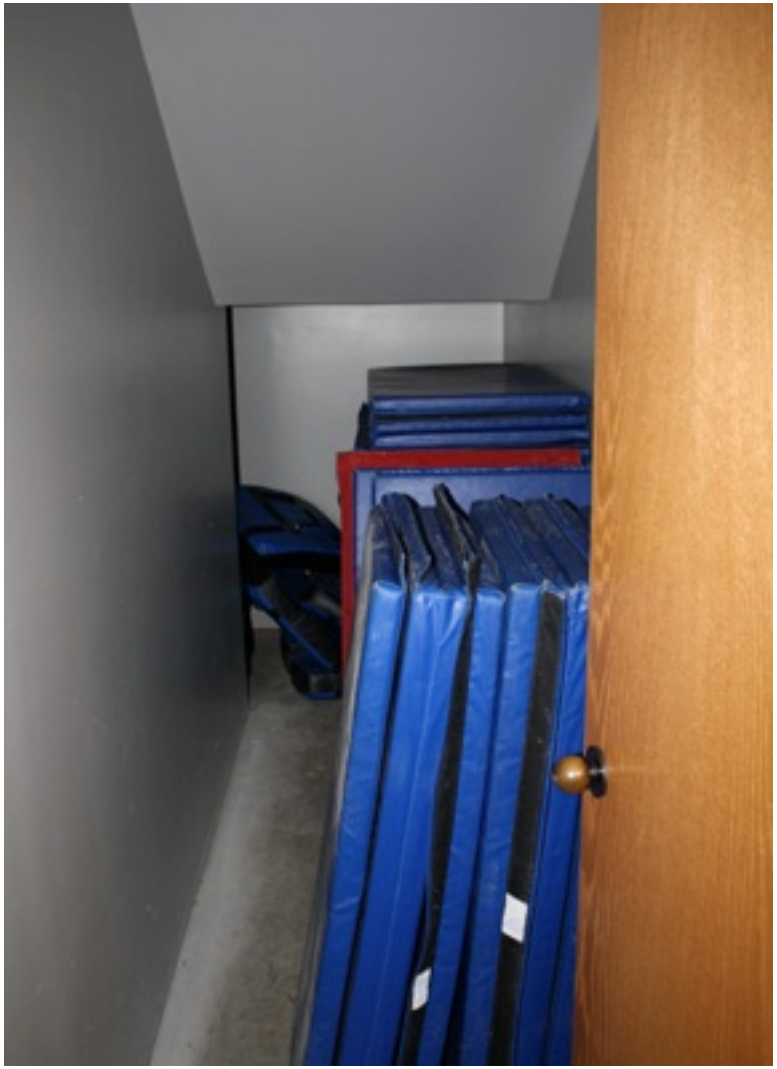
TRAINING / MULTI-PURPOSE ROOM

TRAINING / MULTI-PURPOSE ROOM

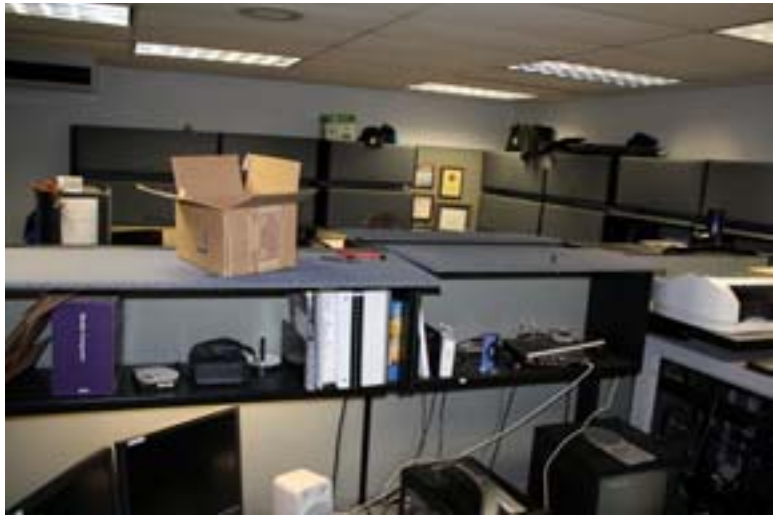
TRAINING EQUIPMENT STORAGE

MULTI-PURPOSE ROOM STORAGE

DATA / SERVER ROOM



DEFENSIVE TACTICS MAT STORAGE



INVESTIGATIONS WORK AREA

INVESTIGATIONS WORK AREA

JUDICIAL LAW ENFORCEMENT BUILDING

Facility Name: Judicial Law Enforcement Building

Location: 111 E 11th St.
Lawrence, KS 66044

Building Owner: City of Lawrence

Zoning: GPI- General Public and Institutional Use District

Historic District: The facility is within the environs of multiple historic listed properties.

Facility Description: Department is located in sections of the 2nd level of the building as well as a lower level sallyport, garage and storage space.

Facility Characteristics

- The building is shared by multiple users. A majority of these users have increased space needs and are looking at expansion options.
- Due to the department's growth and space needs, it has "fit" functions into the spaces available.
- There are a variety of duplicated spaces because of the two buildings. These duplications result in poor use of space and inefficiencies and adjacency issues.
- The multiple facilities also have inherent inefficiencies as travel for daily operations is required between these facilities. The department indicated that over 2000 miles were document for a two month period in a recent study.
- The sally port is used by a variety of departments. This area is used for temporary evidence storage, storage of equipment, maintenance and repairs to vehicles, and processing of vehicles used in a crime. Due to the sharing of space the evidence and property stored at this location is not able to be secured according to best practices.
- Access between the sally port and the interview areas is only possible by elevator causing movement of potentially hostile individuals through a confined and low-visibility area putting both staff and suspect at risk. This is not in accordance with best practices.

- The public lobby is shared between the Police and Sheriff's departments. A table in the lobby is used by officers to receive reports from the public on a variety of issues. This is not a private or semi-private space and does not give dignity to victims and witnesses on premise to give statements to law enforcement personnel.
- The records division is isolated from the other staff. This isolation creates multiple inefficiencies. The public counter lacks modern security features and is not compliant with the Americans with Disability Act. Long term storage for records is located at the ITC facility and requires transporting files to and from the two buildings.
- Evidence storage has been located in the former jail's recreation area. While this has provided additional volume of storage, this area has been almost maximized. The mechanical system for this room is inadequate and poses a risk to staff working in the area. Larger evidence items must be stored off-site in multiple locations because of the location and size of this room.
- The locker rooms are grossly inadequate for the departments needs and projected growth.
- Gun cleaning can only take place at this facility in the same area as the evidence intake area, creating both logistical and cleanliness issues for this area.
- Storage areas are either undersized or unavailable for many user groups. Storage must either occur within individual work areas or must be shared between user groups creating inefficiency.
- Staff from other agencies must travel through the department's spaces and are allowed to access some of the department's program areas. This is not a current best practice as these agencies would not be allowed to access the secure area of a modern law enforcement facility.
- Multiple locations in the facility are subject to roof leaks. Some of these areas are unusable due to the leaks. A significant roof leak has recently occurred in the computer server room. This compromises the reliability of the computer systems and infrastructure.
- Information technology infrastructure must be duplicated due to multiple facility use.
- Parking is inadequate for the police department and other facility user groups. There is no separation of staff and public vehicles which poses a risk to staff and department property.
- There is no protection of department vehicles from inclement weather.
- There are not adequate security and surveillance systems at this facility location.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Information Services	Records Office and Active Records Files	1,120
	Record Manager Office	137
	Teleserve Office	50
	IT/IS offices and work area	312
	Captain's Office (Info Services)	140
	Crime Analysis Office	140
	Booking Area	69
	TOTAL	**1,968**

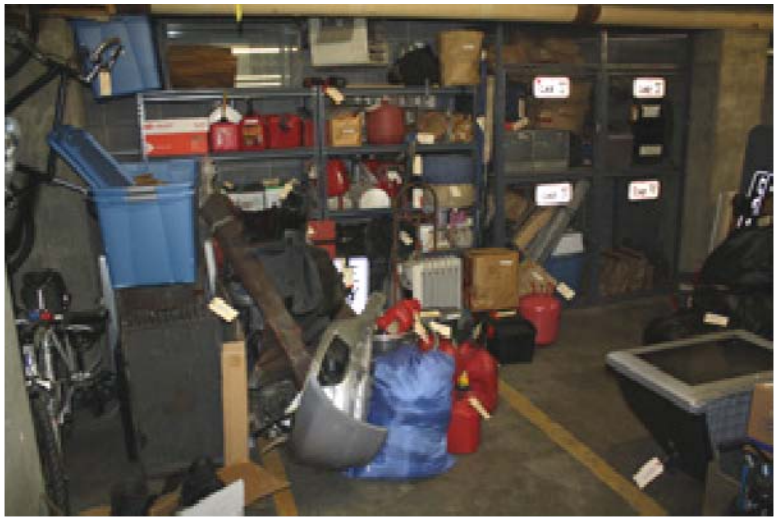
Department	Space Name	Area (NSF)
Information Technology	IT storage/equipment	136
	IT/IS offices and work area	312
	Sgt. Office for I.A.	140
	TOTAL	**588**

Department	Space Name	Area (NSF)
Evidence	Evidence Processing and Packaging	169
	Evidence Storage and Evid. Tech Office	2,880
	Electrical, storage, temporary evid. lockers	84
	TOTAL	**3,133**

Department	Space Name	Area (NSF)
Patrol	Patrol Captain Office	140
	Patrol Captain Office	140
	Patrol Captain Office	140
	Control report writing room	368
	Roll call, patrol mailboxes	526
	Patrol storage	132
	Armory storage	40
	Workout room	427
	Swing Office	140
	Interview Room	140
	Interview Room	140
	Police Chief Office	310
	Sergeant's Bullpen	675
	Interview/Equipment viewing room	78
	Women's lockers	371
	Men's lockers	903
	Sallyport, Vehicle Maintenance, etc.	600
	TOTAL	**5,270**

Department	Space Name	Area (NSF)
Shared Spaces	Police and Sheriff Lobby	1,100
	Break room	223
	TOTAL	**1,323**

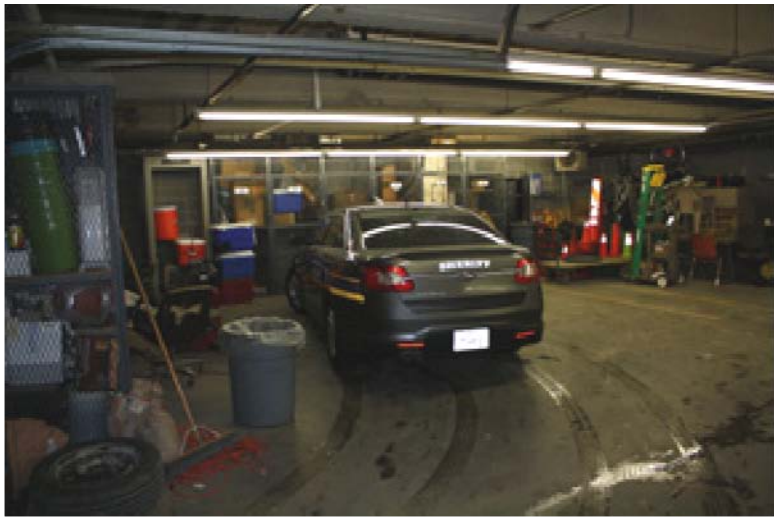
SALLYPORT; MISC. STORAGE, VEHICLE MAINTENANCE



SALLYPORT; MISC. STORAGE

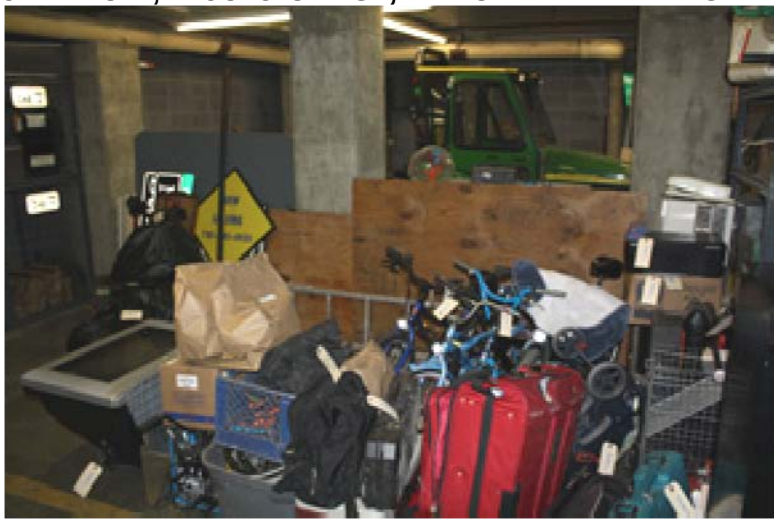
SALLYPORT; MISC. STORAGE

SALLYPORT; MISC. STORAGE



SALLYPORT; MISC. STORAGE, VEHICLE MAINTENANCE

PUBLIC LOBBY, SHARED WITH SHERIFF'S OFFICE



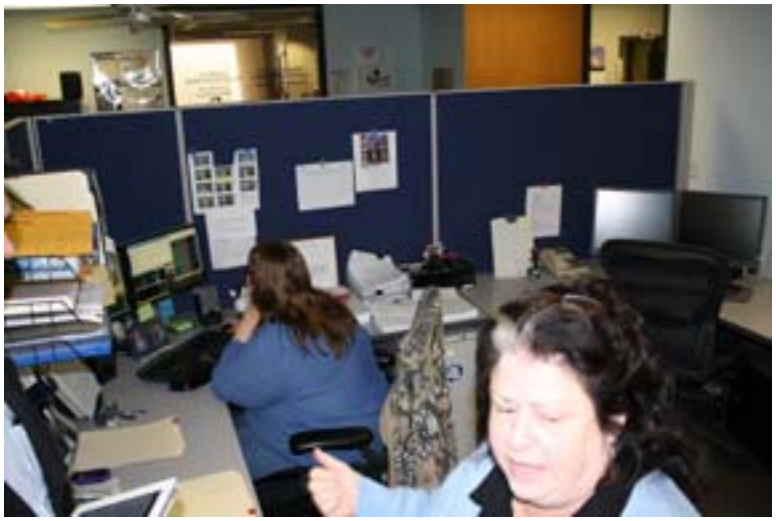
SALLYPORT; MISC. STORAGE

BOOKING / FINGERPRINT STATION

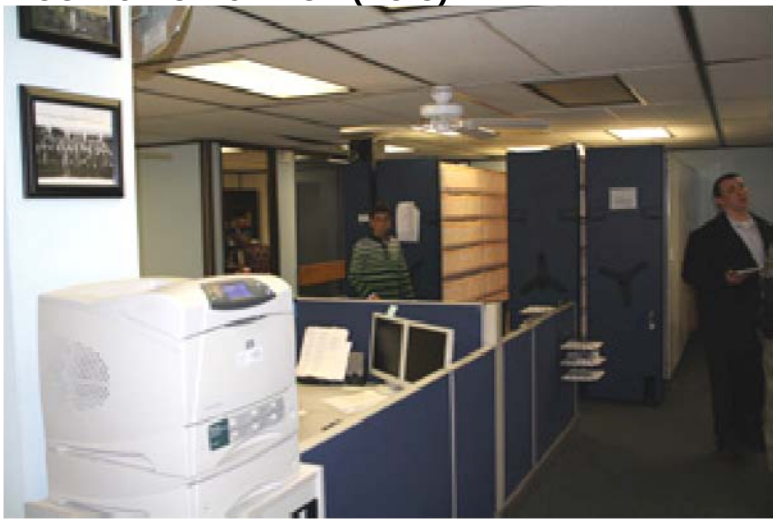
POLICE RECORDS

RECORDS WORKSTATIONS

RECORDS WORK AREA / STORAGE

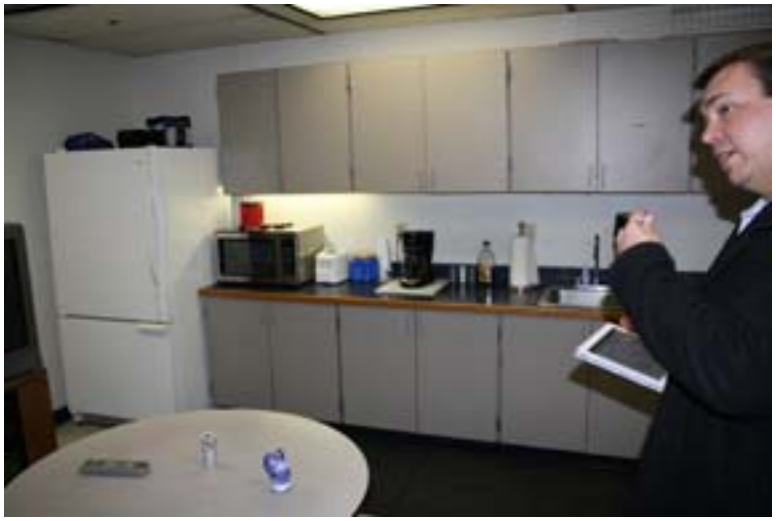


RECORDS WORKSTATION (NCIC)

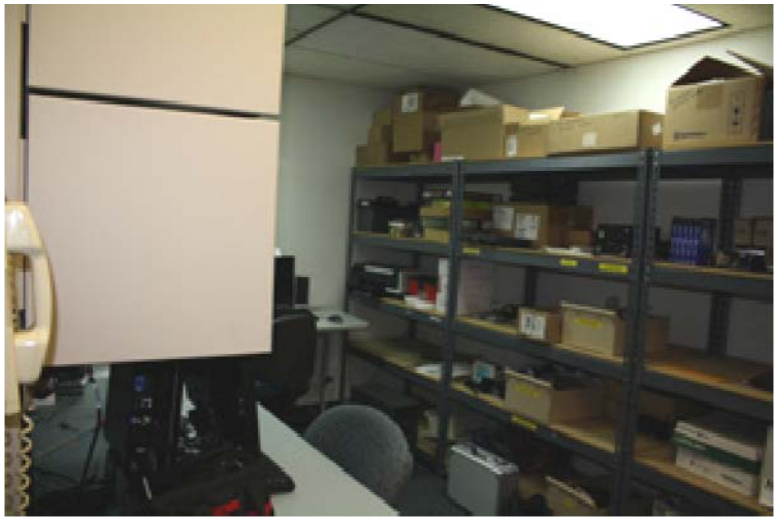


RECORDS FILE STORAGE

RECORDS MANAGER OFFICE



STAFF BREAK ROOM

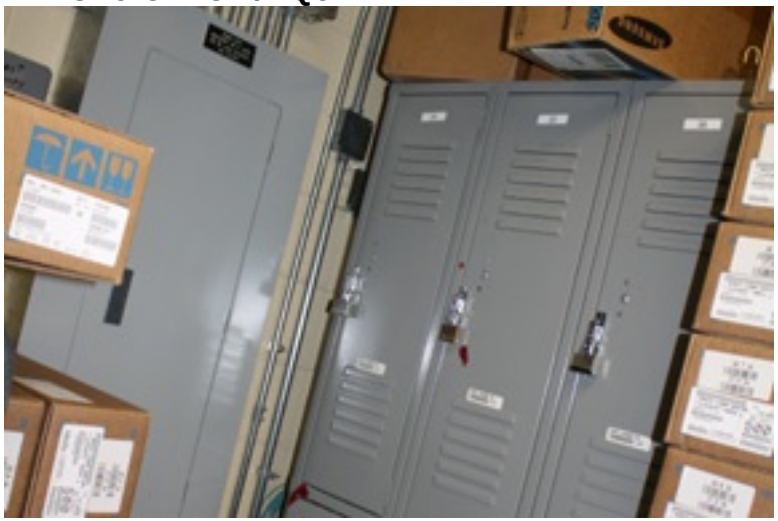


IT / GENERAL STORAGE

INFORMATION TECHNOLOGY

PATROL STORAGE / EQUIPMENT

PATROL STORAGE / EQUIPMENT



TEMP. MISC & EVIDENCE STORAGE / ELECTRICAL ROOM

TEMP. MISC & EVIDENCE STORAGE / ELECTRICAL ROOM

TYPICAL INTERVIEW ROOM

FEMALE LOCKER ROOM

FEMALE LOCKER ROOM

MALE LOCKER ROOM

MALE LOCKER ROOM

MALE LOCKER ROOM

FITNESS ROOM

EVIDENCE PROCESSING

EVIDENCE PROCESSING (also used for gun cleaning)

EVIDENCE PROCESSING

EVIDENCE LOCKERS (also used for gun cleaning)

EVIDENCE STORAGE

EVIDENCE STORAGE

EVIDENCE STORAGE

EVIDENCE STORAGE

EVIDENCE STORAGE

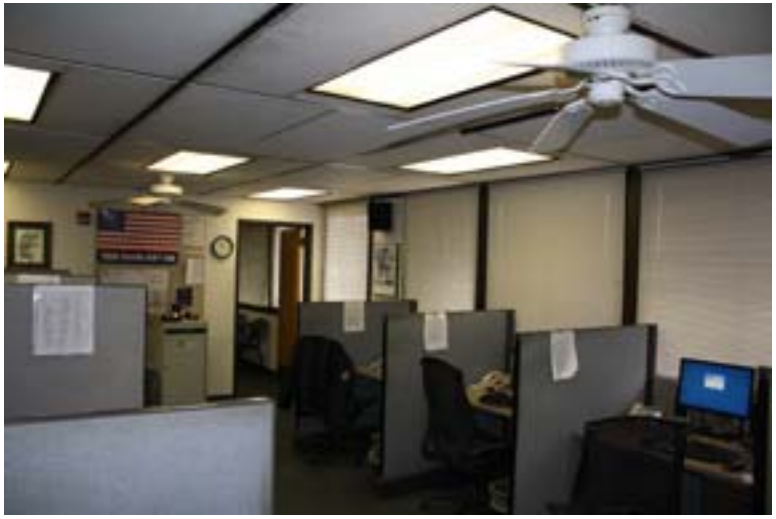
EVIDENCE STORAGE

EVIDENCE STORAGE

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

PATROL ROLL CALL

PATROL ROLL CALL

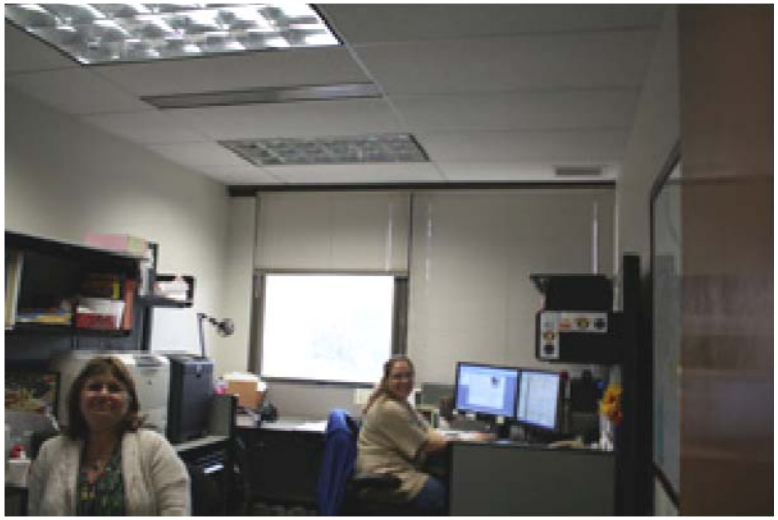


PATROL WORKSTATIONS / REPORT ROOM

PATROL WORKSTATIONS / REPORT ROOM

CHIEF OF POLICE OFFICE

PROFESSIONAL ACCOUNTABILITY



CRIME ANALYSIS OFFICE

INFORMATION SERVICES CAPTAIN OFFICE

PATROL CAPTAIN OFFICE

PATROL SERGEANT OFFICE AREA

PATROL SERGEANT OFFICE AREA

STONE BARN FIRE STATION

Facility Name: Stone barn Fire Station

Location: 2819 Stone Barn Terrace
Lawrence, KS 66047

Building Owner: City of Lawrence

Zoning: GPI- General Public and Institutional Use District

Historic District: The facility is a historic property.

Facility Description: Fire Station garage is used for police vehicle storage. Storage includes specialty vehicles, motorcycles, speed signs, and traffic trailer.

Facility Characteristics

- A former fire station is used to store a small portion of the total quantity of specialty vehicles for the department.
- The only space utilized in the building is the former apparatus bay. The balance of the building is not used. This is an inefficient use of space.
- The facility is not as secure as other facilities since it is a non-occupied building.
- The unused portion of building has been made available to other user groups in the past. Without proper security controls in place to limit access to police property, these specialty vehicles are at risk.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Vehicle Storage	Specialty Vehicles	1,200
	TOTAL	**1,200**

SPECIALTY VEHICLE STORAGE

SPECIALTY VEHICLE STORAGE

SPECIALTY VEHICLE STORAGE

SPECIALTY VEHICLE STORAGE

SPECIALTY VEHICLE STORAGE

SPECIALTY VEHICLE STORAGE

OLD MORTON BUILDING

Facility Name: Old Morton Building

Location: 900 E. 15th St.
Lawrence, KS 66044

Building Owner: City of Lawrence

Zoning: GPI- General Public and Institutional Use District

Historic District: The facility is within the environs of multiple historic listed properties.

Facility Description: This building houses bicycles, cars, and other items in property / evidence storage.

Facility Characteristics

- A former storage building is used to store found property and evidence for the department.
- The building is not water tight and susceptible to water infiltration.
- Mold has developed placing property and evidence stored at this location at risk to deterioration.
- Vehicular evidence has been damaged due to the mold infiltration and the department has been forced to pay for cleaning of vehicles prior to return to property owners.
- The facility is not as secure as other facilities since it is a non-occupied building.
- This facility is not climate controlled which places the evidence and property stored at this location at additional risk to deterioration and damage.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Property Storage	Property Storage	3,724
	TOTAL	3,724

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE

DOUGLAS COUNTY PUBLIC WORKS SHOP

Facility Name: County Shop

Location: 801 E 23rd St.
Lawrence, KS 66046

Building Owner: Douglas County, KS

Zoning: GPI- General Public and Institutional Use District

Historic District: The facility is within the environs of multiple historic listed properties.

Facility Description: The building houses property and evidence for long term storage.

Facility Characteristics

- The department uses a storage facility at the Douglas County Public Works facility to store found property and evidence for the department.
- The facility is not as secure as other facilities since it is a non-occupied building.
- A loft platform area has been constructed to maximize storage. Storage in this type of space is typically limited to larger items.
- Evidence and property is stored as efficiently as possible but many of the items stored are small enough to be able to be stored in primary evidence and property areas at the LEC if adequate space was available.
- This facility is not climate controlled which places the evidence and property stored at this location at risk to deterioration and damage.
- Historical evidence is stored at this location that cannot be disposed. Due to the age of this evidence, the aforementioned issues are of special concern.
- The improvements at this facility do not meet building or accessibility codes.

Summary of Facility Program Spaces

Department	Space Name	Area (NSF)
Property Storage	Property Storage	1,550
	TOTAL	**1,550**

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE (Historical Evidence)

EVIDENCE AND PROPERTY STORAGE

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE

EVIDENCE AND PROPERTY STORAGE

PLANNING FOR GROWTH

The primary factor influencing the cost of a new facility is gross square footage (the total area of the building's floor plans measured to the outside face of the exterior walls). Total area is directly related to the number of personnel and the functions they perform in a given space. Therefore, planning new buildings requires the projection of future personnel in order to avoid premature inadequacy. Selecting the point in the future (planning horizon) that will provide the best planning results is a judgment decision based upon experience.

Planning Horizon

The average useful life expectancy of a public building constructed today exceeds 70 years (frequently housing various tenants during this time). Anticipating the number of personnel who will occupy the building and how evolving technologies will influence facility operations 70 years from now is difficult, if not impossible.

Even if reasonable estimates for personnel and facility operations were possible to project that far into the future, a building sized for even 40 years of growth may well be three-quarters empty when first occupied. Considering that life cycle costs (heating, cooling, maintenance and repair) can far exceed initial construction costs, the economic sense of building at today's prices would be outweighed by the cost of maintaining unused space.

On the other hand, personnel growth patterns in a facility planned only to meet today's needs will lead to a condition of overcrowding that starts at initial occupation. In fact, with the typical occupancy of a new facility occurring more than two years after the actual building planning has taken place, a space deficiency can result from the outset with a growing law enforcement agency. The best planning allows the user to grow "into" the space, not "out of" the space.

This space needs program looks at space required to meet current needs, and the space needs in 20 years. Planning beyond 20 years is not recommended. A planning horizon of about 20 years provides a reasonable degree of longevity, funding practicality, and predictability of operational methods and requirements. In planning to a 20-year time frame, the increase in required floor area will allow for expected growth and change without unreasonably large areas of initially unused space.

Long-Term Growth

With the 20 year planning horizon, what happens after the year 2032? At that time the building structure should still have many years of useful life remaining. At the year 2032, the space in the facility should provide a "perfect fit" for the building's personnel and their functional requirements (in planning theory). Due to limitations in the service population, personnel increases beyond those identified in the Space Need Tables are not anticipated. However, future changes in the demand for police services could unexpectedly demand more personnel.

Some unanticipated personnel could be added with little negative impact to the building space. Minor modifications to some portions of the interior space may be required at some future point. It is unlikely that the expanded building will ever see a large enough personnel increase that would create a space deficiency comparable to the existing situation.

PERSONNEL PROJECTIONS

The primary determinant of the size of a building is the number of occupants (personnel assigned and visitors) that use a space, activities that occur within the space and equipment that supports the personnel and activities. Therefore, a properly sized building requires projecting the appropriate number of personnel who will occupy the building. While our goal is to be as accurate as possible, minor inaccuracies in the projected personnel requirements will not result in a decreased level of operational efficiency. It will, however, mean that the 'perfect fit' projected to occur in the adequacy year will occur earlier, or perhaps later, than projected depending upon when the total number of personnel projected for a planning period is reached.

The intent of this space need program is not to conduct a management/staffing analysis and any discussion of personnel projections is not to be taken as a recommendation for hiring additional personnel. However, prudent planning dictates making an allowance for probable staff growth. Architects worked with department managers in ascertaining likely personnel growth in the department over the next 20 years. The current staffing level is 1.95 full-time staff per 1,000 Lawrence residents. Typically, the ratio projected should be close to the current ratio to maintain a comparable level of service to the City of Lawrence.

Year	Personnel	Population	Ratio/1,000
2012	**181**	**92,727**	**1.95**
2032	**240**	**123,214**	**1.95**

- Table 4.1 -

FUNCTIONAL ELEMENTS

A public service building is a tool to aid in conducting those operations necessary for delivering efficient services to the public. Developing an adequate tool for this task requires understanding and identifying those personnel and the activities the building will support. These are referred to as Functional Elements. Therefore, defining an adequate facility, or a tool that works, requires the identification of each Functional Element. In developing these elements, the Architects asked department personnel to imagine activities as they should be, without the constraints of the present building. They were encouraged to take advantage of a rare opportunity to rethink every aspect of routine functions as they are currently conducted. The product of this exercise is a unique list of functional elements specific to the operations of these law enforcement departments. These are listed in the second column of the Space Needs Tables, beginning on page 4.52.

In listing functional elements, we group them by identifying their common characteristics. In the case of law enforcement facilities, this breakdown of the total building begins with the department divisions such as Administration, Investigations, and Patrol. In the Space Needs Tables, headings such as these precede each listing of functional elements.

Although the functional elements ultimately define rooms, the best results come from maintaining the functional orientation during the study phase. Therefore, in the information gathering process, spaces such as hallways, closets, and stairs are purposely ignored in conversations with department personnel. The goal is to keep department personnel focused on how they operate, and not on the specific rooms and space they operate in. This is the essence of effective operational space development. For this reason, accessory support spaces (spaces that do not accommodate personnel or a primary activity) are not listed. Nonetheless, the floor area required for this support function is accounted for in the conversion of the net area total to the gross area total, explained in space needs development below.

Accessory support spaces include:

- coat closets
- non-specific storage
- corridors, stairways
- elevator shafts
- structural space and wall thickness
- mechanical chase space
- miscellaneous building equipment

It should be pointed out that architects and space planners, much like accountants, have various ways of reaching the same bottom line. For this reason, the net-to-gross conversion factor is neither constant nor standard in the industry. The more accessory use spaces are specifically programmed, the lower the value of the conversion factor. It is our belief that including the specific development of accessory use space takes away from focusing on the operations of the department that form the core of the facility development. The conversion factor here is based upon the average for over 100 law enforcement facilities that have been built.

PLANNING STANDARDS

It has been determined that the elements that dictate the need for space in a building are assigned personnel, temporary occupants, activities, and the equipment and furnishings necessary to conduct the required activity. A determination of the appropriate amount of space for each of these is very subjective, and is based upon a database of properly designed law enforcement facilities tailored to fit the way a specific department needs to operate.

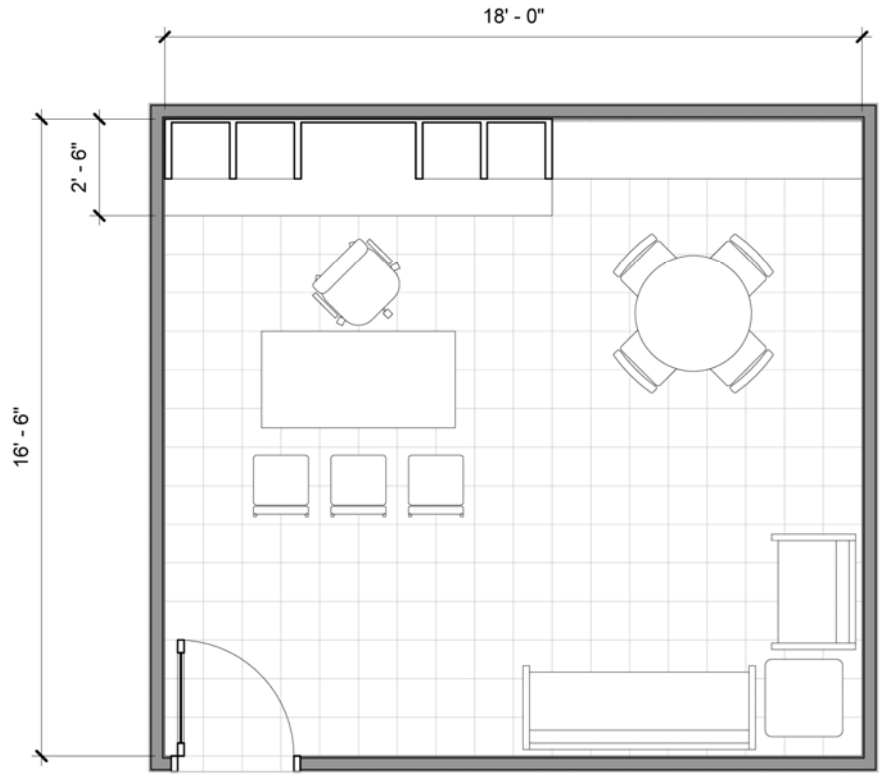
The area required for certain functional elements can be determined in part by applying specific planning standards. Planning standards (PS) are simply an established quantity of floor space required to conduct a known activity, tested by past history. This can come in many forms, but they are primarily related to the size of a workstation, seating, or table requirement to perform a task, or multiple tasks within the Functional Element. It can also be a typical room size based on the area required to perform a known set of tasks.

For the Functional Elements listed in the Space Needs Tables, carrying a designation as seen in Table 4.2 to the right, the square footages assigned in the Space Needs Tables are based on Planning Standards. The diagrams on the following pages correspond to the designation in the first column of the table to the right. The area of a Planning Standard can be increased or decreased, in order to affect the overall square footage. However, the area shown herein is recommended for the given task.

Referring to the Space Need Tables, columns WS1 and WS2 indicate the number of workstations when they are used. Columns WS1T and WS2T designate the type of workstation, cross-referenced at right.

TYPE	TYPICAL USE
PS-1	Private Office
PS-2	Private Office
PS-3	Private Office
PS-4	Private Office
PS-5	Private Office
PS-7	Open Office
PS-8	Open Office
PS-9	Open Office
PS-11	Briefing Room
PS-12	Training/ Multi-Use Rooms
PS-13	Conference Rooms
PS-14	Toilet Rooms
PS-15	Report Writing
PS-16	Evidence Intake/Processing
PS-17	Interview Rooms
PS-18	Locker Rooms
PS-19	Shower Stalls
PS-20	Sally Port

- Table 4.2 -

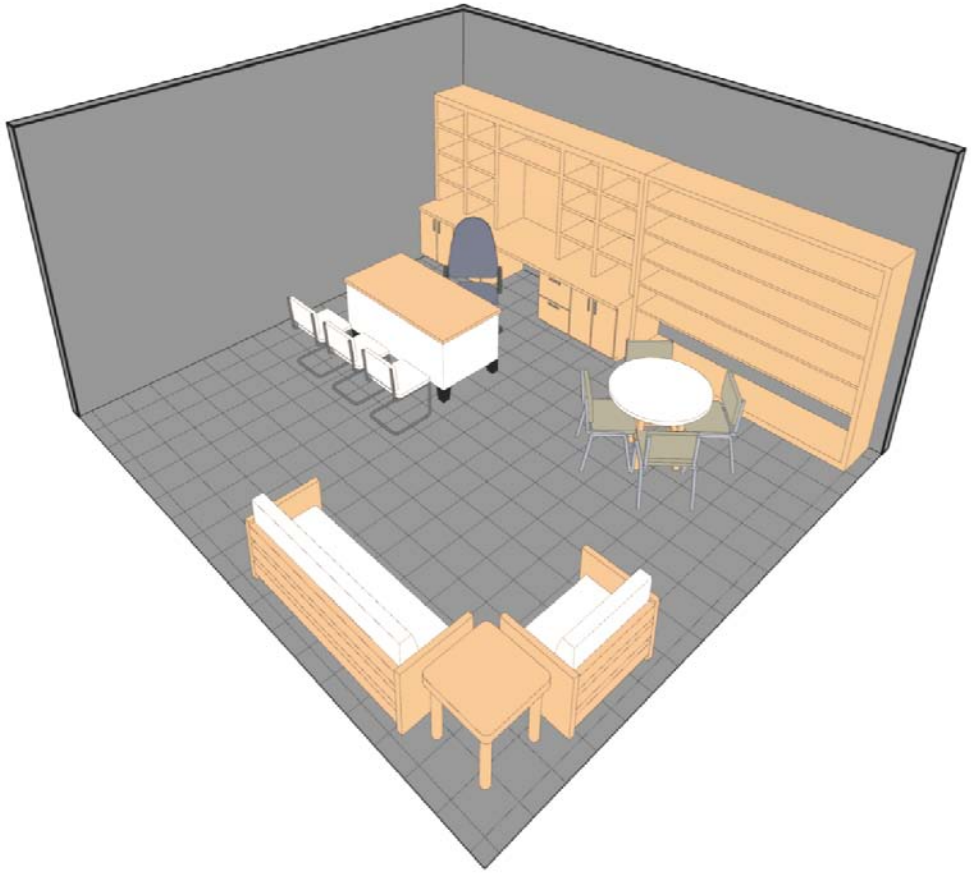


DESIGN CONSIDERATIONS

- ✓ 295 SQUARE FOOT FLOOR AREA
- ✓ BUILT-IN CASEWORK AND FILE SPACE
- ✓ WORKSTATION AREA AT DESK
- ✓ CASUAL MEETING AREA (SOFA SEATING)
- ✓ SMALL CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION
- ✓ POWER / DATA AT WORKSTATION, MEETING AREA AND CONFERENCE TABLE

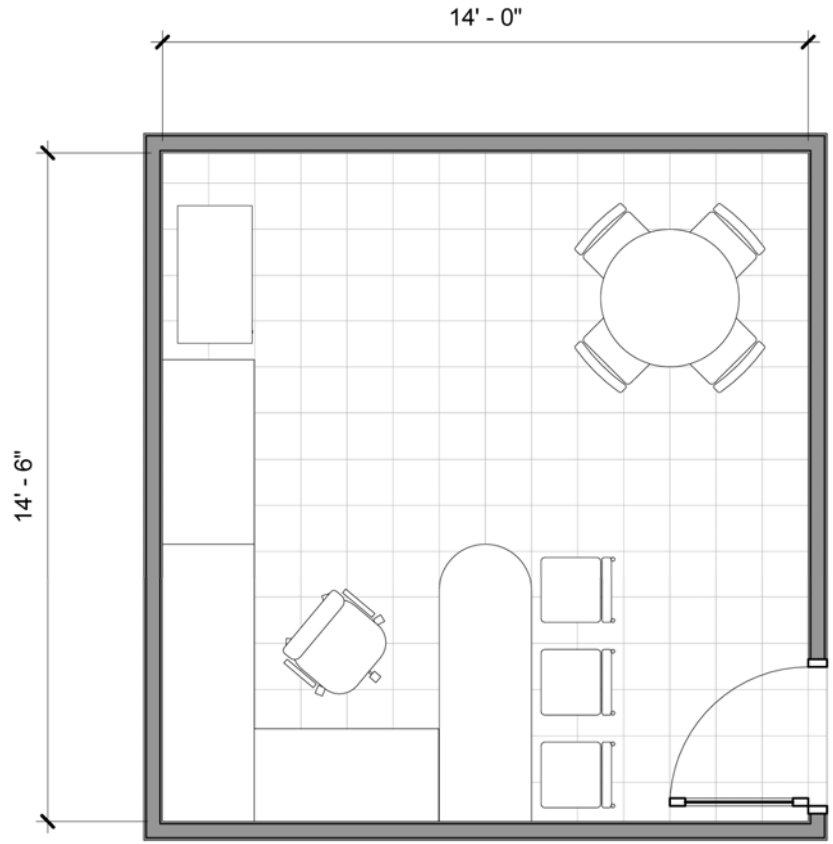
PLANNING STANDARD PS-1

PLAN VIEW



PLANNING STANDARD PS-1

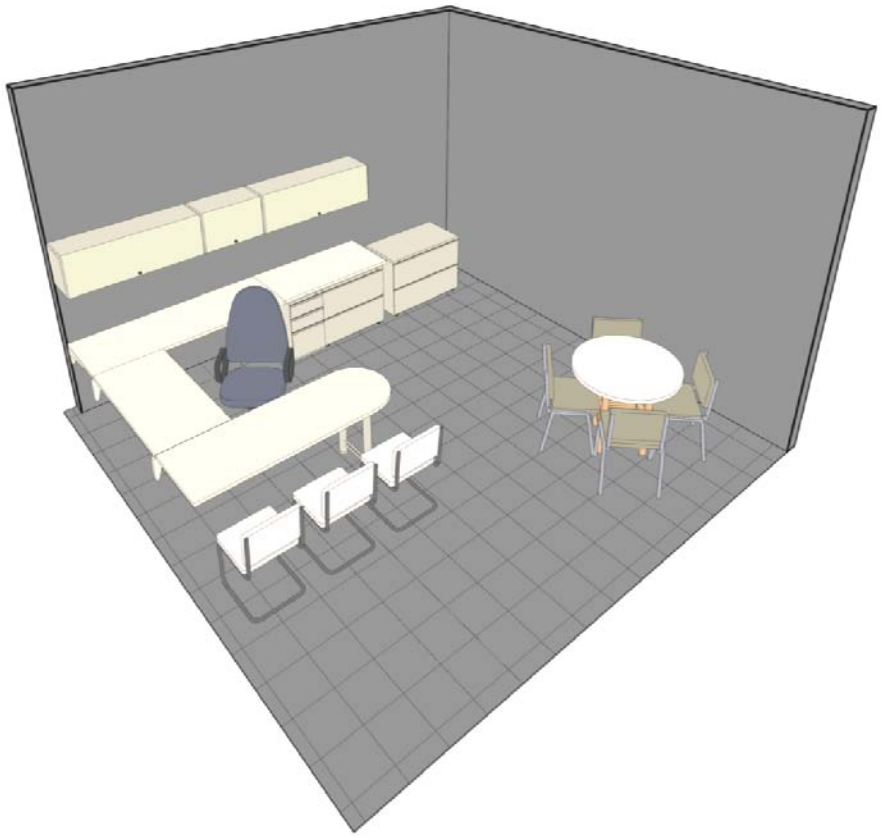
3D VIEW



DESIGN CONSIDERATIONS

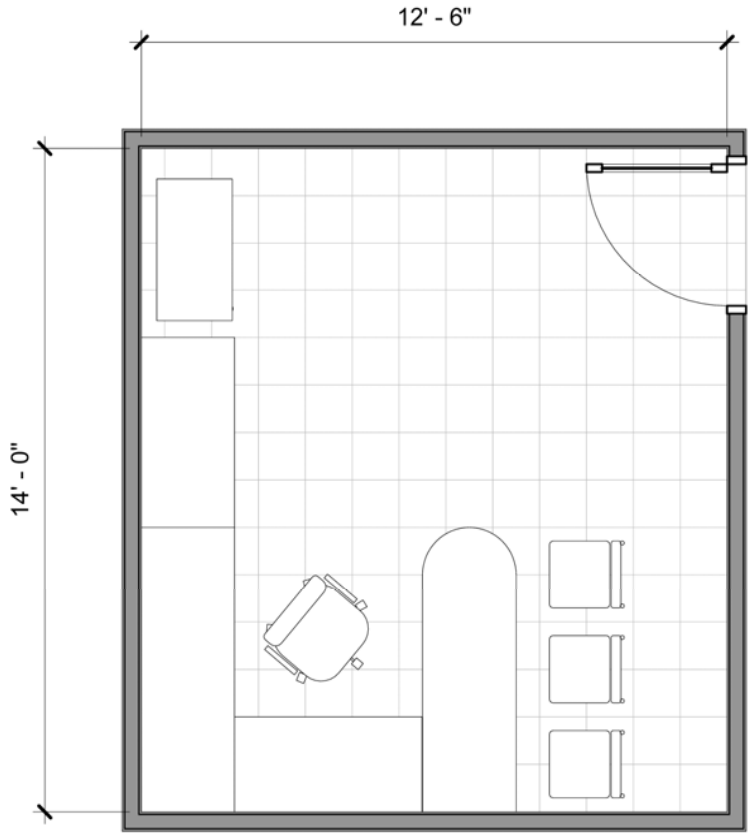
- ✓ 200 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ SMALL CONFERENCE TABLE
- ✓ POWER / DATA AT WORKSTATION, AND CONFERENCE TABLE
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-2
PLAN VIEW



PLANNING STANDARD PS-2

3D VIEW

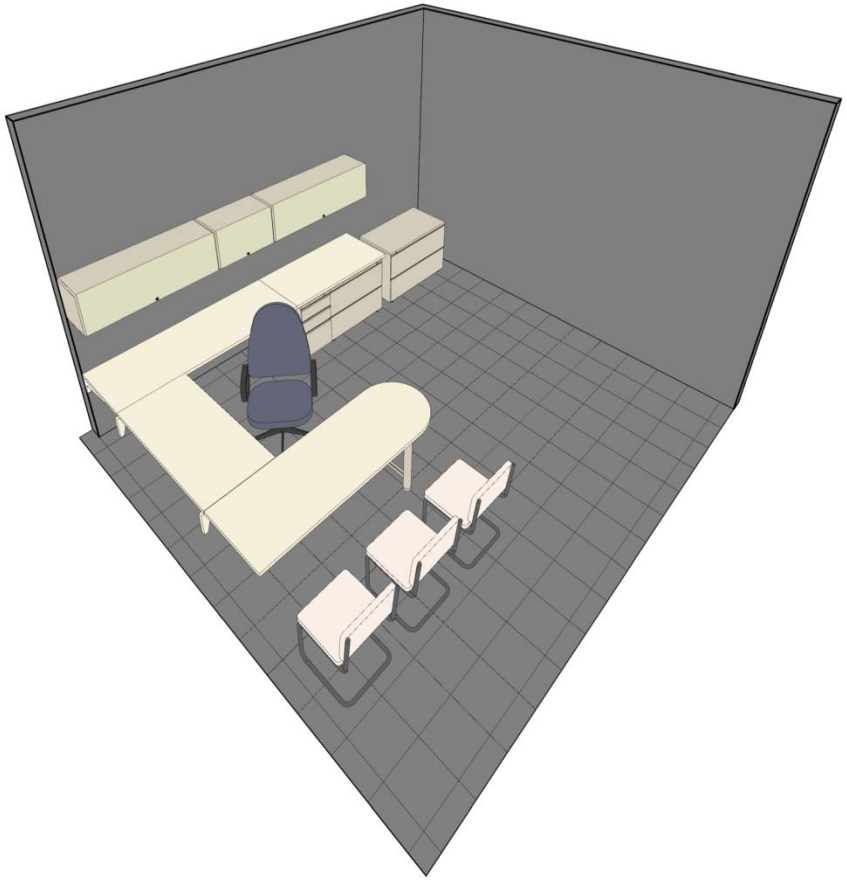


DESIGN CONSIDERATIONS

- ✓ 175 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

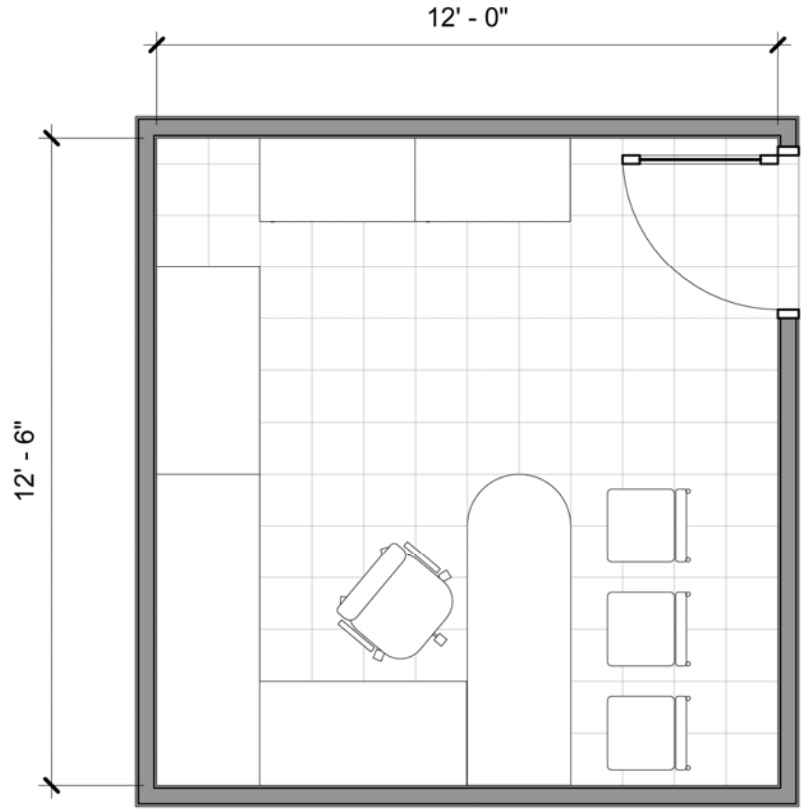
PLANNING STANDARD PS-3

PLAN VIEW



PLANNING STANDARD PS-3

3D VIEW

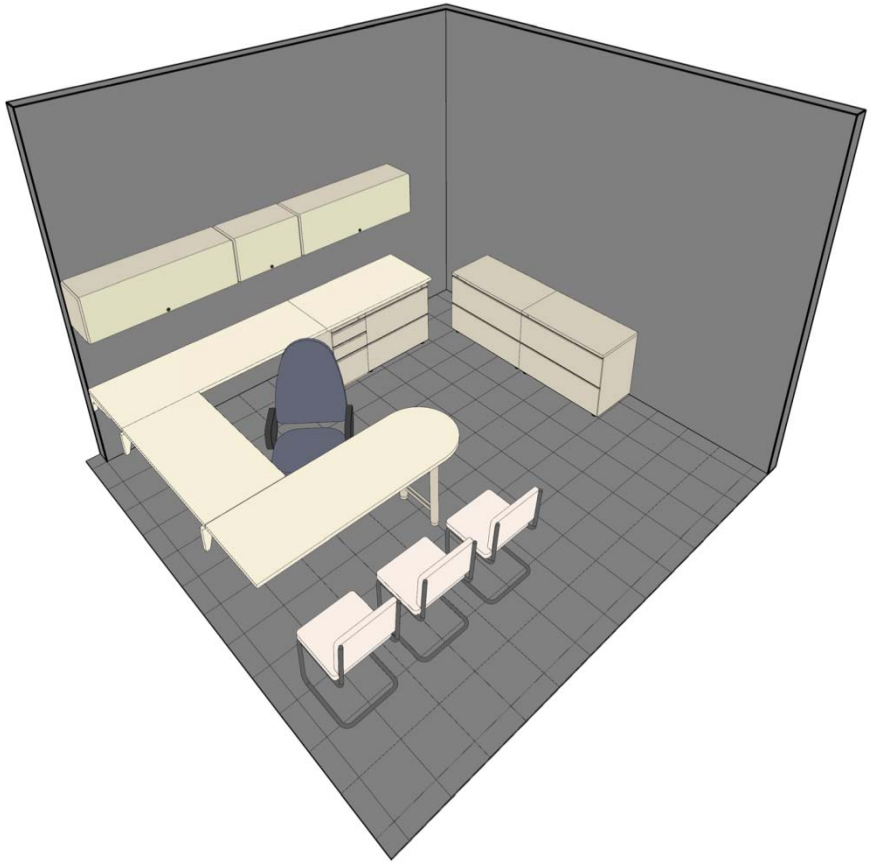


DESIGN CONSIDERATIONS

- ✓ 150 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA
- ✓ LATERAL OR LETTER FILE CABINET
- ✓ POWER / DATA AT WORKSTATION

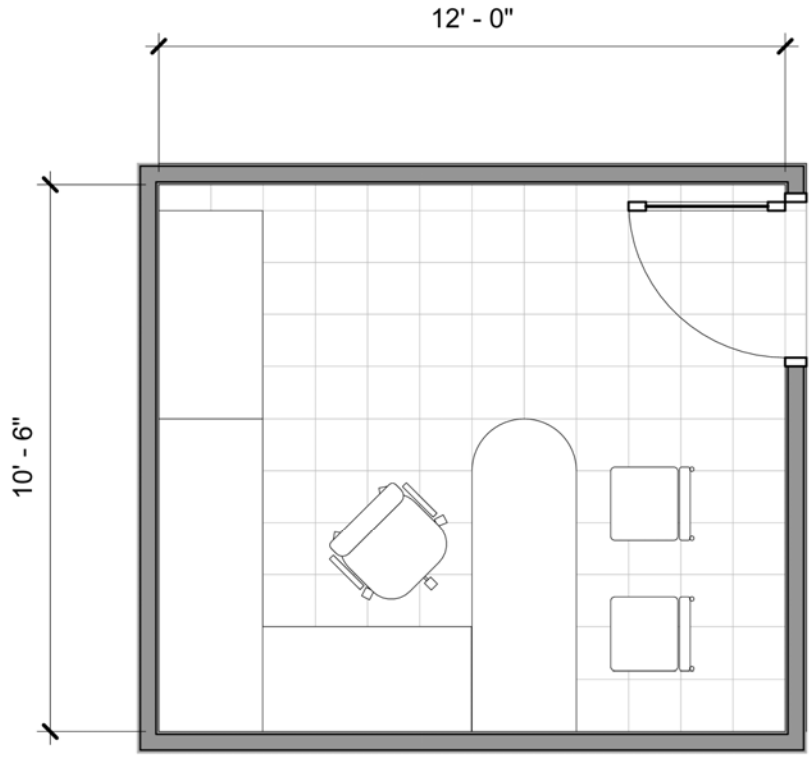
PLANNING STANDARD PS-4

PLAN VIEW



PLANNING STANDARD PS-4

3D VIEW

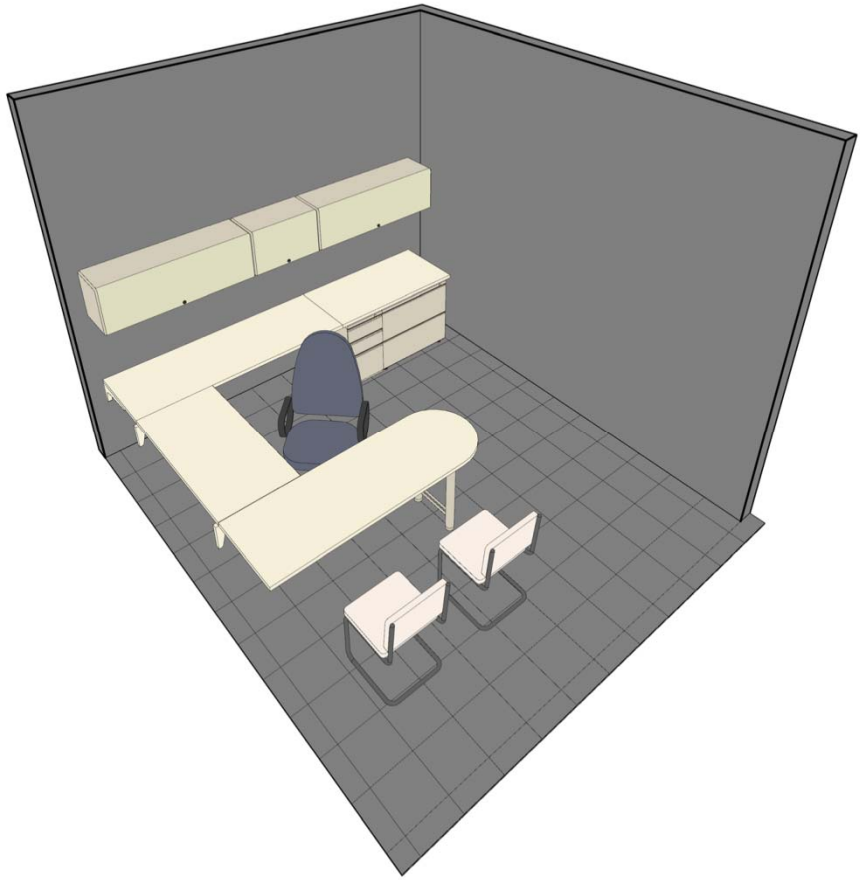


DESIGN CONSIDERATIONS

- ✓ 125 SQUARE FOOT FLOOR AREA
- ✓ 8 x 10 WORKSTATION AREA WITH BUILT-IN FILES
- ✓ POWER / DATA AT WORKSTATION

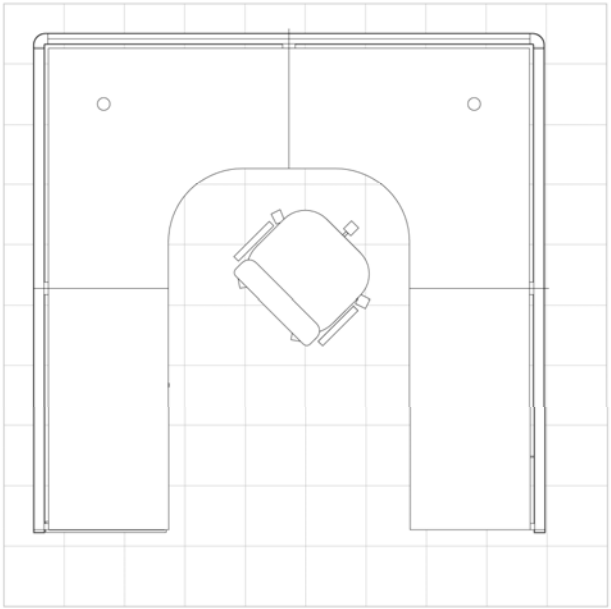
PLANNING STANDARD PS-5

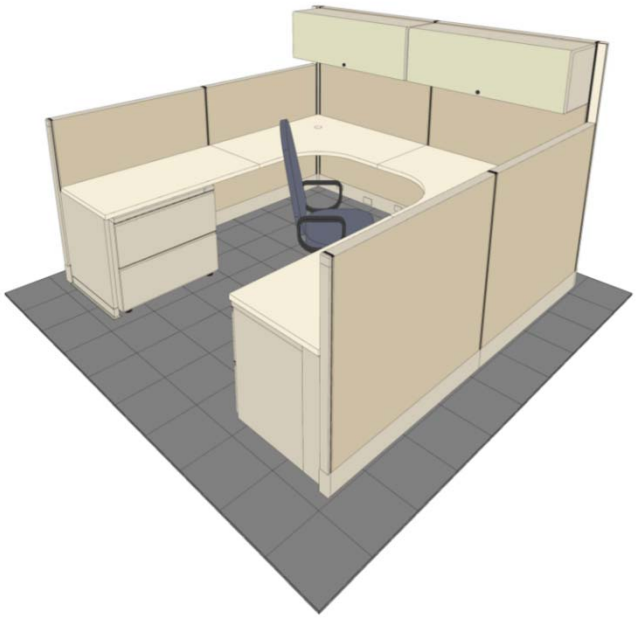
PLAN VIEW



PLANNING STANDARD PS-5

3D VIEW

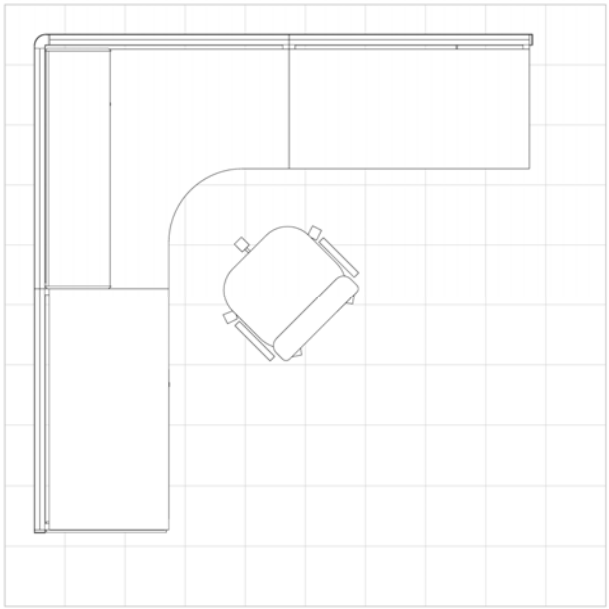




DESIGN CONSIDERATIONS

- ✓ 8 x 8 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

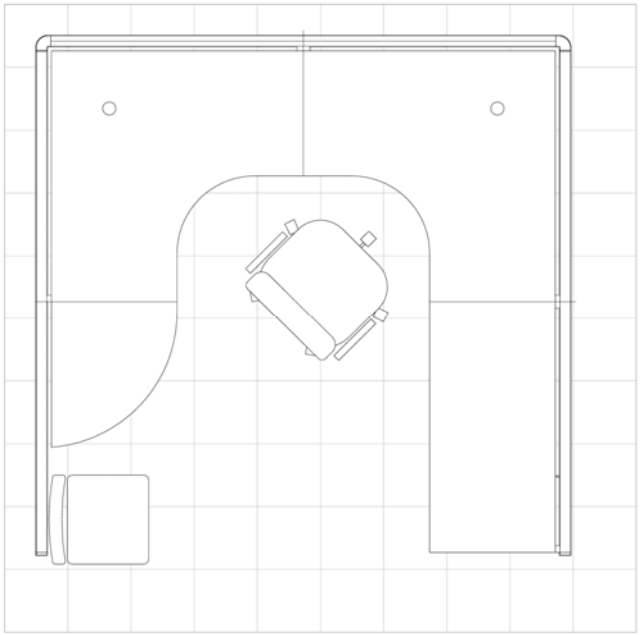
PLANNING STANDARD PS-7a

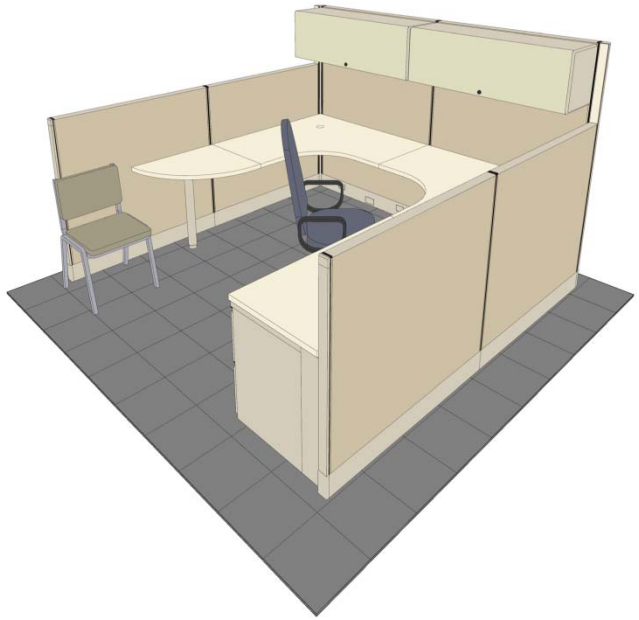


DESIGN CONSIDERATIONS

- ✓ 8 x 8 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

PLANNING STANDARD PS-7b

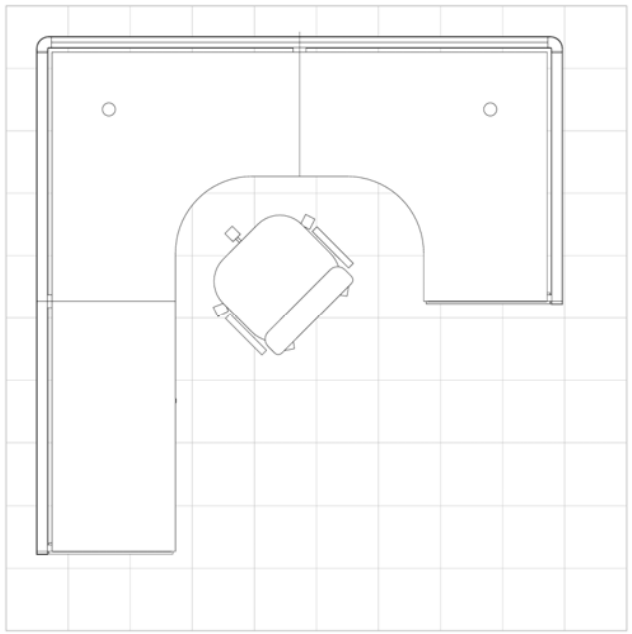




DESIGN CONSIDERATIONS

- ✓ 8 x 8 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

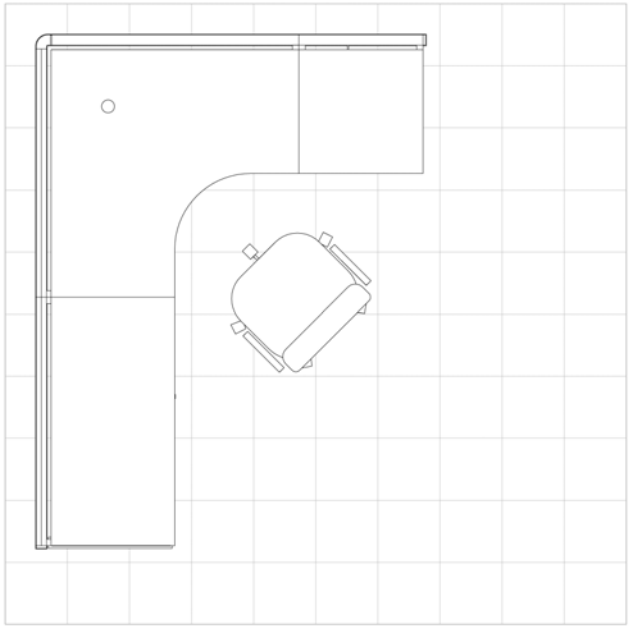
PLANNING STANDARD PS-7c



DESIGN CONSIDERATIONS

- ✓ 8 x 8 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

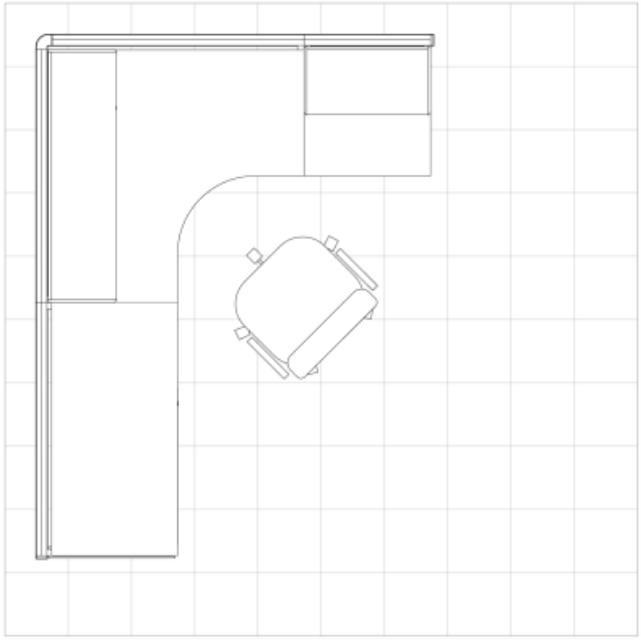
PLANNING STANDARD PS-7d



DESIGN CONSIDERATIONS

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

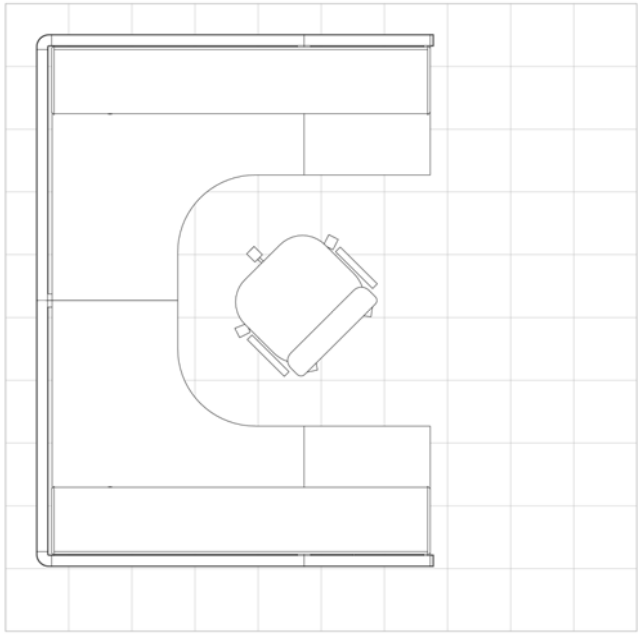
PLANNING STANDARD PS-8a



DESIGN CONSIDERATIONS

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

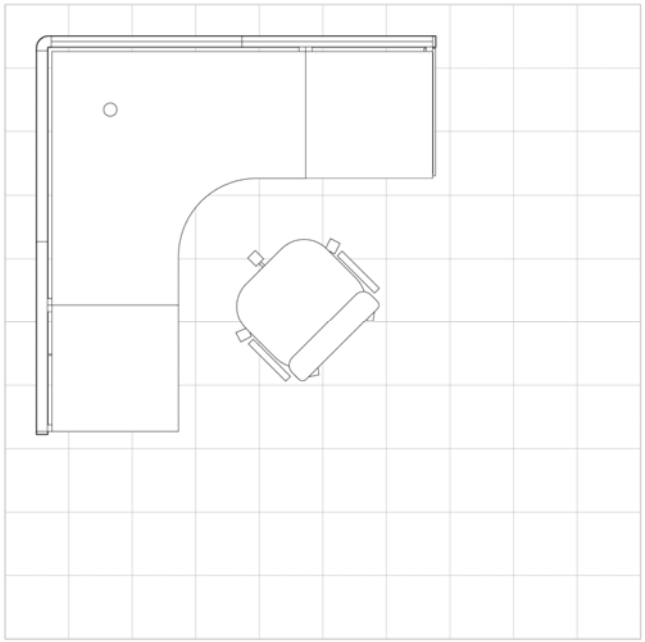
PLANNING STANDARD PS-8b



DESIGN CONSIDERATIONS

- ✓ 8 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

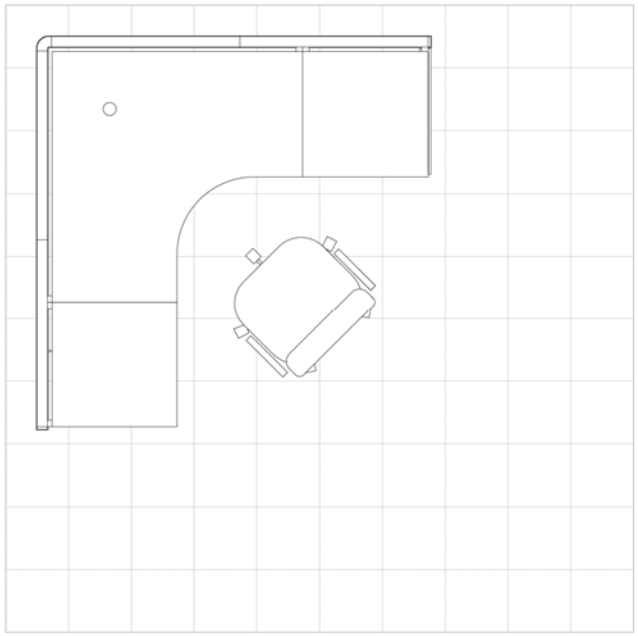
PLANNING STANDARD PS-8c



DESIGN CONSIDERATIONS

- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE
- ✓ UPPER CLOSED STORAGE AREA

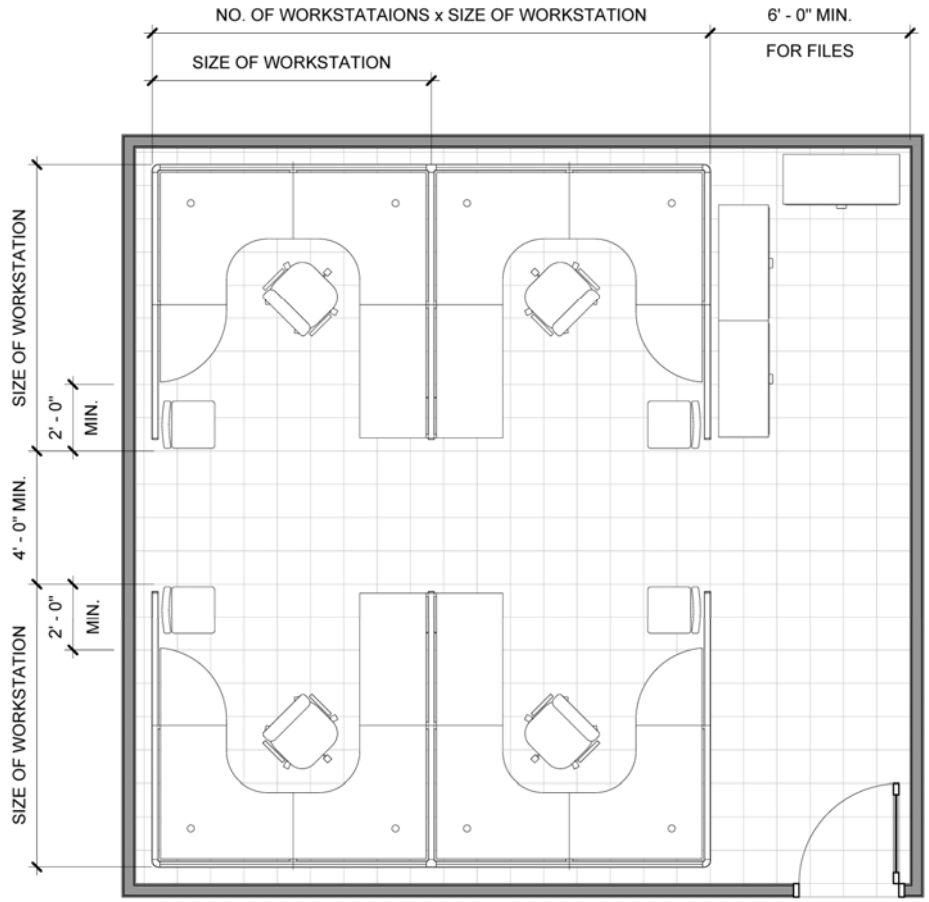
PLANNING STANDARD PS-9a



DESIGN CONSIDERATIONS

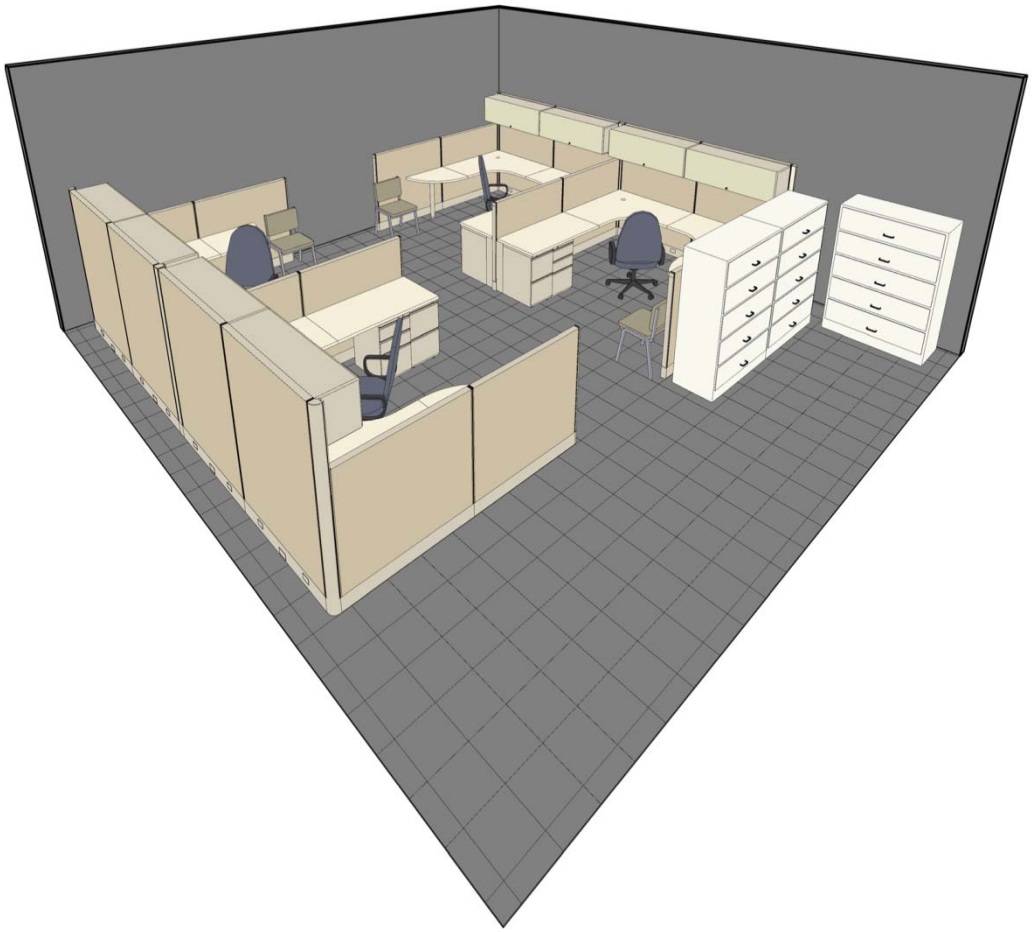
- ✓ 6 x 6 WORKSTATION AREA
- ✓ BUILT-IN FILE STORAGE

PLANNING STANDARD PS-9b



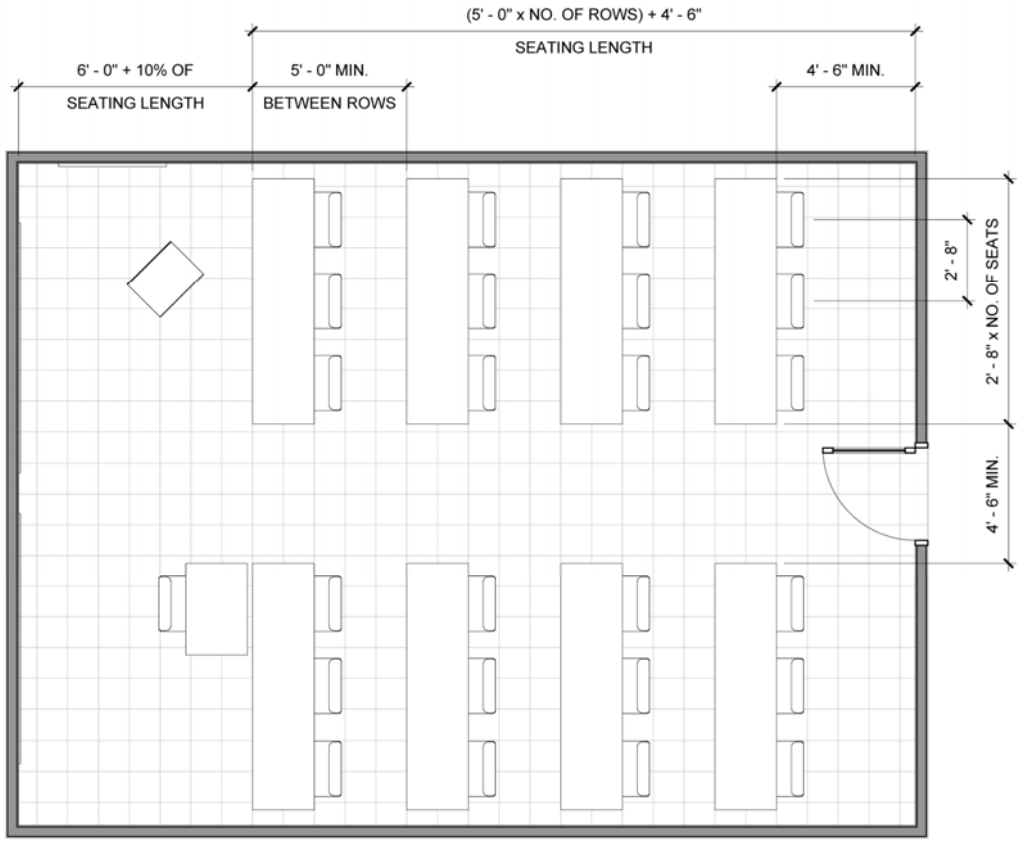
PLANNING STANDARDS PS-7, PS-8 AND PS-9

EXAMPLE LAYOUT



PLANNING STANDARDS PS-7, PS-8 AND PS-9

3D VIEW

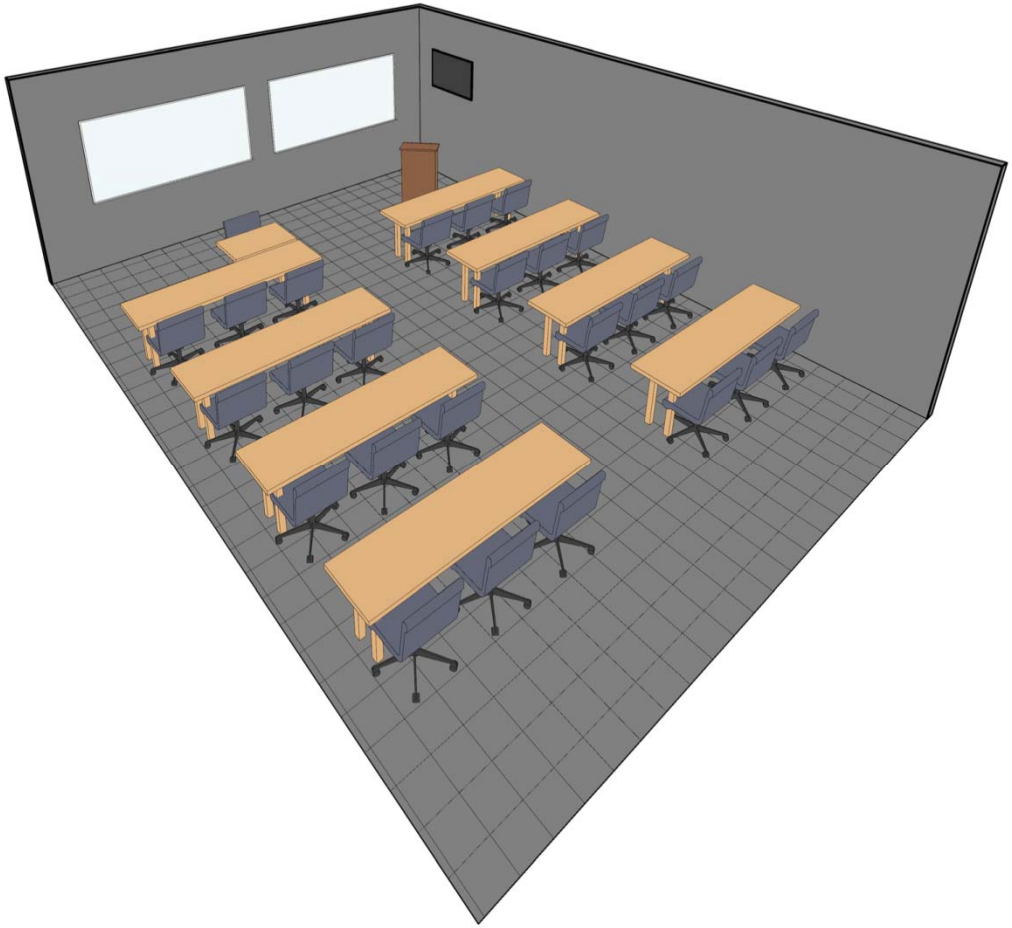


DESIGN CONSIDERATIONS

- ✓ OPTIONAL BUILT-IN CASEWORK FOR AUDIO / VISUAL EQUIPMENT
- ✓ POWER / CATV / DATA AT AUDIO / VISUAL EQUIPMENT
- ✓ POWER / DATA AT EACH ROW
- ✓ CONCEALED PROJECTION SCREEN
- ✓ WALLS TO DECK WITH SOUND INSULATION

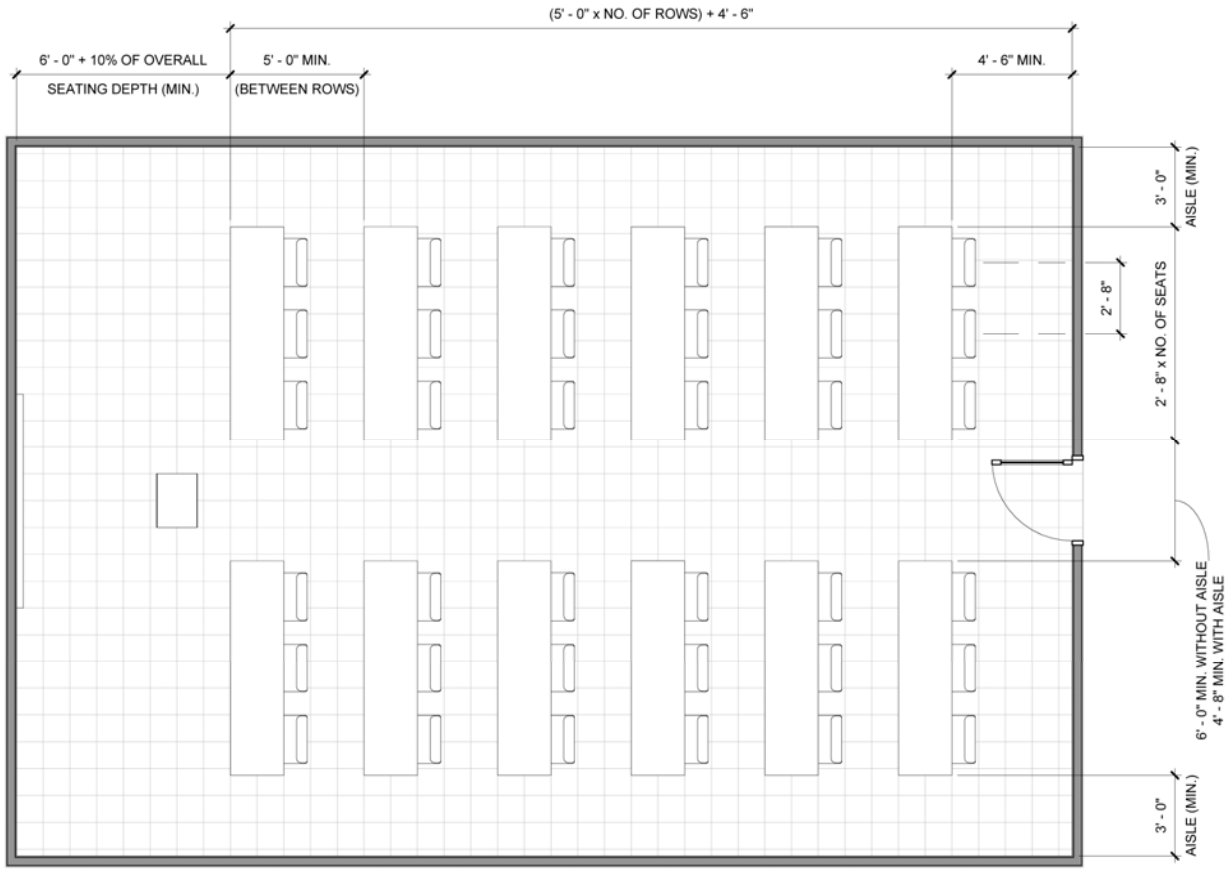
PLANNING STANDARD PS-11

PLAN VIEW



PLANNING STANDARD PS-11

3D VIEW

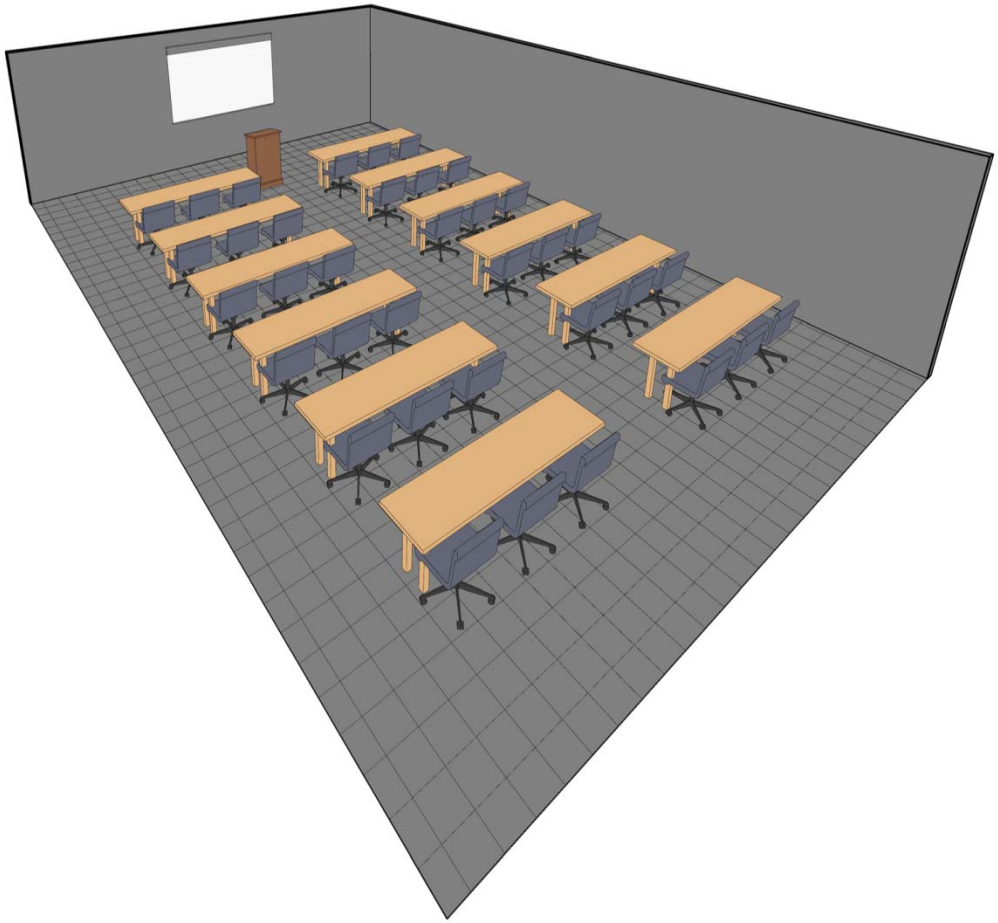


DESIGN CONSIDERATIONS

- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

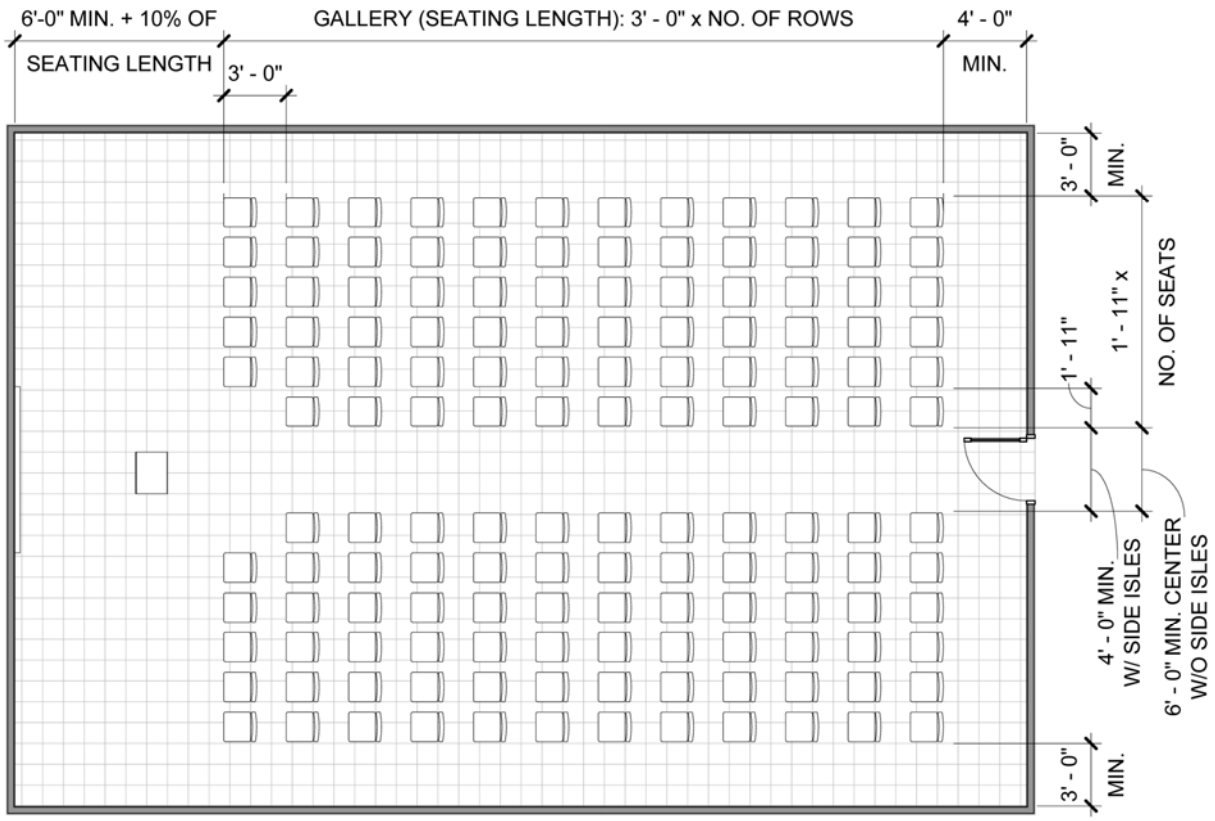
PLANNING STANDARD PS-12a

PLAN VIEW



PLANNING STANDARD PS-12a

3D VIEW



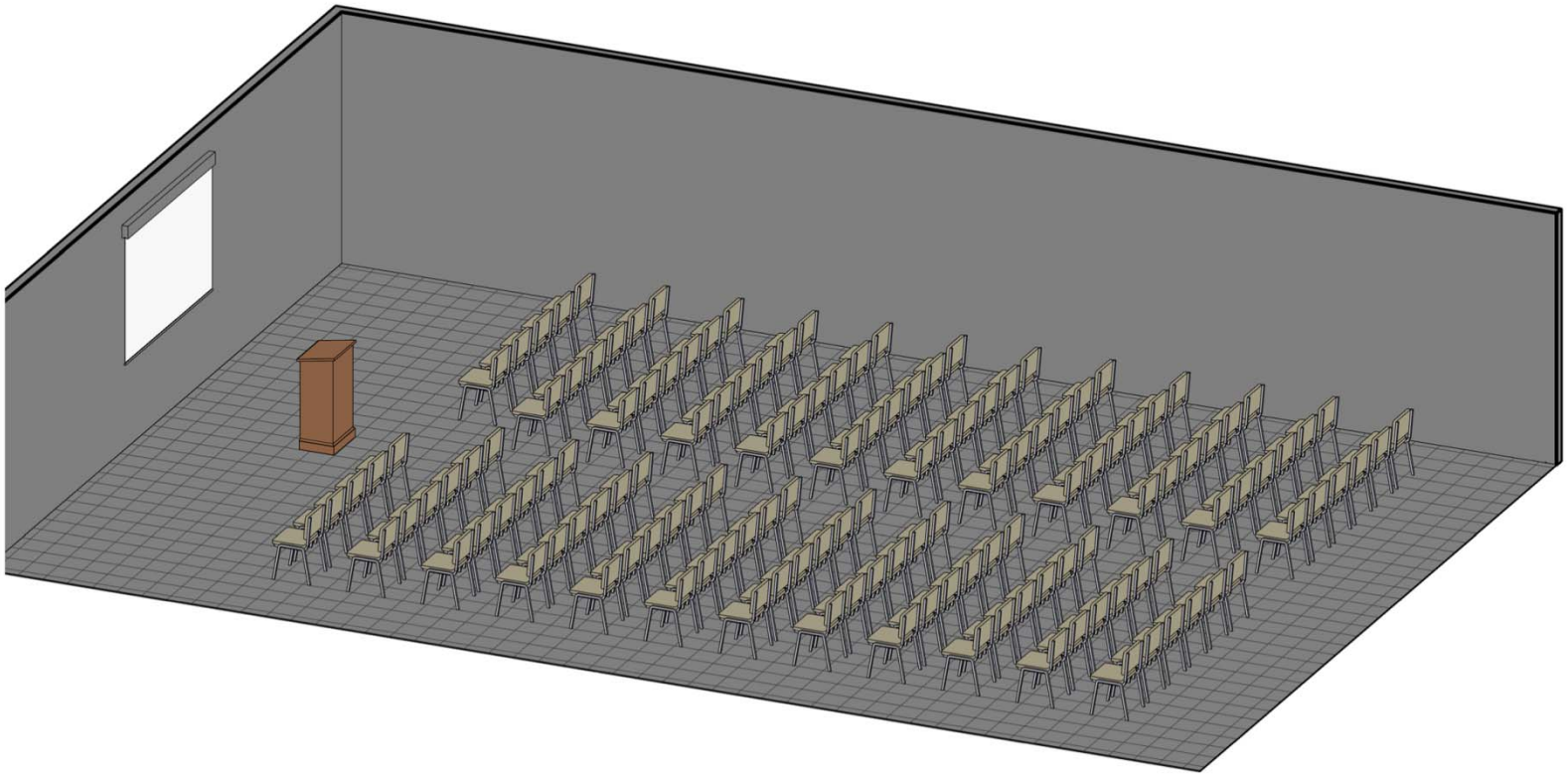
DESIGN CONSIDERATIONS

- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN CEILING PROJECTOR MOUNT
- ✓ OPERABLE PARTITION(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ EXTRA POWER / DATA IN WALLS FOR POSSIBLE E.O.C. USE
- ✓ WALLS TO DECK WITH SOUND INSULATION

PLANNING STANDARD PS-12b

PLAN VIEW

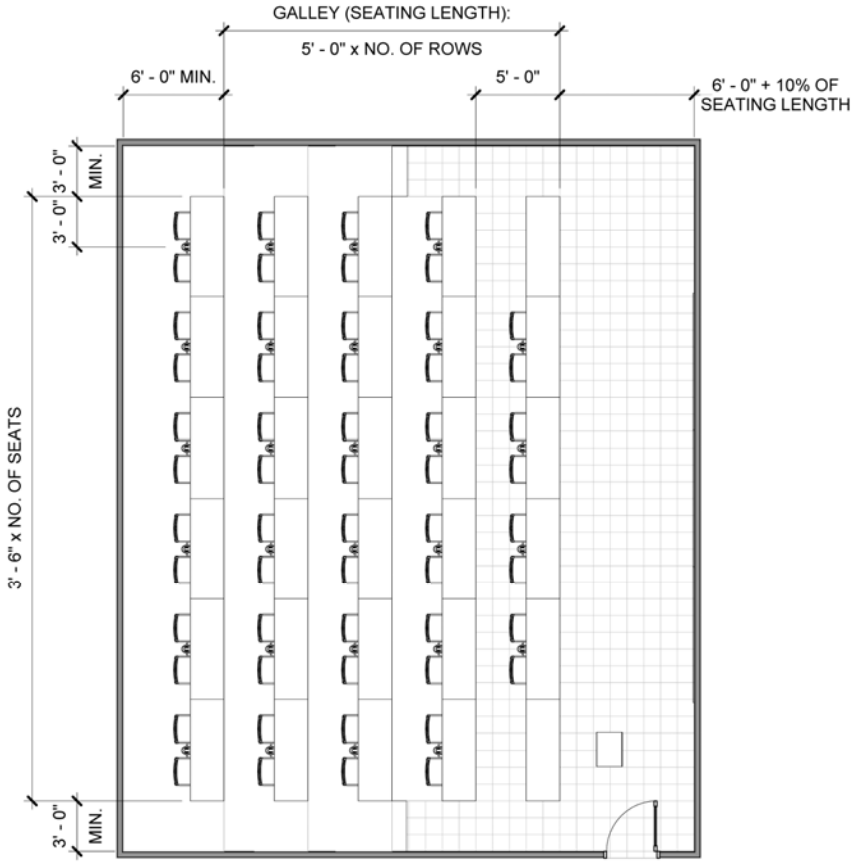
LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS



PLANNING STANDARD PS-12b

3D VIEW

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

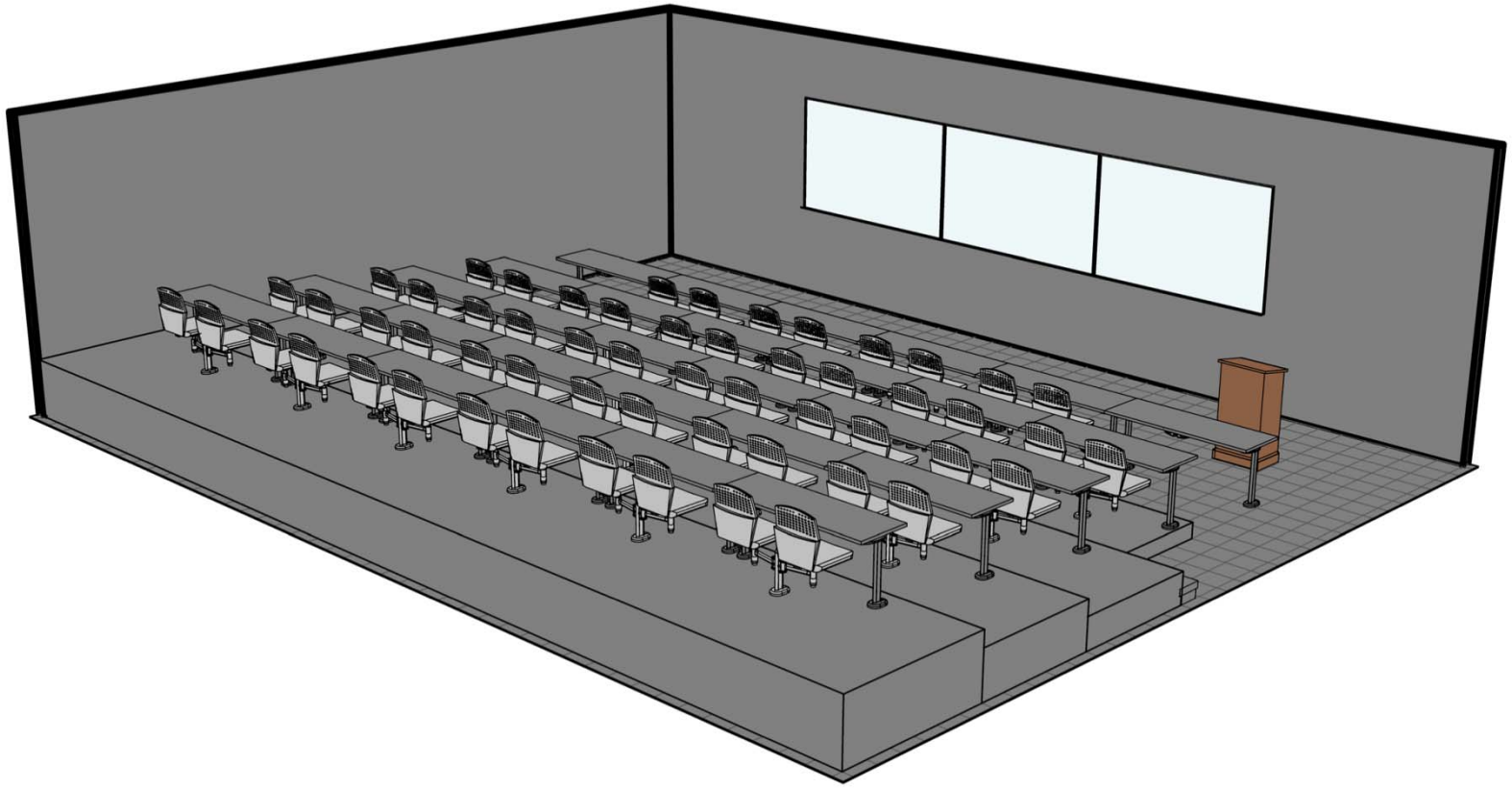


DESIGN CONSIDERATIONS

- ✓ TIERED AUDITORIUM SEATING
- ✓ CONCEALED PROJECTION SCREEN(S)
- ✓ IN CEILING PROJECTOR MOUNT(S)
- ✓ POWER / DATA / MICROPHONE NEAR THE PODIUM
- ✓ POWER / DATA AT EACH SEAT LOCATION
- ✓ WALLS TO DECK WITH SOUND INSULATION

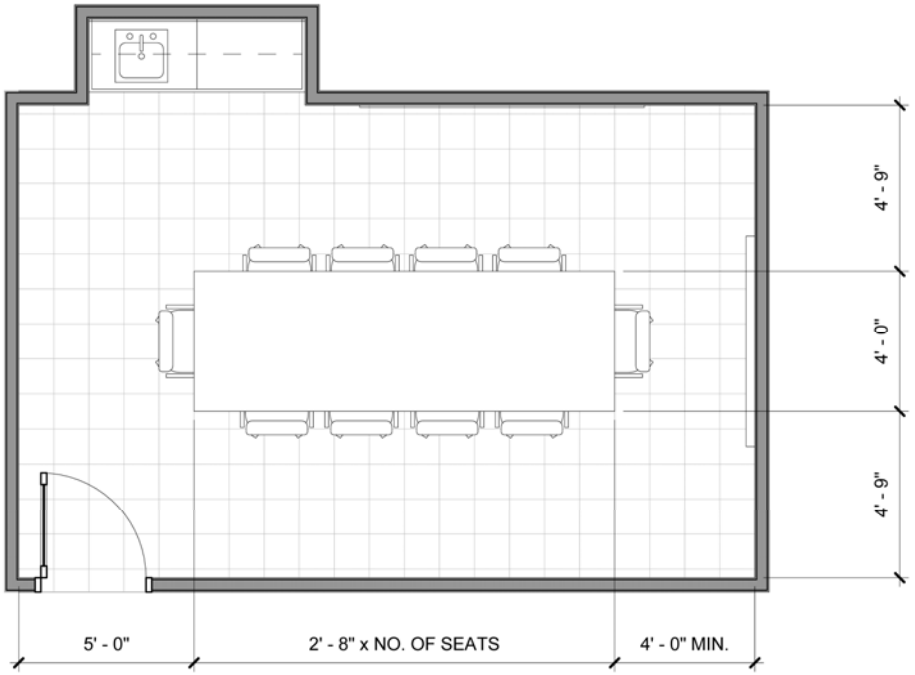
PLANNING STANDARD PS-12d

PLAN VIEW



PLANNING STANDARD PS-12d

3D VIEW

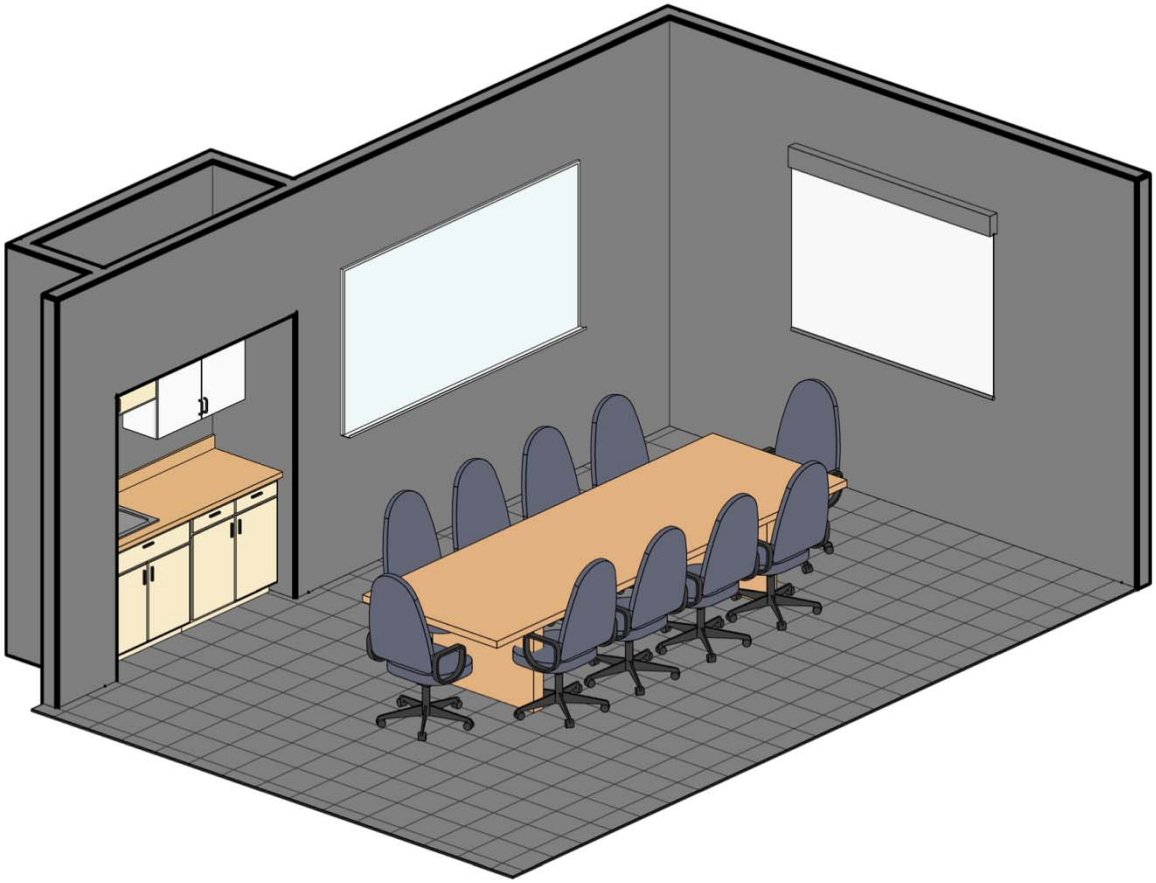


DESIGN CONSIDERATIONS

- ✓ POWER / PHONE / DATA IN FLOOR AT CONFERENCE TABLE
- ✓ CONCEALED PROJECTION SCREEN
- ✓ IN-CEILING PROJECTOR MOUNT -OR- ROUGH-IN FOR FLAT PANEL TV WITH POWER AND CATV / VIDEO / DATA HOOK-UP
- ✓ WALLS TO DECK WITH SOUND INSULATION

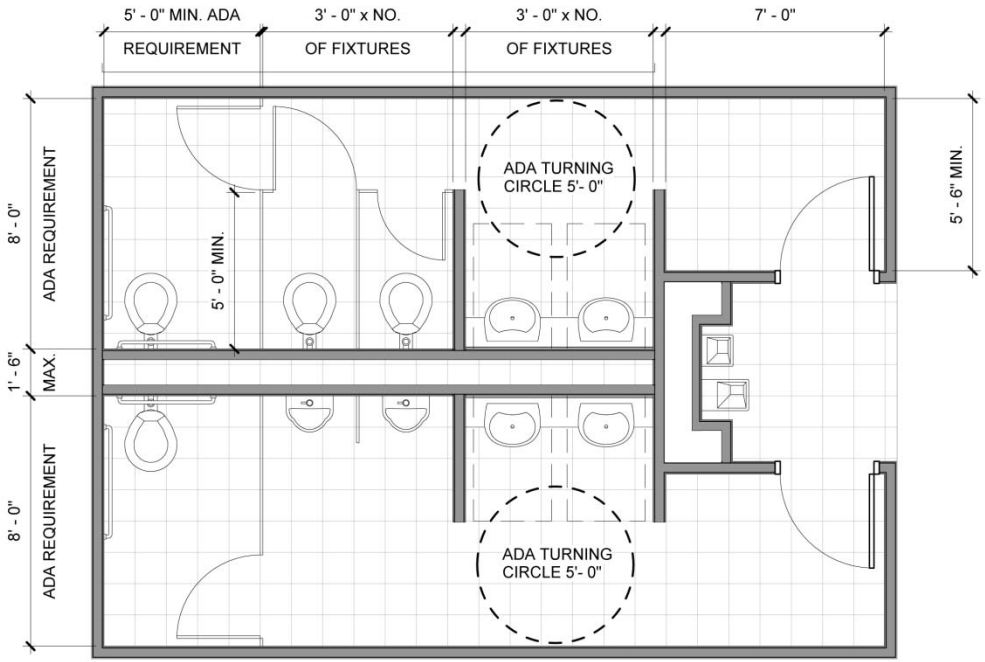
PLANNING STANDARD PS-13

PLAN VIEW



PLANNING STANDARD PS-13

3D VIEW



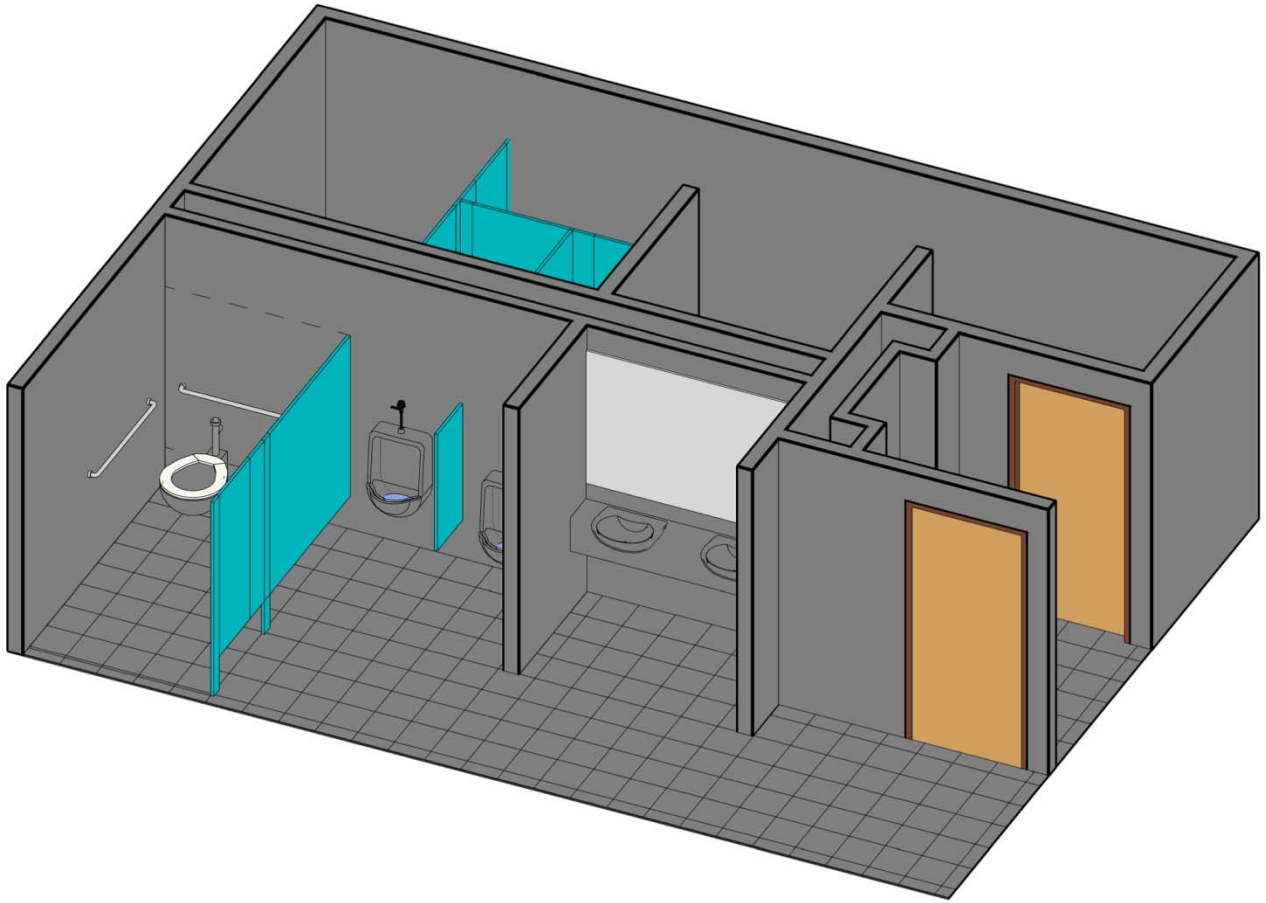
DESIGN CONSIDERATIONS

- ✓ STAINLESS STEEL TOILET PARTITIONS
- ✓ WIDE MOUTH OR FLOOR STYLE URINALS
- ✓ CONTINUOSLY MOUNTED URINAL SCREEN

PLANNING STANDARD PS-14a

PLAN VIEW

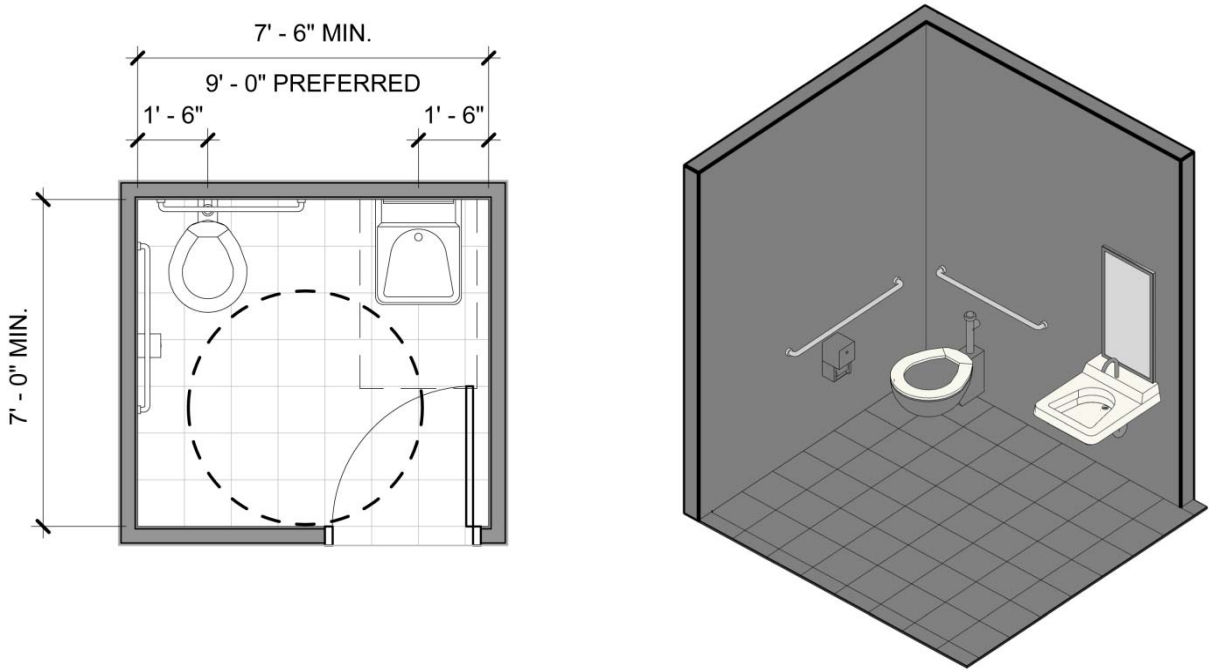
LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS



PLANNING STANDARD PS-14a

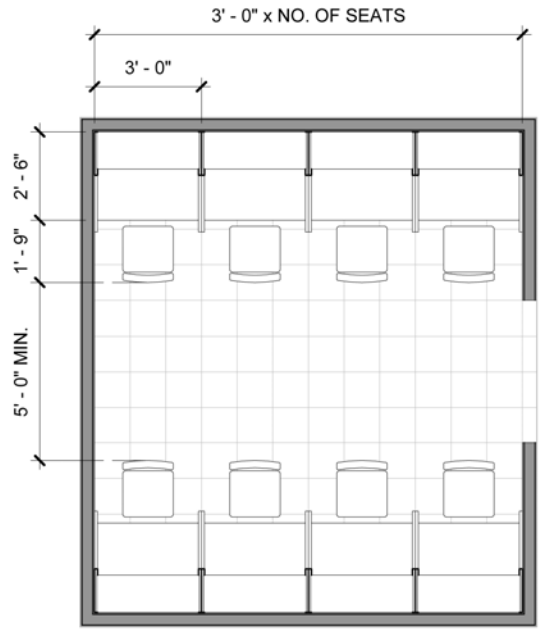
3D VIEW

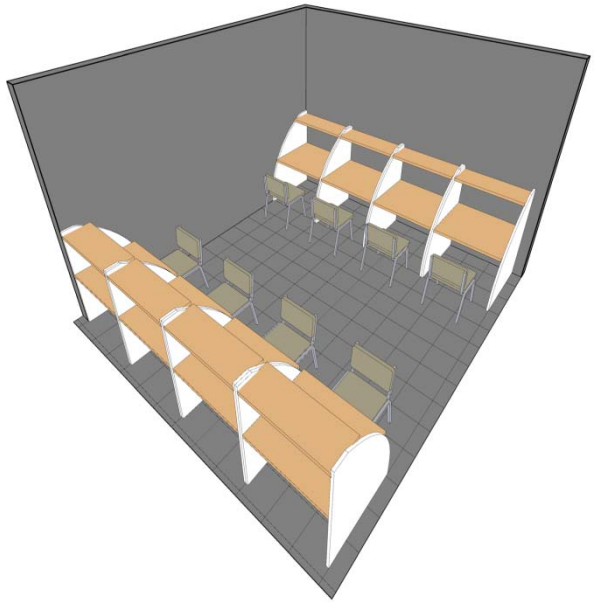
LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS



PLANNING STANDARD PS-14b

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

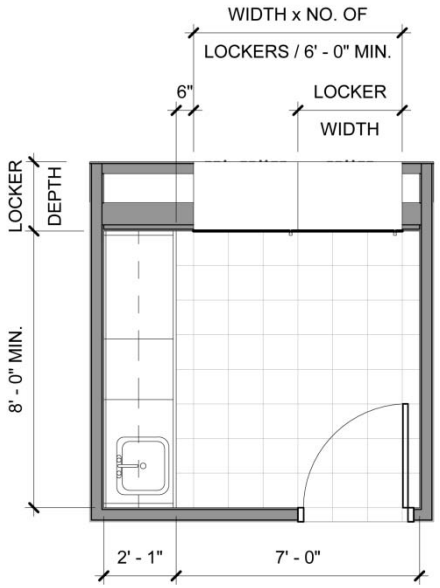


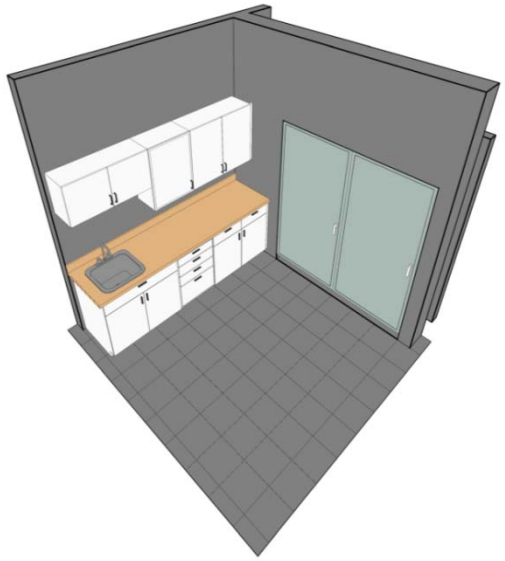


DESIGN CONSIDERATIONS

- ✓ BUILT-IN WORKSTATIONS
- ✓ POWER / DATA AT EACH WORKSTATION

PLANNING STANDARD PS-15b

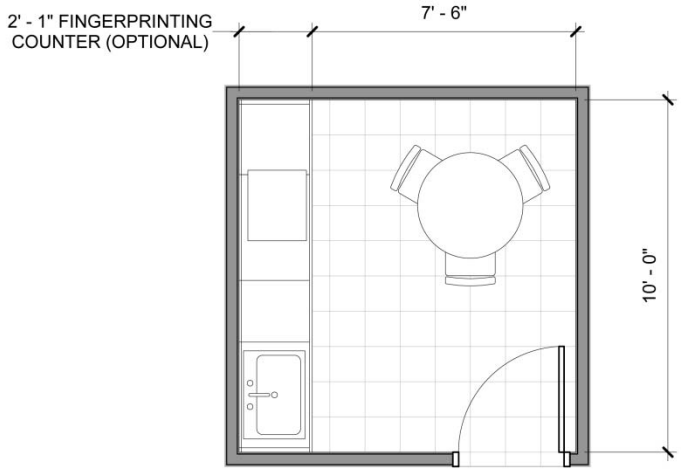


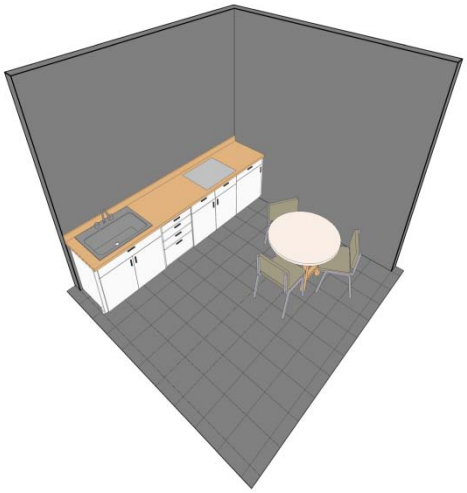


DESIGN CONSIDERATIONS

- ✓ EPOXY COUNTERTOP AT STAND-UP COUNTER WITH SINK
- ✓ STORAGE FOR EVIDENCE SUPPLIES
- ✓ POWER AT COUNTER
- ✓ PASS THROUGH, SLAM LOCK EVIDENCE LOCKERS
- ✓ REFRIGERATION PART OF PART OF EVIDENCE LOCKERS

PLANNING STANDARD PS-16

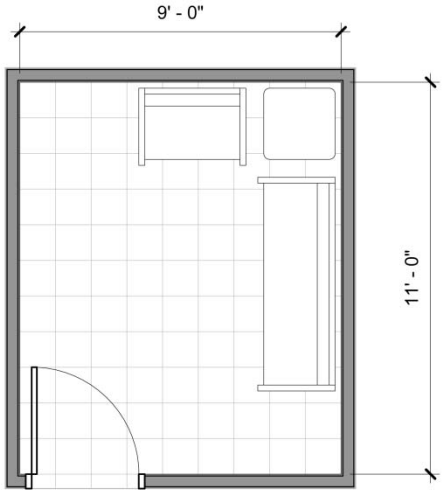


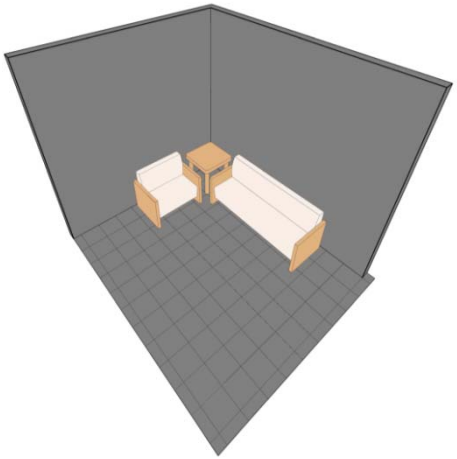


DESIGN CONSIDERATIONS

- ✓ OPTIONAL STAND-UP COUNTER WITH FOR FINGER PRINTING AND SINK FOR CLEAN UP
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

PLANNING STANDARD PS-17a

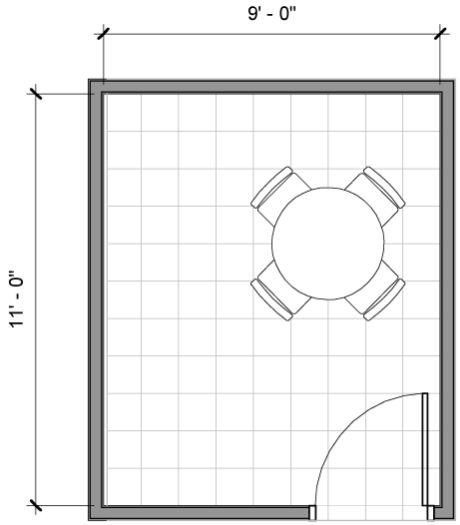


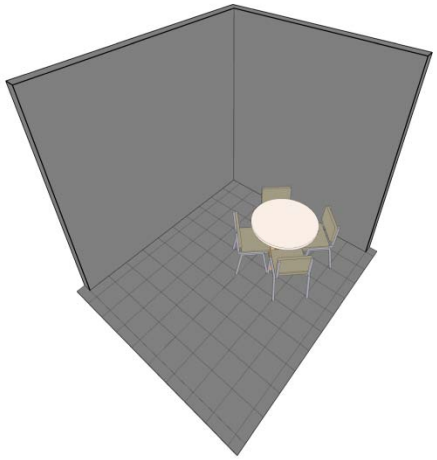


DESIGN CONSIDERATIONS

- ✓ CASUAL SEATING AREA (SOFA SEATING)
- ✓ CHILD FRIENDLY ENVIROMENT WITH STORAGE FOR TOYS
- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

PLANNING STANDARD PS-17b

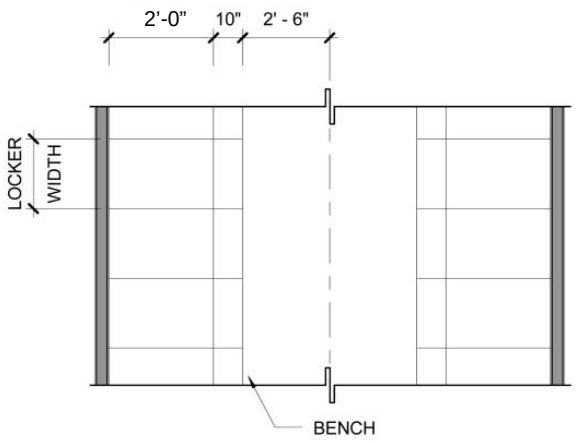


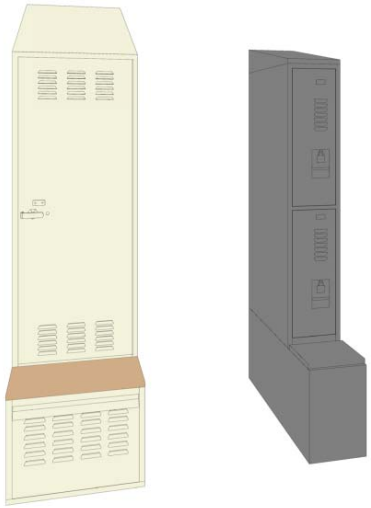


DESIGN CONSIDERATIONS

- ✓ ACCESS CONTROLLED ENTRY
- ✓ SMALL CONFERENCE TABLE
- ✓ AUDIO / VIDEO SURVEILLANCE
- ✓ WALLS TO DECK WITH SOUND INSULATION AND ACCOUSTICAL WALL TREATMENT
- ✓ SOUND RATED DOOR AND HARDWARE

PLANNING STANDARD PS-17d





DESIGN CONSIDERATIONS

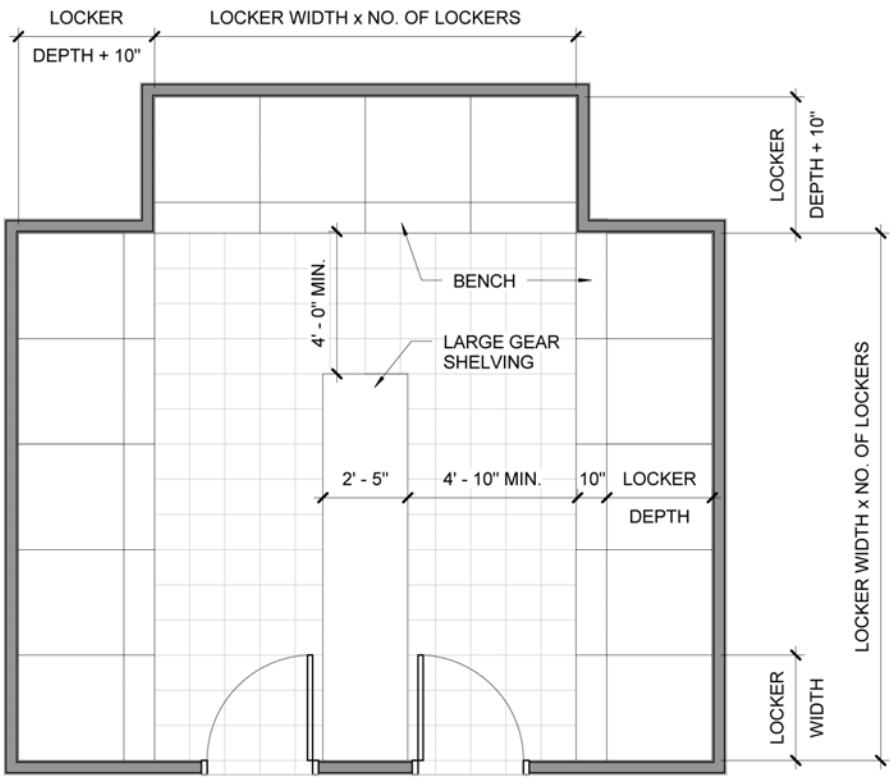
- ✓ LOCKERS – SWORN PERSONNEL
  - o WARDROBE WITH INTERGRAL BENCH
  - o LOCKABLE INSIDE COMPARTMENT FOR SIDE ARM STORAGE
  - o PULL OUT DRAWER AT BASE FOR PERSONNEL EQUIPMENT
  - o POWER AND VENTILATION AT EACH SWORN PERSONNEL LOCKER
- ✓ LOCKERS – CIVILIAN PERSONNEL
  - o TWO-TIER WITH OR WITHOUT INTERGRAL BENCH

W = 12" = 5.25 SQUARE FEET

W = 24" = 10.5 SQUARE FEET

W = 30" = 13.13 SQUARE FEET

PLANNING STANDARD PS-18b



DESIGN CONSIDERATIONS

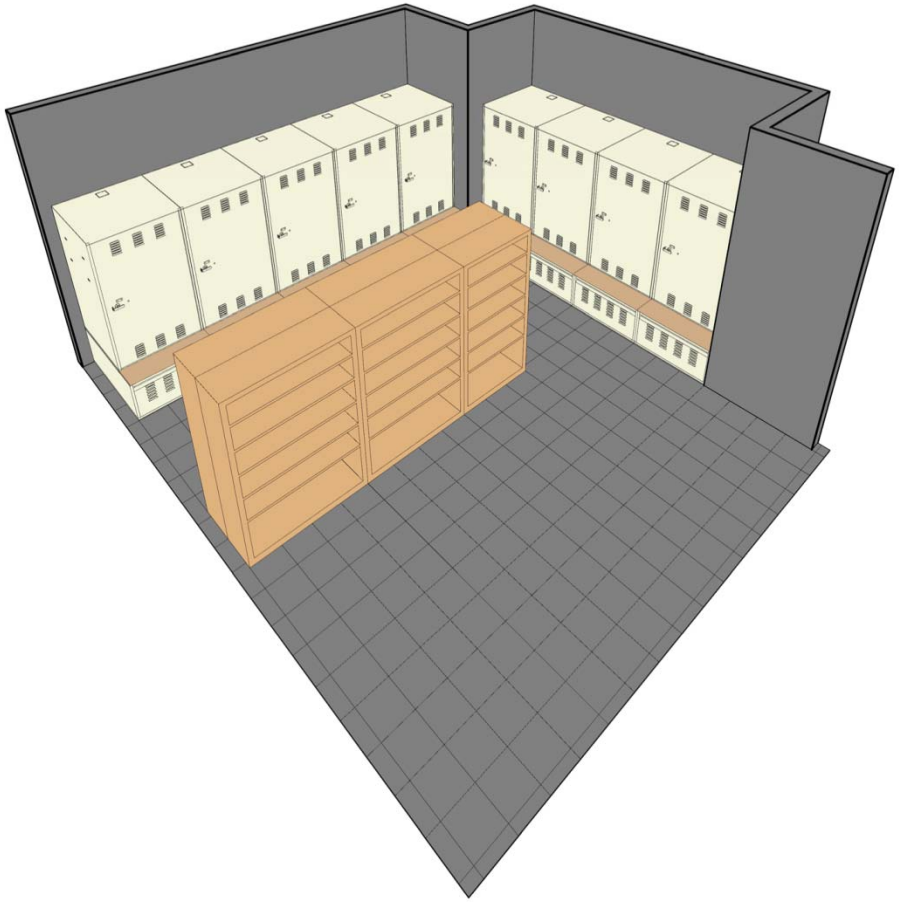
- ✓ LARGE GEAR SHELVING
- ✓ TACTICAL TURN-OUT LOCKERS
- ✓ POWER AT EACH LOCKER
- ✓ INTERGRAL BENCH
- ✓ ACCESS CONTROLLED ENTRY
- ✓ LOCKABLE INTERIOR COMPARTMENT FOR WEAPON STORAGE

WIDTH & DEPTH = 3'-0"

PLANNING STANDARD PS-18c

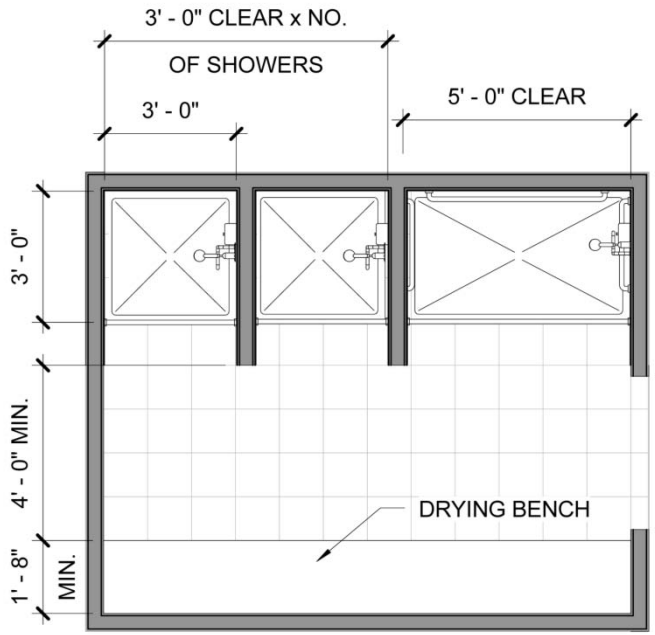
PLAN VIEW

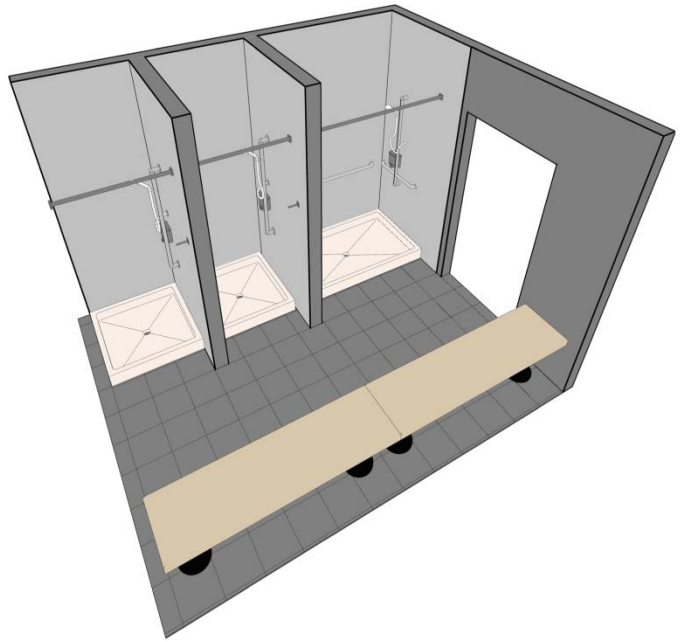
LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS



PLANNING STANDARD PS-18c

3D VIEW

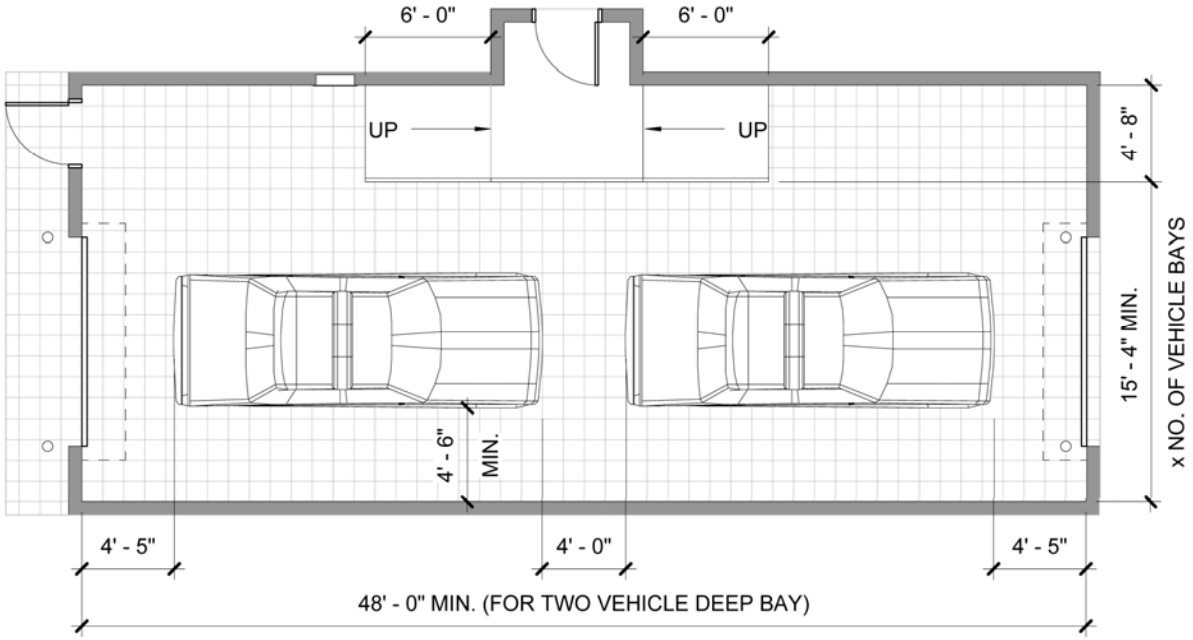




DESIGN CONSIDERATIONS

- ✓ DRY OFF BENCH
- ✓ CLOTHES HOOKS

PLANNING STANDARD PS-19



DESIGN CONSIDERATIONS

- ✓ VEHICLE ACCESS CONTROLLED OVERHEAD DOOR FOR ENTRY INTO SALLY PORT
- ✓ VIDEO SURVEILLANCE INSIDE AND OUTSIDE
- ✓ RECESSED GUN LOCKER
- ✓ ACCESS CONTROLLED OVERHEAD DOOR SWITCHES
- ✓ ACCESS CONTROLLED EXTERIOR DOOR IN AND OUT OF SALLY PORT
- ✓ INTERLOCKING "MAN TRAP" CAPABILITY
- ✓ LOCKDOWN OF ENTRY FROM EXTERIOR DURING MOVEMENT OF DETAINEE FROM VEHICLE
- ✓ TRENCH DRAIN
- ✓ EYE WASH STATION WITH DECONTAMINATION SHOWER
- ✓ PHOTO-EYE DETECTION SYSTEM TO SHUT OVERHEAD DOORS

PLANNING STANDARD PS-20b

PLAN VIEW

PLANNING STANDARD PS-20b

3D VIEW

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

LOCKERS

The area required in the locker rooms is in part determined by the size and configuration of the individual lockers. Based on discussions with The Police Department, two locker types are planned for in the department. Type 1 - large duty lockers are assigned to sworn City personnel for storing spare uniforms, coats, field apparel and equipment. Type 2 – double tier lockers are unassigned, and are for use by all other department staff while using the physical fitness, or shower facilities.

The ratio between male and female personnel counts is estimated for the future based on anticipated projections for national averages, and a contingency is added to compensate for estimation inaccuracies and future staffing realities. The contingency is in recognition that the ratio of male to female personnel is continually evolving. The contingency is evaluated for providing sufficient lockers to both males and females given an actual current day ratio that does not correspond with national averages. Future projections for the ratio are based on national standard estimates for the percentage of female officers anticipated in average departments. The built in locker contingency provides for this standard, as well as sufficient lockers should the department continue to grow proportional to the existing ratio of males to females.

LOCKER COUNT TABLE Type 1, Large Lockers: 24"w x 24"d x 72"h (single tier) LAWRENCE POLICE DEPARTMENT							
1.01	Police Chief	1	1	5.01	Investigations Captain	1	1
1.03	Deputy Chief	0	1	5.02	Investigations Sergeant	1	1
1.05	Public Affairs Sergeant	1	1	5.03	Investigations Sergeant	1	1
				5.04	Investigations Sergeant	0	1
2.01	Information Services Captain	1	1	5.05	Investigators / CSI	22	30
2.18	Professional Accountability	1	1	5.22	Drug Enforcement Sergeant	0	1
				5.23	Drug Enforcement Investigators	3	4
3.01	Community Services Captain	1	1	5.29	Traffic Unit Sergeant	0	1
3.04	Training Sergeant	1	1	5.30	Traffic Unit Officers	6	9
3.05	Training Officers	2	4				
3.21	Special Projects Unit Sergeant	0	1	6.01	Evidence Officers	2	4
3.22	SRO & NRO	8	10				
					Subtotal	**148**	**190**
4.01	Patrol Captain	1	1		**Contingency (10%)**	**15**	**19**
4.02	Patrol Captain	1	1		**Total**	**163**	**209**
4.03	Patrol Captain	1	1				
4.04	Patrol Sergeants	9	16		Male (95% current ratio)	155	199
4.08	Patrol Officers	84	96		Female (14% future ratio)	23	29

- Table 4.3 -

LOCKER COUNT TABLE Type 2, Unassigned Lockers:12"w x 24"d x 72"h (double tier) LAWRENCE POLICE DEPARTMENT							
1.02	Assistant to the Chief	1	1	4.05	Administrative Support	0	1
1.04	Administrative Support	1	1				
1.06	Staff Attorney	0	1	5.06	Administrative Support	1	2
2.02	Records Civilian Manager	1	1	6.01	Evidence Technician	1	1
2.03	Records Clerks	8	11				
2.05	Teleserve	3	4	8.21	Custodian	0	1
2.13	Animal/Parking Control Manager	1	1	8.22	Facility Maintenance	0	1
2.14	Animal Control	3	5				
2.15	Parking Control	5	6				
2.16	Meter Technician	1	2		**Subtotal**	**33**	**50**
2.21	Crime Analysis	2	4		**Contingency (20%)**	**7**	**10**
2.22	Information Technology	3	5		**Total**	**40**	**60**
3.02	Management Analyst	1	1		Male (50%)	20	30
3.03	Administrative Support	1	1		Female (50%)	20	30

- Table 4.4 -

SPACE NEEDS TABLES

In the Space Needs Tables that follow, current year (2012) personnel were allotted to the list of functional elements in the fourth column, labeled P1. The fifth column, labeled WS1, indicates the number of workstations required to support the assigned personnel. Based on the specific activity occurring in the space, the frequent peak occupancy (the highest number of occupants commonly found in the room, including visitors and the person or persons assigned to the space) is predicted in the seventh column, labeled O1.

Many functional elements do not have personnel assigned to the space, and size is determined by the activity that occurs in the space, such as with meeting or lobby space. The O1 column is a useful indicator of space needs, primarily when no personnel are assigned to the element.

From the personnel, workstation, and occupancy figures, and from an understanding of activities and equipment requirements, the 2012 space requirement was estimated for each element in the eighth column, labeled S1. This is the space requirement necessary for the department as it is staffed today if it were to be housed in what would be considered a current-day, typical law enforcement facility. The many accessory support spaces (closets, corridors, etc.) were not listed in order to retain the important orientation of primary functions.

The information in the 2012 columns were developed to enhance the accuracy of the 2032 projection, and to use as a measure for establishing the degree of deficiency in the current facility.

Based on the personnel projection (section 4.2), five similar columns were developed for the adequacy year, 2032. (See columns P2, WS2, WST2, O2, and S2.) The S2 column represents the need for which a building would be designed.

The sum of column S2 is the net area for a given grouping of functional elements. Using a multiplier, a percentage of the listed net area for each functional space is added for support space (gross area). This area is listed in the final row of the Summary of the Space Needs Tables.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

							Planning Horizon Space Needs - S2				
							Planning Horizon Frequent Peak Occupants - O2				⇩
							Workstation Standard - WST2			⇩	⇩
							Planning Horizon Workstations Required - WS2		⇩	⇩	⇩
							Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
							Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩
							Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩
							Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩
							Current Personnel - P1	⇩	⇩	⇩	⇩	⇩
1.00	**ADMINISTRATION**	**CURRENT SPACE**	**2012**					**2032**				
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
1.01	**Chief of Police**	**275**	**1**	**1**	**PS-1**	**6**	**295**	**1**	**1**	**PS-1**	**6**	**295**
1.02	**Assistant to the Chief**	**156**	**1**	**1**	**PS-4**	**4**	**150**	**1**	**1**	**PS-4**	**4**	**150**
1.03	**Deptuty Chief**	**0**	**0**	**0**	**-**	**0**	**0**	**1**	**1**	**PS-2**	**5**	**200**
1.04	**Administrative Support**	**151**	**1**	**1**	**PS-5**	**3**	**125**	**1**	**1**	**PS-5**	**3**	**125**
1.05	**Public Affairs Sergeant**	**118**	**1**	**1**	**PS-4**	**3**	**150**	**1**	**1**	**PS-4**	**3**	**150**
1.06	**Staff Attorney**	**0**	**0**	**0**	**-**	**0**	**0**	**1**	**1**	**PS-5**	**3**	**125**
1.07	**Special Assignment**	**140**	**0**	**1**	**PS-5**	**2**	**125**	**0**	**1**	**PS-5**	**2**	**125**
1.08	**Personnel/OPA Files**	**99**	**0**	**0**	**-**	**1**	**80**	**0**	**0**	**-**	**1**	**125**
1.09	**Work Room**	**10**	**0**	**0**	**-**	**1**	**80**	**0**	**0**	**-**	**1**	**80**
1.10	**Conference Room**[1, 2]	**264**	**0**	**0**	**PS-13**	**12**	**365**	**0**	**0**	**PS-13**	**14**	**400**
Totals (Areas= Net Square Feet)		**1,213**	**4**				**1,370**	**6**				**1,775**

1. Additional seating at side of conference room.
2. Service counter in conference room.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

									Planning Horizon Space Needs - S2		
									Planning Horizon Frequent Peak Occupants - O2	⇩	
									Workstation Standard - WST2	⇩	⇩
									Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
									Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
									Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
									Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
									Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
									Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
									Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩

2.00	INFORMATION SERVICES	CURRENT SPACE	2012					2032				
#	NAME		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
2.01	Information Services Captain	140	1	1	PS-3	5	175	1	1	PS-3	5	175
2.02	Records Civilian Manager	137	1	1	PS-4	3	150	1	1	PS-4	3	150
2.03	Records Clerks	976	8	11	PS-8	12	935	11	14	PS-8	15	1,175
2.04	Staff Records Counter	0	0	0	-	2	40	0	0	-	2	40
2.05	Teleserve	50	3	2	PS-9	4	120	4	3	PS-9	6	180
2.06	Records Work Room	*in 2.03*	0	0	-	2	80	0	0	-	2	80
2.07	Active Records Storage[1]	144	0	0	-	2	240	0	0	-	3	285
2.08	Archive Records Storage[1]	982	0	0	-	1	1,285	0	0	-	1	1,645
2.09	Report Taking	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
2.10	Report Taking / Booking / Fingerprinting	69	0	0	PS-17a	3	90	0	0	PS-17a	3	90
2.11	Receiving / Central Supply / Mail Room	130	0	0	-	2	120	0	0	-	2	130
2.12	Animal/Parking Control Civilian Manager	*in 2.14*	1	1	PS-5	3	125	1	1	PS-5	3	125
2.13	Animal Control Officers[2]	1,128	3+[1]	3	PS-13	3	160	5+[1]	5	PS-13	5	250
2.14	Parking Control Officers[2]	*in 2.14*	5	3	PS-13	5	160	6	4	PS-13	6	235
2.15	Meter Technician / Work Room	703	1	1	PS-9	1	500	2	2	PS-9	2	700
2.16	Crossing Guards	0	[14]	0	-	0	0	[14]	0	-	0	0
2.17	Professional Accountability Sergeant	140	1	1	PS-4	3	150	1	1	PS-4	3	150
2.18	Professional Accountability Conference	0	0	0	PS-17d	4	100	0	0	PS-17d	4	100
2.19	Chaplains	0	[4]	0	PS-17b	5	100	[4]	0	PS-17b	5	100
2.20	Crime Analysis	140	2+[1]	2	PS-8	4	165	4+[1]	4	PS-8	8	350

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

											Planning Horizon Space Needs - S2
										Planning Horizon Frequent Peak Occupants - O2	⇩
									Workstation Standard - WST2	⇩	⇩
								Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
							Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
						Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
					Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
				Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
		Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
2.00	**INFORMATION SERVICES**	**CURRENT**	**2012**					**2032**			
#	**NAME**	**SPACE**	**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
2.21	**Information Technology**	**312**	**3**	**5**	**PS-8**	**6**	**450**	**5**	**6**	**PS-8**	**7**	**530**
2.22	**Information Technology Work Room**	**110**	**0**	**0**	**-**	**5**	**120**	**0**	**0**	**-**	**5**	**120**
2.23	**Information Technology Storage**	**50**	**0**	**0**	**-**	**1**	**80**	**0**	**0**	**-**	**1**	**110**
2.24	**Technology / Media / Equipment**	**0**	**0**	**0**	**-**	**2**	**55**	**0**	**0**	**-**	**2**	**70**
Totals (Areas= Net Square Feet)		**5,211**	**29**				**5,475**	**41**				**6,865**

1. High Density Storage
2. Report writing style workstations with a small conference table.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

Planning Horizon Space Needs - S2											
Planning Horizon Frequent Peak Occupants - O2											⇩
Workstation Standard - WST2										⇩	⇩
Planning Horizon Workstations Required - WS2									⇩	⇩	⇩
Planning Horizon Personnel - P2								⇩	⇩	⇩	⇩
Current Space Needs - S1							⇩	⇩	⇩	⇩	⇩
Current Frequent Peak Occupants - O1						⇩	⇩	⇩	⇩	⇩	⇩
Workstation Standard - WST1					⇩	⇩	⇩	⇩	⇩	⇩	⇩
Current Workstations Required - WS1				⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
Current Personnel - P1			⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩

3.00	COMMUNITY SERVICES	CURRENT SPACE	2012					2032				
#	NAME		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
3.01	Community Services Captain	129	1	1	PS-3	5	175	1	1	PS-3	5	175
3.02	Management Analysist	104	1	1	PS-5	3	150	1	1	PS-5	3	125
3.03	Administrative Support	*in 3.05*	1	1	PS-5	3	125	1	1	PS-5	3	125
3.04	Training Sergeant	*in 3.05*	1	1	PS-4	4	150	1	1	PS-4	4	150
3.05	Training Officers	1,166	2	2	PS-8	4	160	4	4	PS-8	8	350
3.06	Training Files	830	0	0	-	1	115	0	0	-	1	120
3.07	Resource Room / Equipment	*in 3.06*	0	0	-	2	125	0	0	-	2	175
3.08	Academy Training / Computer Lab[1]	484	0	0	PS-12d	30	925	0	0	PS-12d	30	925
3.09	Training Room[2]	984	0	0	PS-12a	60	1,535	0	0	PS-12a	60	1,535
3.10	Training Room Galley	0	0	0	-	1	60	0	0	-	1	60
3.11	Training Room Storage	90	0	0	-	2	325	0	0	-	2	325
3.12	Defensive Tactics Training	*in 3.09*	0	0	-	25	900	0	0	-	25	900
3.13	Defensive Tactics Storage	41	0	0	-	2	80	0	0	-	2	110
3.14	F.A.T.S. Storage	0	0	0	-	2	120	0	0	-	2	120
3.15	Armorer / Gun Cleaning	*in 7.01*	0	0		4	145	0	0		6	180
3.16	Ammunition Storage	40	0	0	-	1	60	0	0	-	1	80
3.17	Quartermaster	105	0	0	-	2	120	0	0	-	2	120
3.18	Special Projects Unit Sergeant	*0*	0	0	-	0	0	1	1	PS-4	4	150
3.19	School & Neighborhood Resource Officers	in 3.05	8	8	PS-9	8	530	10	10	PS-9	10	650
3.20	SRO & NRO Storage	236	0	0	-	1	55	0	0	-	1	75

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

											Planning Horizon Space Needs - S2
											Planning Horizon Frequent Peak Occupants - O2 ⇩
										Workstation Standard - WST2 ⇩	⇩
									Planning Horizon Workstations Required - WS2 ⇩	⇩	⇩
								Planning Horizon Personnel - P2 ⇩	⇩	⇩	⇩
							Current Space Needs - S1 ⇩	⇩	⇩	⇩	⇩
						Current Frequent Peak Occupants - O1 ⇩	⇩	⇩	⇩	⇩	⇩
					Workstation Standard - WST1 ⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Workstations Required - WS1 ⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Personnel - P1 ⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
3.00	**COMMUNITY SERVICES**	**CURRENT SPACE**	**2012**					**2032**			
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
3.21	**Blue Santa Program Storage**	**327**	**0**	**0**	**-**	**2**	**350**	**0**	**0**	**-**	**3**	**475**
3.22	**Community Services Storage**	*in 3.06*	**0**	**0**	**-**	**1**	**55**	**0**	**0**	**-**	**1**	**75**
Totals (Areas= Net Square Feet)		**4,536**	**14**				**6,260**	**19**				**7,000**

1. Subdividable into two separate classrooms with sound-rated operable panel partition.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

									Planning Horizon Space Needs - S2		
									Planning Horizon Frequent Peak Occupants - O2	⇩	
									Workstation Standard - WST2	⇩	⇩
									Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
								Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
						Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
					Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
4.00	**PATROL**	**CURRENT**	**2012**					**2032**				
#	**NAME**	**SPACE**	**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
4.01	Patrol Captain	140	1	1	PS-3	5	175	1	1	PS-3	5	175
4.02	Patrol Captain	140	1	1	PS-3	5	175	1	1	PS-3	5	175
4.03	Patrol Captain	140	1	1	PS-3	5	175	1	1	PS-3	5	175
4.04	Patrol Sergeants	675	9	9	PS-8	9	775	16	16	PS-8	16	1,335
4.05	Administrative Support	0	0	0	-	0	0	1	1	PS-5	3	125
4.06	Patrol Conference #1	0	0	0	PS-13	6	185	0	0	PS-13	6	185
4.07	Squad Room	526	84	0	PS-11	30	700	96	0	PS-11	36	800
4.08	Report Writing	368	0	14	PS-15b	14	155	0	20	PS-15b	20	210
4.09	Work Room / Mail Room	*in 4.08*	0	0	-	2	120	0	0	-	2	120
4.10	Patrol Supply Storage	70	0	0	-	1	80	0	0	-	1	80
4.11	Patrol Technology Storage	70	0	0	-	1	50	0	0	-	1	50
4.12	Bag Drop	0	0	0	-	35	85	0	0	-	50	120
4.13	Critical Response Team Lockers[1]	0	0	35	PS-18c	35	925	0	35	PS-18c	35	925
4.14	Critical Response Team Equipment	245	0	0		4	120	0	0		4	120
Totals (Areas= Net Square Feet)		2,374	96				3,720	116				4,595

1. Uses Type #1 lockers but at 36" square and turn-out style without doors.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

									Planning Horizon Space Needs - S2		
									Planning Horizon Frequent Peak Occupants - O2	⇩	
									Workstation Standard - WST2	⇩	⇩
									Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
									Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
									Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
									Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
									Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
									Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
									Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩

5.00	INVESTIGATIONS	CURRENT SPACE	2012					2032				
#	NAME		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
5.01	Investigations Captain	203	1	1	PS-3	5	175	1	1	PS-3	5	175
5.02	Investigations Sergeant	104	1	1	PS-4	4	150	1	1	PS-4	4	150
5.03	Investigations Sergeant	139	1	1	PS-4	4	150	1	1	PS-4	4	150
5.04	Investigations Sergeant	0	0	0	-	0	0	1	1	PS-4	4	150
5.05	Investigators / CSI	2,661	22	26	PS-8	26	2,140	30	40	PS-8	40	3,260
5.06	Aministrative Support	*in 5.05*	1	1	PS-5	3	125	2	2	PS-7	6	215
5.07	Active Files	150	0	0	-	1	110	0	0	-	2	150
5.08	Work Room	*in 5.07*	0	0	-	2	80	0	0	-	3	80
5.09	Detective Equipment	66	0	0	-	1	80	0	0	-	1	110
5.10	Conference Room[1]	442	0	0	PS-13	24	530	0	0	PS-13	24	530
5.11	Soft Interview Room	143	0	0	PS-17b	4	100	0	0	PS-17b	4	100
5.12	Interview Room	140	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.13	Interview Room	140	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.14	Interview Room	140	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.15	Interview Room	115	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.16	Interview Room	115	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.17	Interview Room	115	0	0	PS-17d	3	100	0	0	PS-17d	3	100
5.18	Interview Room	115	0	0	-	0	0	0	0	PS-17d	3	100
5.19	Interview Room	0	0	0	-	0	0	0	0	PS-17d	3	100
5.20	Interviewee Restroom	0	0	0	PS-14b	1	65	0	0	PS-14b	1	65

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

							Planning Horizon Space Needs - S2					
							Planning Horizon Frequent Peak Occupants - O2					⇩
							Workstation Standard - WST2				⇩	⇩
							Planning Horizon Workstations Required - WS2			⇩	⇩	⇩
							Planning Horizon Personnel - P2		⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
							Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩
							Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩
							Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩
							Current Personnel - P1	⇩	⇩	⇩	⇩	⇩
5.00	**INVESTIGATIONS**	**CURRENT SPACE**	**2012**					**2032**				
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
5.21	**Drug Enforcement Unit Sergeant**	**0**	**0**	**0**	**-**	**0**	**0**	**1**	**1**	**PS-4**	**4**	**150**
5.22	**Drug Enforcement Investigators/Officers**	**1,242**	**3+[2]**	**8**	**PS-8**	**8**	**700**	**4+[3]**	**10**	**PS-8**	**10**	**850**
5.23	**Drug Enforcement Administrative Support**	*in 5.23*	**[1]**	**1**	**PS-5**	**3**	**125**	**[1]**	**1**	**PS-5**	**3**	**125**
5.24	**Drug Enforcement Files**	**131**	**0**	**0**	**-**	**1**	**55**	**0**	**0**	**-**	**1**	**75**
5.25	**Drug Enforcement C.I. Prep Room**	**0**	**0**	**0**	**PS-17c**	**4**	**85**	**0**	**0**	**PS-17c**	**4**	**85**
5.26	**Drug Enforcement Equipment / Work Room**	**75**	**0**	**0**	**-**	**1**	**80**	**0**	**0**	**-**	**1**	**110**
5.27	**Drug Enforcement Processing & Storage**	**110**	**0**	**0**	**-**	**2**	**110**	**0**	**0**	**-**	**2**	**150**
5.28	**Traffic Unit Sergeant**	**0**	**0**	**0**	**-**	**0**	**0**	**1**	**1**	**PS-4**	**4**	**150**
5.29	**Traffic Unit Officers**	**205**	**6**	**6**	**PS-8**	**6**	**530**	**9**	**9**	**PS-8**	**9**	**775**
5.30	**Traffic Unit Storage**	**320**	**0**	**0**	**-**	**1**	**50**	**0**	**0**	**-**	**1**	**70**
5.31	**Crimestoppers Storage**	*in 3.23*	**0**	**0**	**-**	**1**	**35**	**0**	**0**	**-**	**1**	**50**
Totals (Areas= Net Square Feet)		**6,871**	**35**				**6,075**	**51**				**8,525**

1. Additional seating at side of conference room.

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

											Planning Horizon Space Needs - S2
										Planning Horizon Frequent Peak Occupants - O2	⇩
									Workstation Standard - WST2	⇩	⇩
								Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
							Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
						Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
					Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
				Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
		Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩

6.00	EVIDENCE & PROPERTY	CURRENT SPACE	2012					2032				
#	NAME		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
6.01	Evidence Officers & Technicians	169	3	4	PS-9	6	300	5	6	PS-9	8	425
6.02	Evidence Intake	445	0	0	PS-16	3	90	0	0	PS-16	4	125
6.03	Evidence Review	0	0	0	PS-13	6	185	0	0	PS-13	6	185
6.04	Evidence Restroom	0	0	0	PS-14b	1	65	0	0	PS-14b	1	65
6.05	Evidence & Property - General Storage[1]	2,880	0	0		2	1,800	0	0		3	2,300
6.06	Evidence & Property - Firearms[2]	*in 6.05*	0	0		1	130	0	0		1	175
6.07	Evidence & Property - Drugs[3]	*in 6.05*	0	0		1	150	0	0		1	200
6.08	Evidence & Property - Hazardous[3]	20	0	0		1	60	0	0		1	80
6.09	Evidence & Property - Large Items[3]	1,550	0	0		2	1,000	0	0		2	1,200
6.10	Evidence & Property - Bicycles[4]	3,724	0	0		1	800	0	0		1	1,050
6.11	Large Evidence Drop	0	0	0		1	36	0	0		1	36
6.12	Large Evidence Drop	0	0	0		1	36	0	0		1	36
6.13	Large Evidence Drop	0	0	0		1	36	0	0		1	36
6.14	Large Evidence Drop	0	0	0		0	0	0	0		1	36
6.15	Incinerator (Exterior)	0	0	0		1	0	0	0		1	0
6.16	Evidence Supplies	60	0	0		1	80	0	0		1	110
Totals (Areas= Net Square Feet)		8,848	3				4,768	5				6,059

1. High Density Mobile Storage
2. High Density Weapons Storage
3. Standard 4-Post Storage Shelving
4. High Density Hanging Bicycle Storage

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

												Planning Horizon Space Needs - S2
											Planning Horizon Frequent Peak Occupants - O2	⇩
										Workstation Standard - WST2	⇩	⇩
									Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
								Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
						Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
					Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
7.00	**FORENSICS**	**CURRENT**	**2012**					**2032**				
#	**NAME**	**SPACE**	**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
7.01	**Officer Processing**	**502**	**0**	**0**		**4**	**500**	**0**	**0**		**4**	**500**
7.02	**Forensics Laboratory**	**212**	**0**	**0**		**3**	**700**	**0**	**0**		**3**	**700**
7.03	**DNA / Clean Room**	*in 7.02*	**0**	**0**		**2**	**220**	**0**	**0**		**2**	**220**
7.04	**Photo Lab**	**0**	**0**	**0**		**2**	**120**	**0**	**0**		**2**	**120**
7.05	**Faraday Room**	**0**	**0**	**2**		**2**	**75**	**0**	**2**		**2**	**75**
7.06	**Computer Forensics**	**570**	**0**	**6+2**		**8**	**850**	**0**	**8+3**		**11**	**1,120**
7.07	**Supplies**	**86**	**0**	**0**		**1**	**80**	**0**	**0**		**1**	**110**
7.08	**Dirty Evidence Processing**	**0**	**0**	**0**		**2**	**80**	**0**	**0**		**2**	**80**
7.09	**Vehicle Processing**	**0**	**0**	**0**		**2**	**900**	**0**	**0**		**3**	**900**
7.10	**Crime Scene Equipment**	**128**	**0**	**0**		**2**	**110**	**0**	**0**		**2**	**150**
Totals (Areas= Net Square Feet)		**1,498**	**0**				**3,635**	**0**				**3,975**

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

							Planning Horizon Space Needs - S2				
							Planning Horizon Frequent Peak Occupants - O2				⇩
							Workstation Standard - WST2			⇩	⇩
							Planning Horizon Workstations Required - WS2		⇩	⇩	⇩
							Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
						Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
					Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
8.00	**BUILDING SUPPORT**	**CURRENT SPACE**	**2012**					**2032**				
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
8.01	Public Vestibule	50	0	0	-	2	80	0	0	-	2	80
8.02	Public Lobbies	560	0	0	-	12	600	0	0	-	12	800
8.03	Waiting Lounge	0	0	0	-	8	120	0	0	-	8	120
8.04	Men's Public Restrooms (2)	385	0	0	PS-14a	4	265	0	0	PS-14a	6	350
8.05	Women's Public Restrooms (2)	285	0	0	PS-14a	4	265	0	0	PS-14a	6	350
8.06	Men's Locker Room	1,361	0	155/20	PS-18b	-	2,000	0	199/30	PS-18b	-	2,585
8.07	Men's Staff Restrooms (2)	*in 8.07*	0	-	PS-14a	7	430	0	-	PS-14a	10	570
8.08	Men's Showers	*in 8.07*	0	-	PS-19	4	150	0	-	PS-19	6	200
8.09	Women's Locker Room	371	0	23/20	PS-18b	-	350	0	29/30	PS-18b	-	460
8.10	Women's Staff Restrooms (2)	*in 8.10*	0	-	PS-14a	4	350	0	-	PS-14a	6	400
8.11	Women's Showers	*in 8.10*	0	-	PS-19	2	85	0	-	PS-19	3	115
8.12	Fitness Room	1,149	0	0	-	15	750	0	0	-	20	1,000
8.13	Staff Break Room / Kitchen	608	0	0	-	14	475	0	0	-	20	650
8.14	Staff Entry / Mud Room	0	0	0	-	3	80	0	0	-	4	100
8.15	Quiet Room	0	0	0	-	4	105	0	0	-	4	105
8.16	Sally Port	240	0	0	PS-20b	2	960	0	0	PS-20b	2	960
8.17	Secure Interview Room	0	0	0	PS-17a	3	75	0	0	PS-17a	3	75
8.18	Decontamination Shower	0	0	0	-	1	25	0	0	-	1	25
8.19	Custodian / Supplies	210	0	0	-	0	110	1	1	PS-9	2	150
8.20	Facility Maintenance	0	0	0	-	0	0	1	1	PS-9	2	125

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

											Planning Horizon Space Needs - S2
										Planning Horizon Frequent Peak Occupants - O2	⇩
									Workstation Standard - WST2	⇩	⇩
								Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
							Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
						Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
					Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
				Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
		Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩

8.00	BUILDING SUPPORT	CURRENT SPACE	2012					2032				
#	NAME		P1	WS1	WST1	O1	S1	P2	WS2	WST2	O2	S2
8.21	Janitors Closets (3)	80	0	0	-	2	150	0	0	-	2	150
8.22	Exterior Equipment Storage	325	0	0	-	1	50	0	0	-	1	50
8.23	DEMARC Room	80	0	0	-	1	50	0	0	-	1	50
8.24	File Server Room	248	0	0	-	2	100	0	0	-	2	150
8.25	Data Closets (2)	0	0	0	-	2	100	0	0	-	2	100
8.26	Mechanical Rooms	400	0	0	-	2	2,000	0	0	-	2	2,750
8.27	Electrical Rooms	250	0	0	-	2	150	0	0	-	2	200
8.28	Radio Equipment	0	0	0	-	1	80					110
8.29	Recycling Room	336	0	-	-		80	0	-	-		100
Totals (Areas= Net Square Feet)		6,938	0				10,035	2				12,880

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

												Planning Horizon Space Needs - S2
											Planning Horizon Frequent Peak Occupants - O2	⇩
										Workstation Standard - WST2	⇩	⇩
									Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
								Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
							Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
						Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
					Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
			Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
9.00	**GARAGE**	**CURRENT SPACE**	**2012**					**2032**				
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
9.01	**Fleet Vehicles**	**0**	**0**	**30**	**-**	**30**	**9,900**	**0**	**40**	**-**	**40**	**13,200**
9.02	**Mobile Breath Test Van**	**1,200**	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.03	**CRT Vehicles**	*in 9.02*	**0**	**2**	**-**	**2**	**700**	**0**	**2**	**-**	**2**	**700**
9.04	**Evidence Vans**	*in 9.02*	**0**	**2**	**-**	**2**	**660**	**0**	**2**	**-**	**2**	**660**
9.05	**Surveillance Vehicle**	*in 9.02*	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.06	**Undercover Vehicles**	**0**	**0**	**7**	**-**	**7**	**2,310**	**0**	**7**	**-**	**7**	**2,310**
9.07	**Speed Trailer**	*in 9.02*	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.08	**Patrol Bicycles (4 per stall)**	**48**	**0**	**2**	**-**	**8**	**660**	**0**	**2**	**-**	**8**	**660**
9.09	**Patrol Motorcycles (2 per stall)**	*in 9.02*	**0**	**2**	**-**	**4**	**660**	**0**	**2**	**-**	**4**	**660**
9.10	**Armored Vehcile**	**0**	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.11	**Siezure Vehicles**	*in 6.10*	**0**	**6**	**-**	**6**	**1,980**	**0**	**6**	**-**	**6**	**1,980**
9.12	**EVOC Trailer**	**0**	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.13	**Motorcycle Trailer**	*in 6.10*	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.14	**Gator**	**0**	**0**	**1**	**-**	**1**	**330**	**0**	**1**	**-**	**1**	**330**
9.15	**Vehicle Maintenance / Wash Bay / Supply**	**200**	**0**	**0**	**-**	**3**	**990**	**0**	**0**	**-**	**3**	**990**
Totals (Areas= Net Square Feet)		**1,448**	**0**	**58**		**69**	**20,170**	**0**	**68**		**79**	**23,470**

FUNCTIONAL ELEMENTS AND SPACE NEEDS

LAWRENCE POLICE DEPARTMENT

											Planning Horizon Space Needs - S2	
											Planning Horizon Frequent Peak Occupants - O2	⇩
											Workstation Standard - WST2	⇩	⇩
										Planning Horizon Workstations Required - WS2	⇩	⇩	⇩
									Planning Horizon Personnel - P2	⇩	⇩	⇩	⇩
								Current Space Needs - S1	⇩	⇩	⇩	⇩	⇩
							Current Frequent Peak Occupants - O1	⇩	⇩	⇩	⇩	⇩	⇩
						Workstation Standard - WST1	⇩	⇩	⇩	⇩	⇩	⇩	⇩
					Current Workstations Required - WS1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
				Current Personnel - P1	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩	⇩
10.00	**FIRING RANGE**	**CURRENT SPACE**	**2012**					**2032**				
#	**NAME**		**P1**	**WS1**	**WST1**	**O1**	**S1**	**P2**	**WS2**	**WST2**	**O2**	**S2**
10.01	**Secure Entry Vestibule**	**0**	**0**	**0**	**-**	**2**	**50**	**0**	**0**	**-**	**2**	**50**
10.02	**Firing Range**	**0**	**0**	**0**	**-**	**8**	**3,400**	**0**	**0**	**-**	**8**	**3,400**
10.03	**Range Control Room**	**0**	**0**	**0**	**-**	**2**	**100**	**0**	**0**	**-**	**2**	**100**
10.04	**Range Storage**	**0**	**0**	**0**	**-**	**2**	**100**	**0**	**0**	**-**	**2**	**100**
Totals (Areas= Net Square Feet)		**0**	**0**	**0**		**14**	**3,650**	**0**	**0**		**14**	**3,650**

SPACE NEEDS SUMMARY

Information contained in the Space Needs Tables represents the net total square footage for the proposed building project. The sum of all divisions is the Net Area Subtotal, representing the total usable space in each room, and is indicated in the Summary Table.

Areas not programmed by function include circulation space such as halls, stairways, and elevators; and unusable space defined by and within walls. These are added to the total net area by the use of a multiplier that is established through historical precedence with reference to similar buildings constructed in the past. The result is the gross square footage of the building, which is the total floor area of all floor levels measured to the outside face of exterior walls.

In the table on the following page, the net space needs are combined and the aforementioned multiplier applied to determine the total area.

FUNCTIONAL ELEMENTS AND SPACE NEEDS SUMMARY							
LAWRENCE POLICE DEPARTMENT							
#	DIVISION		EXISTING SPACE	2012		2032	
				P1	S1	P4	S4
1	ADMINISTRATION		1,213	4	1,370	6	1,775
2	INFORMATION SERVICES		5,211	29	5,475	41	6,865
3	COMMUNITY SERVICES		4,536	14	6,260	19	7,000
4	PATROL		2,374	96	3,720	116	4,595
5	INVESTIGATIONS		6,871	35	6,075	51	8,525
6	EVIDENCE & PROPERTY		8,848	3	4,768	5	6,059
7	FORENSICS		1,498	0	3,635	0	3,975
8	BUILDING SUPPORT		6,938	0	10,035	2	12,880
	SUBTOTAL (Net Area)		37,489		41,338		51,674
	ACCESSORY SUPPORT SPACE	3%			1,240		1,550
	CIRCULATION	27%			11,496		14,371
	WALLS AND UNUSABLE AREA	9%			4,867		6,084
	BUILDING TOTAL			181	58,941	240	73,678
9	GARAGE		1,448	0	20,170	0	23,470
10	FIRING RANGE		0	0	3,650	0	3,650
	WALLS AND UNUSABLE AREA	9%			2,144		2,441
	GARAGE AND RANGE TOTAL				25,964		29,561
	GRAND TOTAL				84,905		103,239

PARKING REQUIREMENT

To determine the extent to which a site will support parking needs, a determination must be made for the demand for both public and staff parking.

The development for each of these two parking categories is distinct to represent the separation requirement of the two types in actual site development. A determination of the peak parking space demand is calculated on the following page.

The peak use of public parking could occur at any given time. This is due to the fact that the greatest demand for public parking is in support of an assembly event in the Training Room. The peak use for staff parking typically occurs during one of the daily shift changes on a weekday during normal operating hours. It was determined to occur at mid-afternoon for the Lawrence Police Department. The exception to this - whereby a greater demand for parking may result – may occur infrequently for large assemblies of staff in the Training Room, or during a special operations event.

The establishment of the proper amount of parking is based on the total number of personal and fleet vehicles on the site at the same time. Personal vehicles are those vehicles driven to the site by the department personnel who own the vehicle. Fleet vehicles are all City owned vehicles provided to the respective personnel in each department.

PARKING REQUIREMENT						
LAWRENCE POLICE DEPARTMENT						
	2012 VEHICLE COUNT			**2032 VEHICLE COUNT**		
	FLEET	**PERSONAL**	**TOTAL**	**FLEET**	**PERSONAL**	**TOTAL**
STAFF VEHICLES						
Administration	**3**	**4**	**7**	**4**	**6**	**10**
Information Services	**10**	**37**	**47**	**12**	**49**	**61**
Community Services	**13**	**14**	**27**	**16**	**19**	**35**
Patrol	**36**	**65**	**101**	**49**	**83**	**132**
Investigations	**29**	**33**	**62**	**42**	**47**	**89**
Evidence & Property	**1**	**3**	**4**	**1**	**5**	**6**
Forensics	**0**	**0**	**0**	**0**	**0**	**0**
Building Support	**0**	**0**	**0**	**0**	**2**	**2**
Garage	**29**	**0**	**29**	**29**	**0**	**29**
SUBTOTAL	**121**	**156**	**277**	**153**	**211**	**364**
Garage Parking Reduction	*59*	*0*	*59*	*69*	*0*	*69*
SUBTOTAL	**62**	**156**	**218**	**84**	**211**	**295**
Reduction: Vacation & Sick Leave (6%)	0	9	9	0	13	13
BASE STAFF PARKING REQUIREMENT	**62**	**147**	**209**	**84**	**198**	**282**
Plus Required Accessible Parking [1]			*7*			*7*
TOTAL STAFF PARKING REQUIREMENT			**216**			**289**
PUBLIC PARKING REQUIREMENT [2,3]	-	93	**93**	-	96	**96**

1. Accessible spaces for staff parking are included above the base requirement due to actual anticipated usage of non-accessible staff parking.
2. Public parking is based on one parking stall per 50 square feet of public space
3. Public parking must include four (4) accessible parking spaces which may be included as part of the total public parking need.

SECTION 5.0 – ADJACENCIES

ADJACENCY DIAGRAMS

The defining components of facility adequacy are: (1) sufficient space, and (2) the proper placement of functions. The Space Needs Tables address adequate space. Placement of functions, or adjacencies, depends upon the required interaction. Interaction requirements include many factors. Those key to police and public safety functions include: safety, security, confidentiality, productivity, and service.

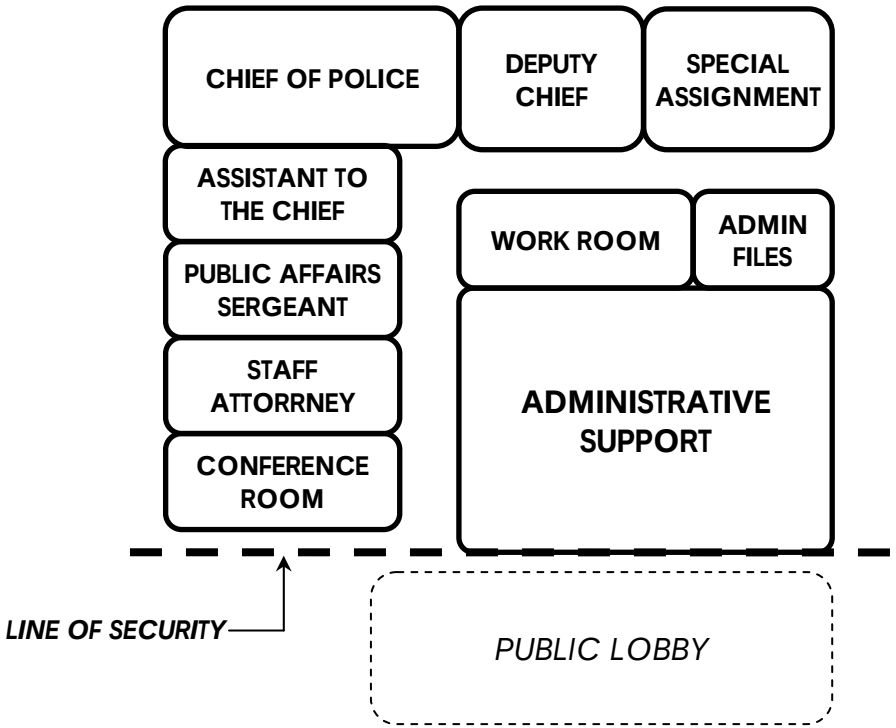
Addressing these issues, and with information provided by the division managers, adjacencies have been prioritized. In developing the adjacencies, the goal is to think beyond the way the department currently operates if a particular method of operation is: (1) not promoting the best efficiency; and (2) the result of a specific building limitation.

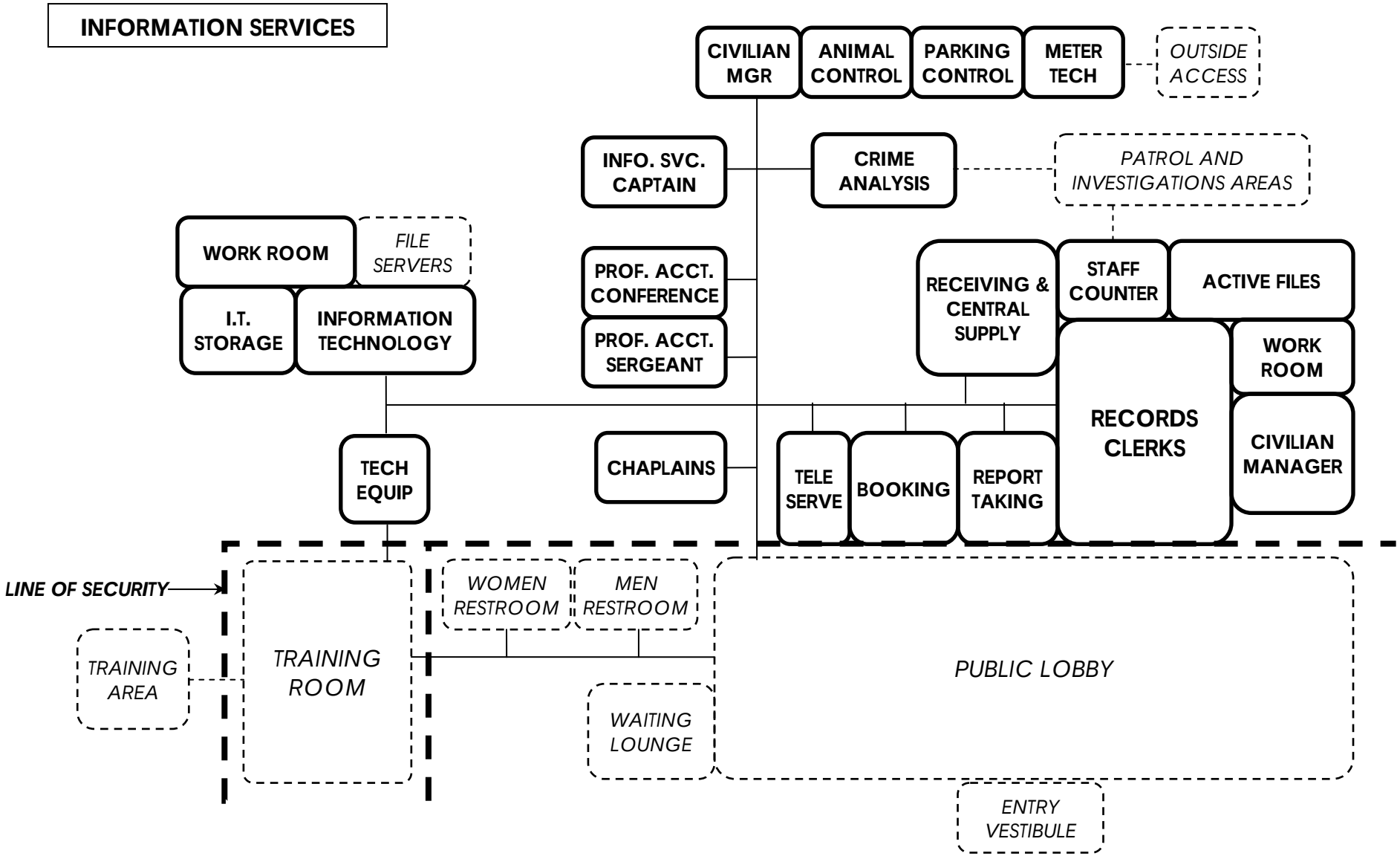
The functional elements, as cataloged in the Space Needs Tables, are shown diagrammatically. The size of the graphical elemnts has no relationship to the amount of space allocated. Elements that touch indicate a high priority interaction requirement. This does not necessarily mean that these elements will be rooms that touch, only that they have a strong interaction, and that the design of the building will need to recognize this connection in order to provide the most efficient means of operation.

In the design phase of the project, these diagrams serve as a roadmap in the development of floor plan layout. The plans can be evaluated and refined using the adjacency diagrams.

The Adjacency Diagrams on the following pages show the results of the process.

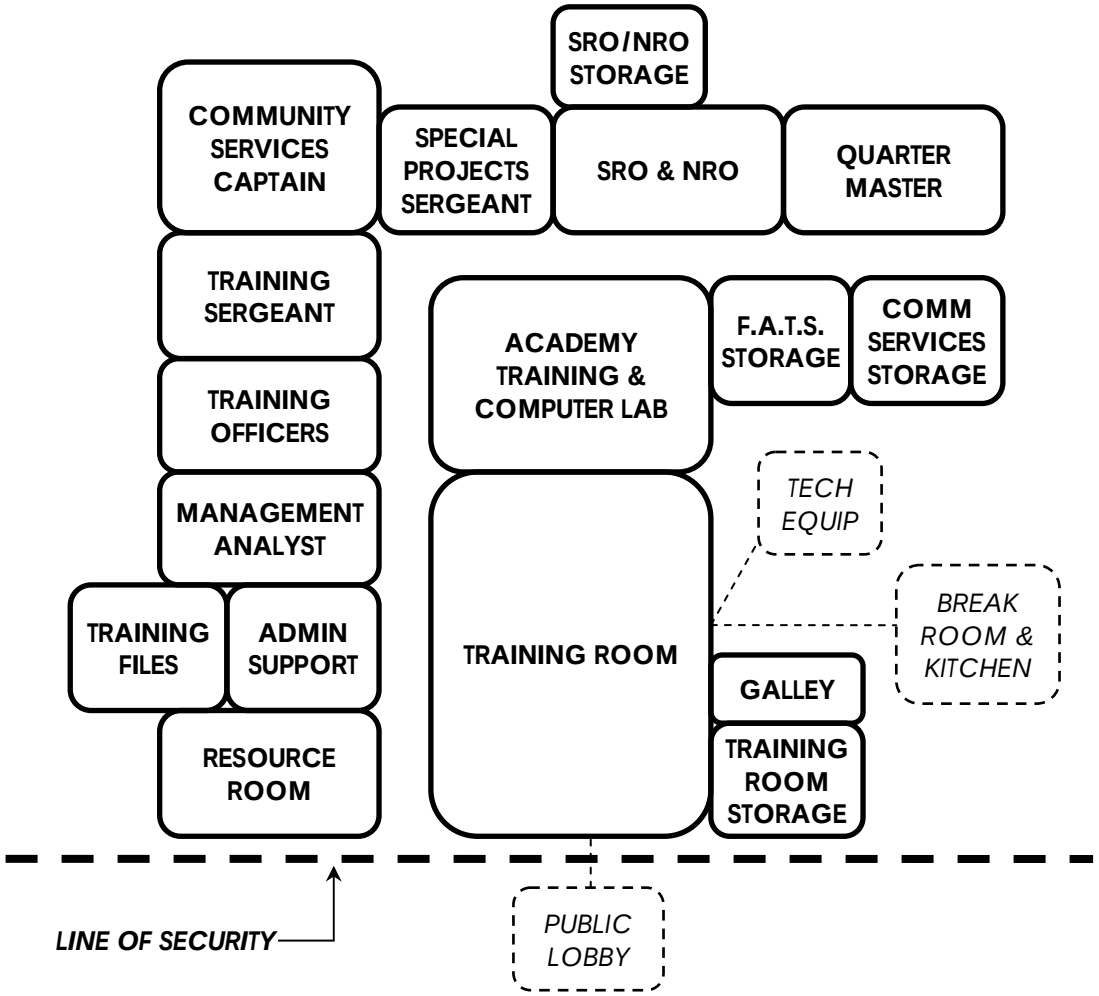
ADMINISTRATION

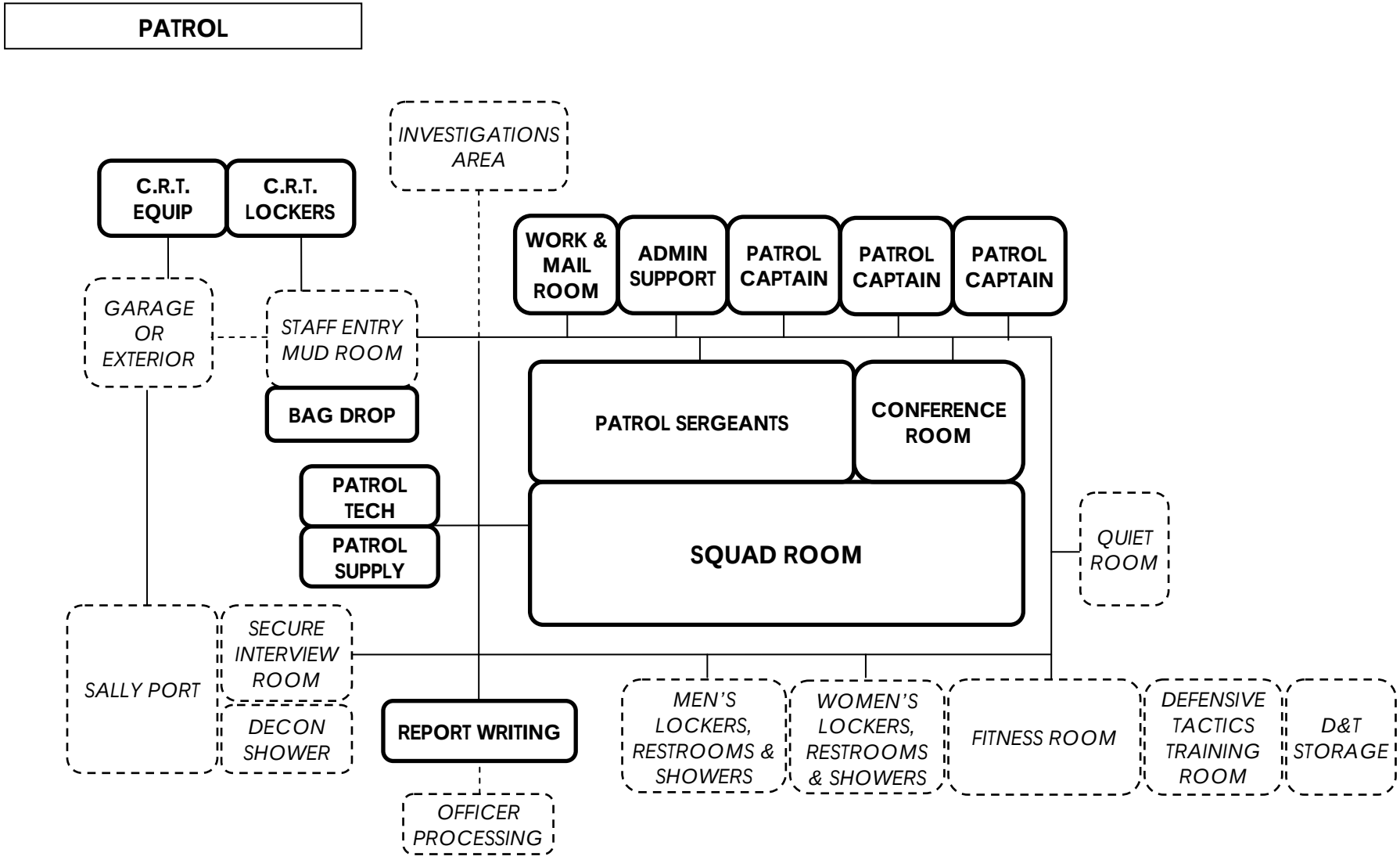




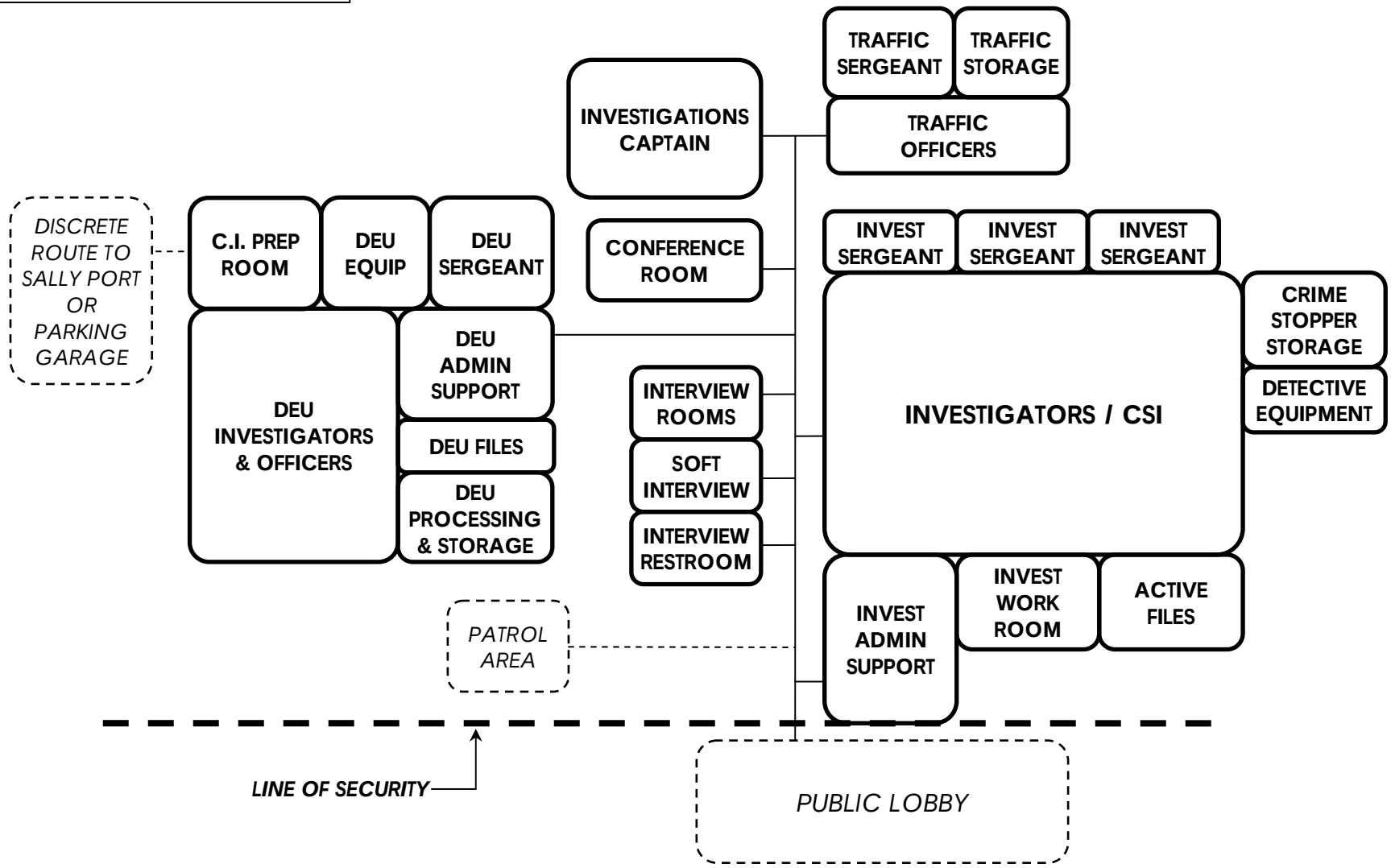
LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

COMMUNITY SERVICES



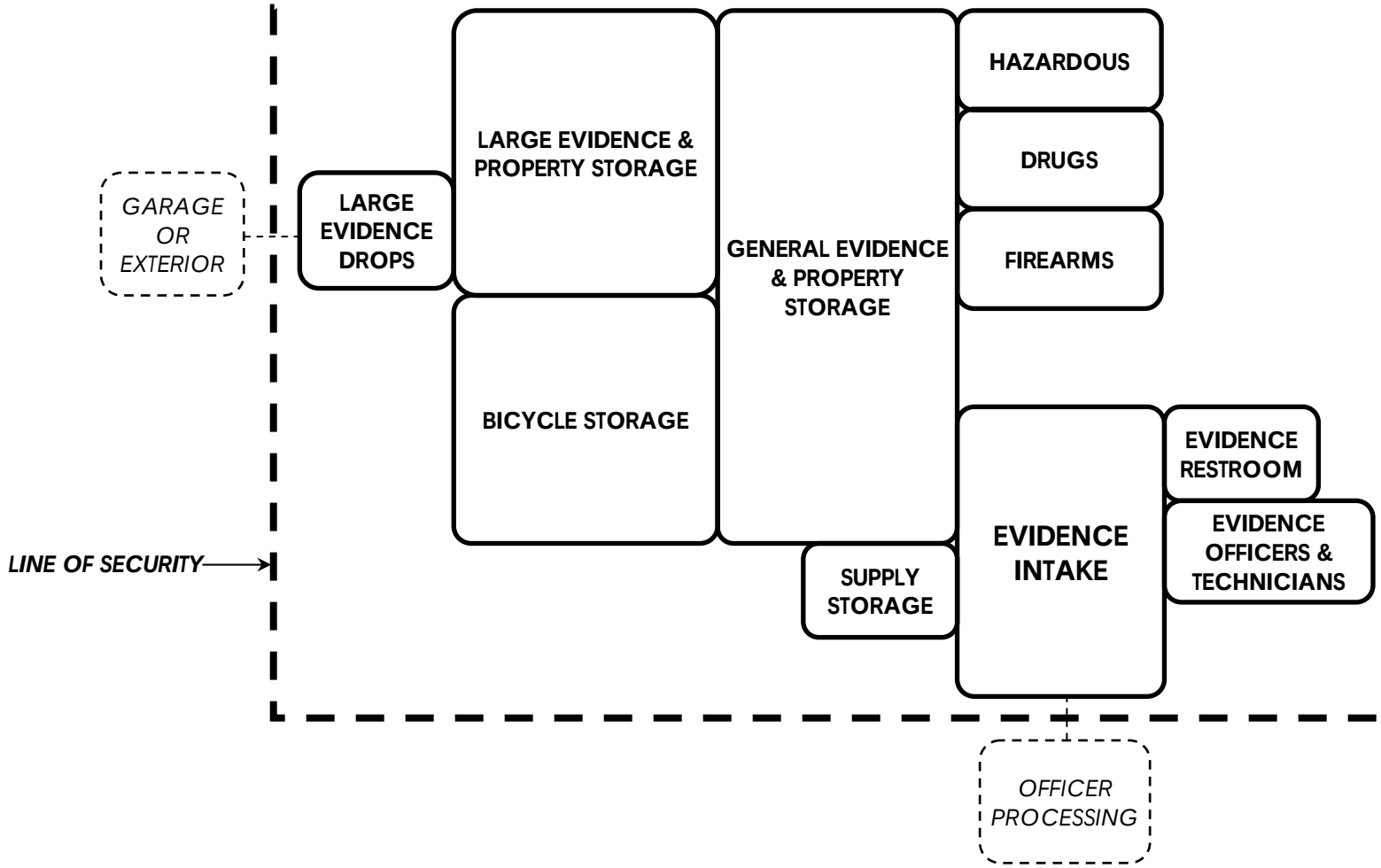

PATROL
INVESTIGATIONS AREA
C.R.T. EQUIP
C.R.T. LOCKERS
WORK & MAIL ROOM
ADMIN SUPPORT
PATROL CAPTAIN
PATROL CAPTAIN
PATROL CAPTAIN
GARAGE OR EXTERIOR
STAFF ENTRY MUD ROOM
BAG DROP
PATROL SERGEANTS
CONFERENCE ROOM
PATROL TECH
PATROL SUPPLY
SQUAD ROOM
QUIET ROOM
SALLY PORT
SECURE INTERVIEW ROOM
DECON SHOWER
REPORT WRITING
MEN'S LOCKERS, RESTROOMS & SHOWERS
WOMEN'S LOCKERS, RESTROOMS & SHOWERS
FITNESS ROOM
DEFENSIVE TACTICS TRAINING ROOM
D&T STORAGE
OFFICER PROCESSING

INVESTIGATIONS

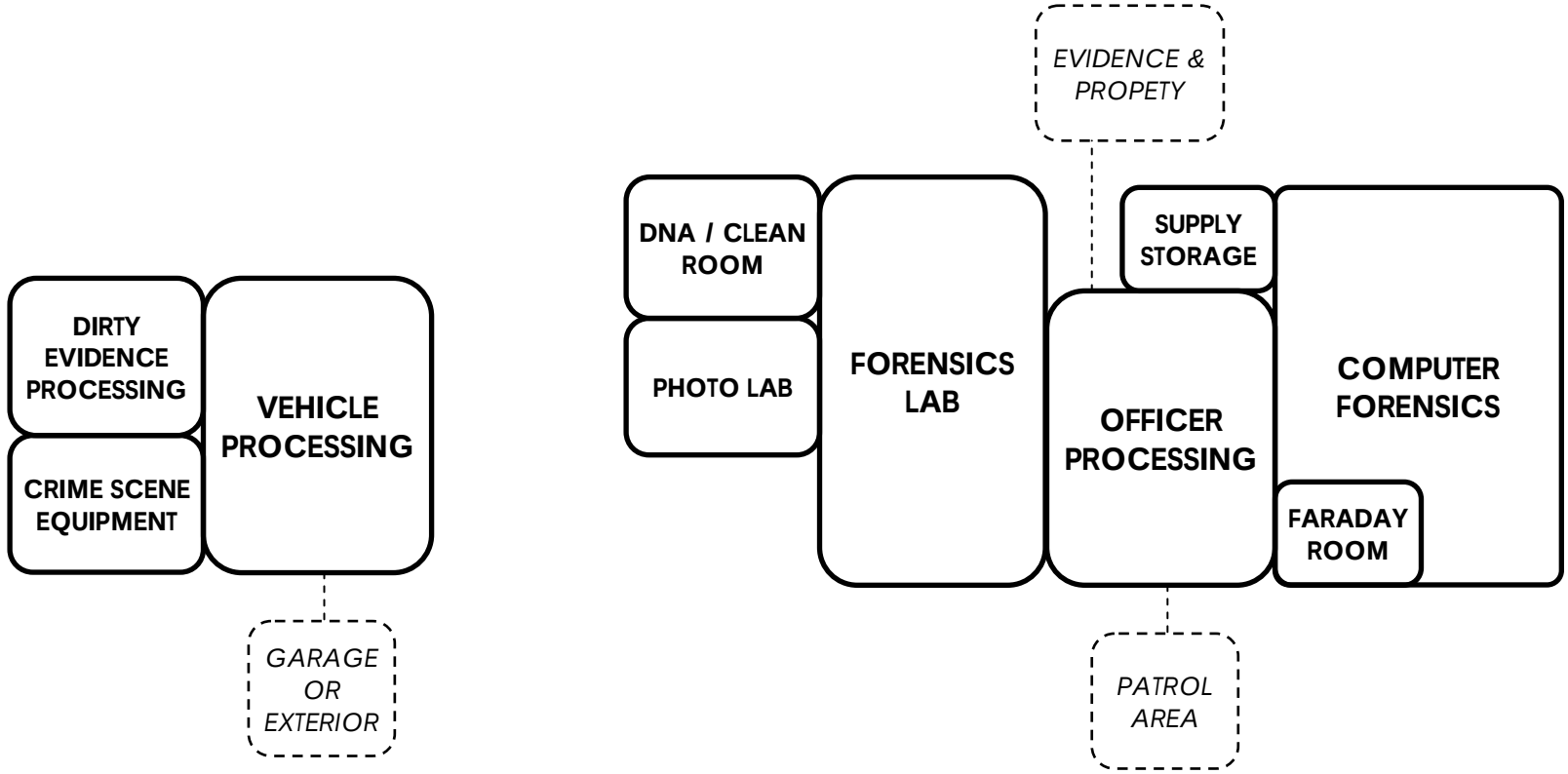


LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS

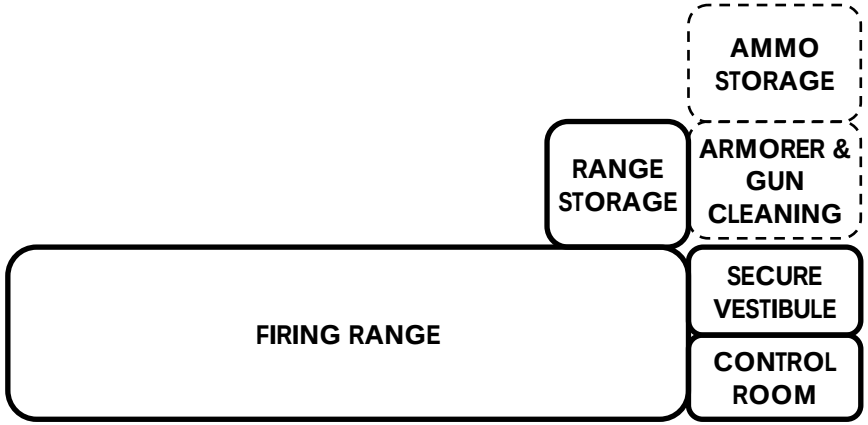
EVIDENCE & PROPERTY



FORENSICS


EVIDENCE & PROPETY
DNA / CLEAN ROOM
PHOTO LAB
FORENSICS LAB
SUPPLY STORAGE
OFFICER PROCESSING
COMPUTER FORENSICS
FARADAY ROOM
DIRTY EVIDENCE PROCESSING
CRIME SCENE EQUIPMENT
VEHICLE PROCESSING
GARAGE OR EXTERIOR
PATROL AREA

FIRING RANGE



DEVELOPMENT SCENARIOS INTRODUCTION

Section 4 establishes the required space needs for all of the affected operations, both at the building level, and at the site level through the establishment of the parking requirements. This section will evaluate the feasibility of probable scenarios for developing facilities that meet the needs identified in Section 4.

Three scenarios will be analyzed from the standpoint of building configuration, placing the operational elements on one of three floor levels; basement, first floor, and/ or the second floor level. This will provide alternate building configurations, giving the flexibility to choose the best configuration to meet the design needs for sites identified for development.

Evaluating the Occupancy Scenarios

How well a site meets the development needs of a particular user group is primarily related to the site's ability to meet the minimum area required, and the long-term capability of providing a high level of operational efficiency. Minimum site area requirement is determined from the required total of developed surface area, and the desired open space around the developed structures and surfaces. A requirement to have a surplus of developable space for handling facility expansion beyond any planned growth can further impact the minimum site area requirement.

Analysis of a particular development scenario starts with the square footage requirements stated in the Space Need Tables and the Space Needs Summary. The defined square footages are evaluated with regard to their proper placement in the proposed building structure. In essence, a determination is made as to the floor level in the building that will provide the optimal operating efficiency for each functional element. The placement for these functional elements is shown in the Building Configuration Tables that follow in this section.

The area of floor space at ground level, and the configuration of the perimeter of the building are referred to as the "footprint". The footprint plays a significant role in the determination of the site area requirement. In the initial stages of the planning process, the primary method for establishing the footprint is by ascertaining the probable floor plate usage. That is to say on what floor level a specific functional element will be located. Making a determination of the most appropriate placement on a floor level - and therefore establishing the direction of the building's design - requires an understanding of the required functional interaction. The placements indicated in the three tables on the following pages are in part based on the on-site meetings with police personnel.

The desired placement of any given element on a specific floor level is influenced by two elements; internal, placement based on the specific design needs of the given functional element; and external, which relates to the impact the given conditions of the site to be developed have on the design of the building. Without consideration for the external forces, typical police buildings could most often work quite well with all functional elements on the ground level. Given that this is seldom the most efficient or cost effective way to construct buildings, consideration has to be given to the functions that have the greatest need to be on the first floor. In a police building, these spaces are usually those that require frequent contact with the public, like records; those spaces that get a high flow of traffic, such as uniform patrol; detention, where it is undesirable to move detainees up and down multiple levels; and areas like evidence and property, where bulk items are moved to and from at frequent intervals. Frequently, in police facility design, Administration and perhaps Investigations represent the most efficient compromise - along with some meeting rooms – on the above grade levels.

Along with the footprint, total parking area and other hard surface development, determines the minimum site area required for development. The parking square footage requirement is derived from the parking counts contained in the Parking Counts Table at the end of Section 4.

The final component used to establish the minimum site area requirement is the open area that surrounds the developed surfaces. Open areas provide room for future expansion, greater design flexibility, and green space that can enhance the overall environment and provide some degree of benefit to the operating cost of the building. This is primarily related to buffering the hard surface areas that transfer absorbed heat to the building structure. Urban settings will frequently have zero lot lines with little, to no open space surrounding the building. This is less common in suburban locations where 40% to 100% open areas are the norm. In any event, open space is a beneficial desire, and not a set requirement.

Building Configuration Tables

Referring to the Building Configuration Tables for three development options, on the following pages, the second column lists the functional elements defined in the Space Need Tables in Section 4. All columns to the right state the square footages – both net and gross - for the functional elements assigned to the indicated floor level. The subtotal of the net areas are increased using specific multipliers to account for support space, circulation, and unusable building areas. The result shows the gross area required for each floor level. The first floor level establishes the footprint used as one factor in determining minimum site area.

BUILDING CONFIGURATION - OPTION #1

LAWRENCE POLICE DEPARTMENT

	FUCTIONAL ELEMENTS		BASEMENT NET	BASEMENT GROSS	1ST FLOOR NET	1ST FLOOR GROSS	2ND FLOOR NET	2ND FLOOR GROSS	OUTBUILDING NET	OUTBUILDING GROSS	GROSS TOTAL
1.0	ADMINISTRATION						1,775				
2.0	INFORMATION SERVICES		2,345		3,690		830				
	2.08, 2.15		●								
	2.01-2.07, 2.09-2.14, 2.17-2.20				●						
	2.21-2.24						●				
3.0	COMMUNITY SERVICES		260		1,010		5,255		475		
	3.15, 3.16		●								
	3.12, 3.13				●						
	3.01-3.11, 3.14, 3.17-3.20, 3.22						●				
	3.21								●		
4.0	PATROL		240		4,355						
	4.12, 4.14		●								
	4.01-4.11, 4.13				●						
5.0	INVESTIGATIONS				8,525						
6.0	EVIDENCE & PROPERTY		2,474		3,585						
	6.08-6.14		●								
	6.01-6.07, 6.16				●						
7.0	FORENSICS		980		2,995						
	7.08, 7.09		●								
	7.01-7.07, 7.10				●						
8.0	BUILDING SUPPORT		3,635		6,945		2,300				
	8.14, 8.19, 8.20, 8.21, 8.22, 8.25-8.29		●								
	8.01-8.12, 8.15-8.18, 8,21, 8.25, 8.27				●						
	8.02, 8.04, 8.05, 8.07, 8.10, 8.13, 8.21, 8.24, 8.27						●				
	NET SPACE SUBTOTALS		9,934		31,105		10,160		475		
	Accessory Support Space	3%	298		933		305		14		
	Circulation	27%	2,763		8,650		2,825		132		
	Walls and Unusable Area	9%	1,170		3,662		1,196		56		
	1.00 - 8.00 GROSS SUBOTOTALS			14,164		44,350		14,486		677	73,678
9.0	GARAGE		16,210						7,260		
	9.01, 9.03, 9.08, 9.09, 9.15		●								
	9.02, 9.04-9.07, 9.10-9.14								●		
10.0	FIRING RANGE		3,650								
	NET SPACE SUBTOTALS		19,860						7,260		
	Walls and Unusable Area	9%	1,787						653		
	9.0 - 10.0 GROSS SUBTOTALS			21,647						7,913	29,561
	GROSS TOTALS FOR ALL FLOORS			35,812		44,350		14,486		8,591	103,239

Table 6.1

BUILDING CONFIGURATION - OPTION #2											
LAWRENCE POLICE DEPARTMENT											
FUCTIONAL ELEMENTS			BASEMENT		1ST FLOOR		2ND FLOOR		OUTBUILDING		GROSS TOTAL
			NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	
1.0	ADMINISTRATION						1,775				
2.0	INFORMATION SERVICES		2,345		2,205		2,315				
	2.08, 2.15		●								
	2.02-2.07, 2.10, 2.11				●						
	2.01, 2.12-2.14, 2.17-2.24						●				
3.0	COMMUNITY SERVICES		260				6,265		475		
	3.15, 3.16		●								
	3.01-3.14, 3.17-3.20, 3.22						●				
	3.21								●		
4.0	PATROL		240		4,355						
	4.12-4.14		●								
	4.01-4.11				●						
5.0	INVESTIGATIONS				8,525						
6.0	EVIDENCE & PROPERTY				6,059						
7.0	FORENSICS				3,975						
8.0	BUILDING SUPPORT		3,635		2,370		6,875				
	8.14, 8.19-8.23, 8.25-8.29		●								
	8.01-8.05, 8.07, 8.10, 8.16-8.18, 8,21, 8.25, 8.27				●						
	8.02, 8.04-8.13, 8.15, 8.21, 8.24, 8.27						●				
	NET SPACE SUBTOTALS		6,480		27,489		17,230		475		
	Accessory Support Space	3%	194		825		517		14		
	Circulation	27%	1,802		7,645		4,792		132		
	Walls and Unusable Area	9%	763		3,236		2,028		56		
	1.00 - 8.00 GROSS SUBOTOTALS			9,239		39,195		24,567		677	73,678
9.0	GARAGE		16,210						7,260		
	9.01, 9.03, 9.08, 9.09, 9.15		●								
	9.02, 9.04-9.07, 9.10-9.14								●		
10.0	FIRING RANGE		3,650								
	NET SPACE SUBTOTALS		19,860						7,260		
	Walls and Unusable Area	9%	1,787						653		
	9.0 - 10.0 GROSS SUBTOTALS			21,647						7,913	29,561
GROSS TOTALS FOR ALL FLOORS				30,887		39,195		24,567		8,591	103,239

Table 6.2

BUILDING CONFIGURATION - OPTION #3											
LAWRENCE POLICE DEPARTMENT											
FUCTIONAL ELEMENTS			**BASEMENT**		**1ST FLOOR**		**2ND FLOOR**		**OUTBUILDING**		**GROSS TOTAL**
			NET	**GROSS**	**NET**	**GROSS**	**NET**	**GROSS**	**NET**	**GROSS**	
1.0	**ADMINISTRATION**						**1,775**				
2.0	**INFORMATION SERVICES**		**2,345**		**3,690**		**830**				
	2.08, 2.15		●								
	2.01-2.07, 2.09-2.14, 2.17-2.20				●						
	2.21-2.24						●				
3.0	**COMMUNITY SERVICES**		**260**		**1,010**		**5,255**		**475**		
	3.15, 3.16		●								
	3.12, 3.13				●						
	3.01-3.11, 3.14, 3.17-3.20, 3.22						●				
	3.21								●		
4.0	**PATROL**		**240**		**4,355**						
	4.12, 4.14		●								
	4.01-4.11, 4.13				●						
5.0	**INVESTIGATIONS**						**8,525**				
6.0	**EVIDENCE & PROPERTY**				**6,059**						
7.0	**FORENSICS**				**3,975**						
8.0	**BUILDING SUPPORT**		**3,635**		**6,945**		**2,300**				
	8.14, 8.19, 8.20, 8.21, 8.22, 8.25-8.29		●								
	8.01-8.12, 8.15-8.18, 8,21, 8.25, 8.27				●						
	8.02, 8.04, 8.05, 8.07, 8.10, 8.13, 8.21, 8.24, 8.27						●				
	NET SPACE SUBTOTALS		**6,480**		**26,034**		**18,685**		**475**		
	Accessory Support Space	3%	194		781		561		14		
	Circulation	27%	1,802		7,240		5,196		132		
	Walls and Unusable Area	9%	763		3,065		2,200		56		
	1.00 - 8.00 GROSS SUBOTOTALS			**9,239**		**37,120**		**26,642**		**677**	**73,678**
9.0	**GARAGE**		**16,210**						**7,260**		
	9.01, 9.03, 9.08, 9.09, 9.15		●								
	9.02, 9.04-9.07, 9.10-9.14								●		
10.0	**FIRING RANGE**		**3,650**								
	NET SPACE SUBTOTALS		**19,860**						**7,260**		
	Walls and Unusable Area	9%	1,787						653		
	9.0 - 10.0 GROSS SUBTOTALS			**21,647**						**7,913**	**29,561**
GROSS TOTALS FOR ALL FLOORS				**30,887**		**37,120**		**26,642**		**8,591**	**103,239**

Table 6.3

SITE DEVELOPMENT

With preliminary building configuration established in Tables 6.1 – 6.3, an assessment as to the minimum site to support this development scenario can proceed. The building footprint along with the hard surface areas such as parking, drives, and miscellaneous paving, and open area make up the minimum site area requirement. In addition, it may be desirable to consider some acreage to support the development of needs beyond the twenty-year planning horizon. Typical open areas range from forty to sixty percent in suburban developments. Forty percent open area is sufficient, but would not be considered excessive. While zero lot line developments are more common in some urban planning, especially where land is in high demand, we would recommend against it as it greatly minimizes design flexibility and future expansion.

In an initial step, to gain an understanding of site needs under ideal conditions, we will look at typical site planning requirements that could be expected to meet the needs of our program, including an additional 30% expansion beyond the current twenty-year planning horizon, and a final open area of 60%. This is referred to as a low density site development, and is represented in Hypothetical Site Diagram Figure 6a. Additionally, we will look at the absolute minimum site area requirement utilizing a zero lot line configuration. This is referred to as a high density development and is reflected in Hypothetical Site Diagram Figure 6b.

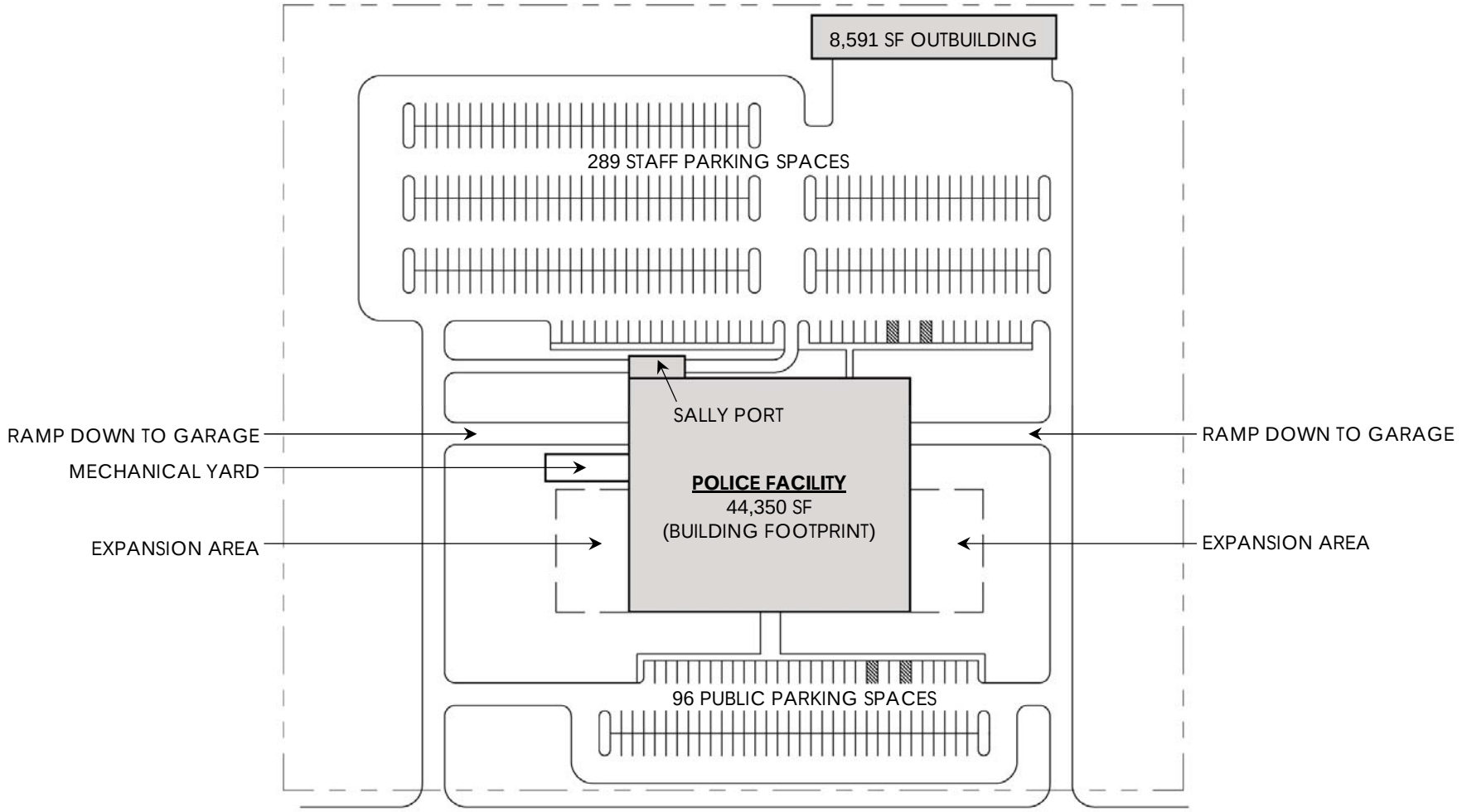
All site planning is based on the needs as stated in the twenty-year growth period.

SITE DEVELOPMENT SCENARIOS - OPTION #1 Building Configuration per Table 6.1								
LAWRENCE POLICE DEPARTMENT								
LOW DENSITY DEVELOPMENT (Recommended)					**HIGH DENSITY DEVELOPMENT (Not Recommended)**			
Total Project Space Need			103,239	SF	Total Project Space Need		103,239	SF
Total Police Building Size			94,648	SF	Total Police Building Size		94,648	SF
Total Outbuilding Size			8,591	SF	Total Outbuilding Size		8,591	SF
First Floor Footprint			44,350	SF	First Floor Footprint		44,350	SF
Outbuilding Footprint			8,591	SF	Outbuilding Footprint		8,591	SF
Staff Parking	(289 spaces at 400 SF each)		115,600	SF	Staff Parking	(289 spaces at 350 SF each)	101,150	SF
Public Parking	(96 spaces at 400 SF each)		38,400	SF	Public Parking	(96 spaces at 350 SF each)	33,600	SF
Mechanical/Electrical Yard			1,600	SF	Mechanical/Electrical Yard		1,600	SF
Miscellaneous Paved Area			6,000	SF	Miscellaneous Paved Area		6,000	SF
Total Developed Area			214,541	SF	Total Developed Area		195,291	SF
Unplanned Expansion Space		30.00%	13,305	SF	Unplanned Expansion Space	0.00%	-	SF
Open Area		60.00%	341,800	SF	Open Area	0.00%	-	SF
	TOTAL SITE REQUIREMENT		**569,646**	**SF**		**TOTAL SITE REQUIREMENT**	**195,291**	**SF**
			13.1	**acres**			**4.5**	**acres**

Table 6.4

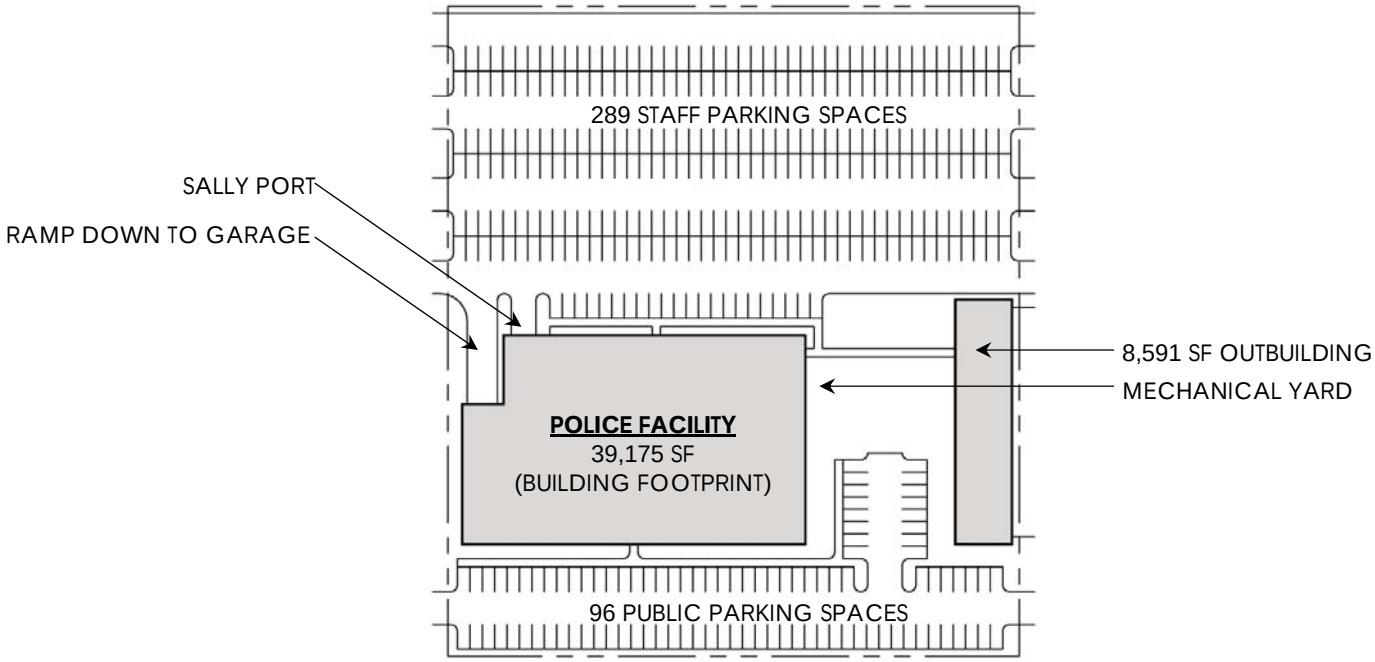
SITE DEVELOPMENT SCENARIOS - OPTION #2 Building Configuration per Table 6.2								
LAWRENCE POLICE DEPARTMENT								
LOW DENSITY DEVELOPMENT (Recommended)					**HIGH DENSITY DEVELOPMENT (Not Recommended)**			
Total Project Space Need			103,239	SF	Total Project Space Need		103,239	SF
Total Police Building Size			94,648	SF	Total Police Building Size		94,648	SF
Total Outbuilding Size			8,591	SF	Total Outbuilding Size		8,591	SF
First Floor Footprint			39,195	SF	First Floor Footprint		39,195	SF
Outbuilding Footprint			8,591	SF	Outbuilding Footprint		8,591	SF
Staff Parking	(289 spaces at 400 SF each)		115,600	SF	Staff Parking	(289 spaces at 350 SF each)	101,150	SF
Public Parking	(96 spaces at 400 SF each)		38,400	SF	Public Parking	(96 spaces at 350 SF each)	33,600	SF
Mechanical/Electrical Yard			1,600	SF	Mechanical/Electrical Yard		1,600	SF
Miscellaneous Paved Area			6,000	SF	Miscellaneous Paved Area		6,000	SF
Total Developed Area			209,386	SF	Total Developed Area		190,136	SF
Unplanned Expansion Space		30.00%	11,759	SF	Unplanned Expansion Space	0.00%	-	SF
Open Area		60.00%	331,700	SF	Open Area	0.00%	-	SF
	TOTAL SITE REQUIREMENT		**552,845**	**SF**		**TOTAL SITE REQUIREMENT**	**190,136**	**SF**
			12.7	**acres**			**4.4**	**acres**

Table 6.5



HYPOTHETICAL SITE DIAGRAM
FIGURE 6a - BUILDING CONFIGURATION #1
Low Density Development
(Recommended)

LAWRENCE POLICE DEPARTMENT
LAWRENCE, KANSAS



HYPOTHETICAL SITE DIAGRAM
FIGURE 6b - BUILDING CONFIGURATION #2
High Density Development
(Not Recommended)

SECTION 7.0 – COSTS & CONCLUSIONS

STATEMENT OF PROBABLE CONSTRUCTION COST

Preliminary new construction cost can be estimated by utilizing average new facility square footage construction costs for typical police facilities built around the country. By adjusting these numbers to the local construction market and factoring in inflation, the total probable cost can be developed for the Lawrence police facility for a predetermined point in time.

The process begins with a review of the cost of a typical new public safety facility. Cost information and other survey data have been collected from over 200 new facilities. The facilities have been constructed in many locations and bidding climates over many years. Therefore, the cost figures from the database have been adjusted for inflation and regional cost differences to develop the average.

Construction activity at the time of bidding can have a dramatic affect on costs. Low activity means more competitive bids. Increased activity results in fewer bidders and higher project cost.

Site development typically comprises approximately 8 - 10% of the total square footage cost, and this is reflected in the Statement of Probable Construction Cost tables on the following pages.

Average base construction cost for Public Safety Centers constructed in late 2008 was $275 per square foot. Since that time, construction costs steadily decreased through 2009, leveling off in the first quarter of 2010. The Turner Construction Cost Index currently shows a national average construction cost decrease of approximately 9% since late 2008, placing the national average for police facility construction cost at $253 per square foot.

The Lawrence area benefits from proximity to multiple nearby municipal areas where potential bidding construction companies originate. The Topeka area drives construction cost slightly lower than typical construction cost in other nearby metropolitan areas.

The Kansas City area typically has higher construction costs due to prevailing wage requirements in the State of Missouri. From an analysis of local factors affecting construction cost, we have determined that Lawrence is approximately 92% of the national average or approximately $235 per square foot.

Itemizing out normal site development and other miscellaneous hard costs results in a base building construction cost of $206 per square foot. A bidding contingency has been included to address the undefined nature of the project details and unanticipated market changes in the current year.

The cost associated with development of Building Configuration Option #2 and #3 shown on Table 7.2 represents a relatively typical public safety facility with regards to floor plate size ratios. The cost associated with Building Configuration Option #1 shown on Table 7.1 requires more space on the basement and first floor level, resulting in additional excavation, foundation and building shell requirements. The square footage costs for Option #1 have therefore been increased slightly to account for a reduction in construction efficiency.

Other project costs have been identified under the category of "Soft Costs". These include, but are not limited to, professional fees, geotechnical exploration, site surveys, construction phase testing, and furnishings. An unknown site development contingency is also included because a site for the facility has not yet been identified and depending on which site is chosen, more extensive utility, grading and foundation work may be required beyond what could be considered "normal" site development.

Total project cost is a combination of the hard costs required to physically construct a building as well as the soft costs needed to support project development and to ready a completed facility for occupancy. The total project cost is established around the current construction market for a building constructed in 2012 with likely annual escalation costs shown separately.

STATEMENT OF PROBABLE COST - BUILDING CONFIGURATION OPTION #1					
LAWRENCE POLICE DEPARTMENT					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction - Above Grade	$ 216.00	58,837	Sq. Ft.	$ 12,708,792.00
	Building Construction - Basement	$ 147.00	35,811	Sq. Ft.	$ 5,264,217.00
	Building Construction - Outbuilding	$ 100.00	8,591	Sq. Ft.	$ 859,100.00
	Normal Site Development	$ 20.00	103,239	Sq. Ft.	$ 2,064,780.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	$ 4.00	103,239	Sq. Ft.	$ 412,956.00
	Security Systems	$ 5.00	103,239	Sq. Ft.	$ 516,195.00
	Landscaping / Irrigation System	1.00%	$20,896,889	Building/Site Cost	$ 208,968.00
	Firing Range Equipment & Acoustics	$ 210.00	3,979	Sq. Ft.	$ 835,485.00
				SUBTOTAL	$ 22,870,493.00
				10% BID CONTINGENCY	$ 2,287,049.00
				TOTAL HARD COSTS	$ 25,157,542.00
SOFT COSTS	Professional Fees				$ 2,012,603.00
	Construction Phase Contingency				$ 250,000.00
	Geotechnical and Surveying				$ 25,000.00
	Construction Testing Services				$ 50,000.00
	Furnishings				$ 914,819.00
	High Density Storage Systems				$ 175,000.00
	Audio/Visual Systems				$ 200,000.00
	Evidence Incinerator				$ 34,500.00
	Unknown Site Development Contingency				$ 500,000.00
				TOTAL SOFT COSTS	$ 4,161,922.00
PROJECT COST				HARD PROJECT COSTS	$ 25,157,542.00
				SOFT PROJECT COSTS	$ 4,161,922.00
				TOTAL PROJECT COSTS	$ 29,319,464.00
				Escalation Cost 2013 (2012 +4%)	$ 30,492,242.00
				Escalation Cost 2014 (2013 +4%)	$ 31,711,931.00

STATEMENT OF PROBABLE COST - BUILDING CONFIGURATION OPTIONS #2 OR #3					
LAWRENCE POLICE DEPARTMENT					
		Unit Cost	Quantity	Units	Cost
BUILDING AND SITE DEVELOPMENT	Building Construction - Above Grade	$ 206.00	63,762	Sq. Ft.	$ 13,134,972.00
	Building Construction - Basement	$ 140.00	30,886	Sq. Ft.	$ 4,324,040.00
	Building Construction - Outbuilding	$ 100.00	8,591	Sq. Ft.	$ 859,100.00
	Normal Site Development	$ 20.00	103,239	Sq. Ft.	$ 2,064,780.00
MISCELLANEOUS HARD COSTS	Phone / Data Wiring	$ 4.00	103,239	Sq. Ft.	$ 412,956.00
	Security Systems	$ 5.00	103,239	Sq. Ft.	$ 516,195.00
	Landscaping / Irrigation System	1.00%	$21,312,043	Building/Site Cost	$ 213,120.00
	Firing Range Equipment & Acoustics	$ 210.00	3,979	Sq. Ft.	$ 835,485.00
				SUBTOTAL	$ 22,360,648.00
				10% BID CONTINGENCY	$ 2,236,064.00
				TOTAL HARD COSTS	$ 24,596,712.00
SOFT COSTS	Professional Fees				$ 1,967,736.00
	Construction Phase Contingency				$ 250,000.00
	Geotechnical and Surveying				$ 25,000.00
	Construction Testing Services				$ 50,000.00
	Furnishings				$ 894,425.00
	High Density Storage Systems				$ 175,000.00
	Audio/Visual Systems				$ 200,000.00
	Evidence Incinerator				$ 34,500.00
	Unknown Site Development Contingency				$ 500,000.00
				TOTAL SOFT COSTS	$ 4,096,661.00
PROJECT COST				HARD PROJECT COSTS	$ 24,596,712.00
				SOFT PROJECT COSTS	$ 4,096,661.00
				TOTAL PROJECT COSTS	$ 28,693,373.00
				Escalation Cost 2013 (2012 +4%)	$ 29,841,107.00
				Escalation Cost 2014 (2013 +4%)	$ 31,034,751.00

CONCLUSIONS

The following general observations and conclusions are drawn from the study process.

1. The current facilities are inadequate to efficiently conduct routine law enforcement operations. The growth of the resident and daytime population in Lawrence has created a demand for law enforcement personnel that has exceeded the capacity of the current spaces. The space provided in the buildings will only become increasingly deficient in the future.

2. The inadequacies of the existing facilities compromise confidentiality, safety, security, and personnel productivity. In addition to inadequate space, the relationship and placement of existing rooms within the facilities are deficient. The separation of department divisions between multiple locations further inhibits efficient department operation. The current facilities lend to a chaotic placement of personnel, inhibiting proper interaction, and adding to the inefficient use of the staff's time. A new facility, properly designed, will enhance the required operational interactions. The new building should be designed to facilitate current operations efficiently, and accept expected future staffing increases without impacting proper operations.

3. The recommended area of a site to support the development of the new police facility including all parking and vehicular circulation on-site, and room for some expansion beyond the 20-year planning horizon is at least 13 acres.

4. We recommend the construction of a basement beneath the entire first floor footprint. It could serve to provide protected parking for fleet vehicles, and provide an ideal location for housing a firing range within the current planning process. Additionally, locating the construction of some specific police facility spaces below grade could reduce construction cost as compared to above grade construction. Any unfinished basement space could serve as additional storage space, or future expansion space.

5. The size proposed police facility was derived from space standards for typical law enforcement facilities around the country and informed by the specific requirements unique to the Lawrence Police Department. The facility proposed for Lawrence, built to meet the 20-year growth period, is comparable to most other new police facilities of similar department size and with similar operational characteristics.

In looking at the net area of space available in the existing facilities as compared to the corresponding space requirement, we can draw the following conclusions:

A. The Administration Division is currently housed at the ITC facility. Administration requires 1,775 square feet in 20 years. The existing Administration area contains 1,214 square feet of area dedicated to the specific need. The location of the Police Administration within the facility could be improved. The new facility should remove the Administrative suite of space from the main flow of traffic through the building, placing it in a location out of a main corridor. The development of a self-contained administrative suite with an access

control/reception point would maximize the work environment. The relationship with the Lobby needs careful consideration. This relationship should promote controlled, yet convenient access between the Lobby and Administrative Suite for authorized visitors, while maintaining a visual separation from the Lobby, and a physical location within the secure portion of the building.

B. The Information Services Division is comprised of several policing and support functions, whose primary area needs involve records, animal control, parking control, professional accountability, crime analysis and information technology. The majority of these functions are housed at the LEC facility with animal and parking control located at the 9th and New Hampshire garage facility. Information Services requires 6,865 square feet in 20 years. The existing Information Services areas contain 5,427 square feet of area dedicated to the specific need. Because of the limitations of the space available and the separation of space between locations, the spaces currently available are not able to be efficiently utilized in many cases and where growth may occur space is simply not available. Space for personnel is currently undersized considerably and some needed support spaces are unavailable. Records and file storage areas are at capacity and does not allow for expansion as the police department grows. High density mobile storage systems would allow for greatly increased storage capacity at active and archival file areas with marginal increases in space.

C. The Community Services Division is includes department financial functions, training, and school & neighborhood resource functions. These functions are currently housed at the ITC facility. Community Services requires 7,000 square feet in 20 years. The existing Community Services areas contain 4,707 square feet of space. Much of the existing space technically allocated to Community Services is storage space actually shared between a variety of divisions of the Lawrence Police Department and those spaces have been individually allocated within the proper divisions as part of this planning exercise. Space for personnel is currently undersized considerably and some needed support spaces are unavailable. The training room currently serves multiple functions including the recruit academy, in service training and staff meeting functions. With a comprehensive academy and in-service computer system training program for personnel a dedicated space for this function is recommended. A large flexible multi-use training room that is available for department training, hosted inter-agency training events and community functions has also been planned. In many similar departments, this type of shared-use space can also serve as a major-event operations coordination space. A dedicated space for defensive tactics training is also recommended as this type of training is specialized and requires unique equipment and room construction.

D. The Patrol Division is currently housed at the LEC facility but some patrol functions also occur with some frequency at the ITC facility especially as it relates to officer involvement with the Investigations Division. Patrol requires 4,595 square feet in 20 years. The existing Patrol areas contain 2,374 square feet of space or 51 percent of the need in 20 years. The largest deficiency relates to personnel spaces being significantly undersized and support spaces being either unavailable or inefficiently utilized due to the constraints of the existing facilities. The critical response team has some storage space at the ITC facility but proper personal equipment storage and

space to prepare for special operations is simply not available. The development of a new facility should keep all patrol functions in the main building with all other police operations. The building layout should be developed to facilitate the efficient movement of officers in and out of the building, to and from lockers, report writing rooms, and briefing space. Rooms specifically for the purpose of briefing, and report writing should be developed. Locker quantities should be sufficient to handle the unknown ratio of male to female personnel. Modern day police officers are expected to be physically fit. Fitness training facilities should be developed to meet this goal.

E. The Investigations Division includes not only criminal investigations but a city-county drug enforcement unit, cybercrime investigations and the traffic unit. These functions are currently housed at the ITC facility. The Investigations Division requires 6,075 square feet currently and 8,525 square feet in 20 years. The largest current deficiencies relate to a lack of adequate office space for investigations and traffic unit personnel, undersized space for supervisory personnel and inadequate storage for investigations equipment and personal equipment storage. Adequate space for private/sensitive division meetings and major case activity is also absent from the current division areas. In addition to the space deficiency, there is a lack of space for confidential discussions with witnesses, suspects, and between investigators as well as a lack of dedicated interviewee restrooms which forces suspects and victims to utilize staff restrooms. The existing facility also does not provide a means for discrete entry and meetings with confidential informants. Investigation facilities should be developed which house all investigators in the new facility. The workroom should utilize a flexible bullpen configuration, with supervisory personnel immediately adjacent the workroom in private offices. The drug enforcement and traffic unit areas should be distinct and separate.

F. The Evidence & Property Division currently has space spread across numerous locations in the Lawrence area. Primary evidence and property storage occurs at the LEC facility, but evidence also must be stored at the ITC facility for processing by the Investigations and DEU personnel as well as at a county owned utility building and the Morton Block building. While the Morton Block building is large it is not possible to utilize efficiently and there is mold and moisture issues that jeopardize storage of evidence and property at that location. Storage at the LEC facility is relatively efficient given the limitations of the space itself. However, additional evidence and property is stored at the other locations due to lack of additional storage at the LEC. Evidence and property is also stored in the LEC sally port area. The Evidence & Property Division requires 6,059 square feet in 20 years. This assumes use of high density mobile storage systems to efficiently store material with adequate room for department growth and associated storage space increases that will become necessary with the smallest amount of space required. Firearms, drugs, cash and hazardous items should be segregated from general evidence and property storage areas. Bicycle storage is a special concern for departments that serve communities with colleges and universities. Use of specialized bicycle storage systems in a dedicated space will allow for greatly increased storage capacities in less space than is currently having to be utilized.

G. The existing spaces dedicated for Forensics is grossly undersized. These functions are predominantly housed at the ITC facility but some minimal forensic activity occurs at the LEC function as well. Forensics requires 3,975 square feet in 20 years. The existing Forensics areas contain 1,393 square feet of area dedicated to the specific need. For these functions, the combined current areas are 35 percent of the need in 20 years. The greatest deficiencies of the current spaces relates to a shortage of crime laboratory space with no truly dedicated space for DNA analysis and photo processing. The computer forensics areas are currently undersized for the activities that occur at those areas. Further, there is no location to properly sort through dirty evidence (trash) and no facilities available for properly processing vehicular evidence.

H. A modern police facility requires a variety of support spaces that allow the proper interaction between staff, and between staff and the public; locker rooms, training space, etc. among these. A multi-use room should be carefully designed to provide space to conduct in-service training, and provide the flexibility to potentially serve as a community meeting room. In addition to sufficient assembly space, area should be provided for required storage. The lobby should be developed as a control point, capable of handling small crowds for assembly, which allows the public into areas of the facility intended for community or inter-agency training functions, while restricting access to the staff areas. With the police department being spread between several locations in Lawrence, there is a duplication of support spaces that results. Looking at this miscellaneous group of spaces as a whole, we find that the current facilities provide 6,291 square feet for these functions. This is 48 percent of the future need of 12,880 square feet. The greatest deficiencies relate to inadequate space for personnel lockers, showers and restrooms. All of those functions are housed at the LEC facility with no real locker space provided at the ITC facility where approximately 40% of the police department operates from.

I. The Lawrence Police Department currently does not have dedicated full-time access to a firing range facility for firearms proficiency training and qualification purposes. This places the department in a position to reduce on-the-street staffing levels when personnel need to travel for firearms training or qualifications purposes. There is also added cost regarding travel expenses and in some cases off-shift man hours and associated labor expense. As part of this planning process, an 8-lane tactical training range has been planned and will require 3,650 square feet of space. A tactical firing range offers benefits over the more traditional stationary style firing range. With a tactical range, the department will have the flexibility to utilize the entire range for shooting scenarios rather than being limited to firing from a stationary position at the back of the range. With the ability to manipulate lighting, and introduce smoke and sound, as well as set up vehicles and props, the department would be able to create the equivalent of real-world scenarios for training purposes which will result in a better prepared police force to serve the citizens of Lawrence. There are special concerns with regards to acoustics, ventilation and ballistics for firing range spaces that will require special design and construction consideration for this area of the facility.

J. The Lawrence Police Department currently does not have adequate garage space for fleet vehicles, specialty vehicles and seized vehicles. The Stone Barn building provides space for some specialty police vehicles and the Morton Block building provides storage for some seized vehicles. The majority of fleet

vehicles are currently parked at-grade in surface parking lots at the LEC and ITC buildings. This puts the fleet at risk during inclement weather and also does not provide adequate separation of public and fleet vehicles putting the fleet at risk of damage either by accident or by malicious intent. The police fleet is also equipped with advanced technological equipment that in many cases exceeds the value of the vehicle itself. This equipment is put at risk by being parked at-grade with extreme swings in temperature and environmental conditions prevalent to our region. Currently, the police department has access to approximately 1,448 square feet of garage space for specialty police vehicles and vehicle maintenance plus a portion of the Morton block building for seized vehicle storage. The police department requires 20,170 square feet currently and 23,470 square feet in 20 years. As part of this planning process, it is recommended that patrol cars, motorcycles and bicycles as well as critical response vehicles be located in a basement parking garage. The balance of police specialty vehicles as well as seized vehicles could be stored in a less expensive out-building located on-site.

K. Though less than efficient parking configurations are frequently an accepted inadequacy, parking that promotes a smooth flow in and out of the site is highly desirable. Parking should be designed in such a way that it provides separation between public and staff parking areas, and provide convenient access to the building for fleet vehicles. From the public parking area, access points into the building should be readily identifiable. The development of a new building should emphasize the identity of the occupants and add to the dignity of the police as a community service.

L. Other needs that are inadequate are those pertaining to storage space, closets, sufficient restrooms, and proper hallway circulation. Development of these areas in a new building should be guided by the appropriate building codes, accessible design requirements, and standards for design of police facilities.

M. Use of high-density mobile storage systems at many locations have been determined to be the best strategy for mitigating the storage issues the Lawrence Police Department currently experiences. These types of systems are typically specified for use in active and archival file storage areas as well as for the evidence and property division. Use of these systems can store an equivalent amount of material is approximately half as much space or less as standard shelving or file cabinets. With the expense of constructing building space it is typically deemed more cost effective to purchase these high-density storage systems in lieu of constructing a bigger building.

WILSON ESTES POLICE ARCHITECTS, PA
523 WALNUT STREET
KANSAS CITY, MO 64106
(816) 298-6700
www.policearchitects.com

TREANOR ARCHITECTS, PA
1501 WEST 6TH STREET
LAWRENCE, KS 66044-1063
(785) 843-5554
www.treanorarchitects.com