

Village of Arlington Heights

Police Department

Space Needs Program

FGM ARCHITECTS

December 2, 2014

FGM #: 14-1933.01

Room/Area/Space	Sq. Ft.		Notes
	2009 Study	2014	
PUBLIC ENTRY / PUBLIC ACCESS AREAS			
Entry Vestibule	80	80	
Lobby	600	600	Provide seating for (8)
Reception Counter	64	64	
Citizen Report Rooms (3) required	160	320	Provide seating for (4) with counter for fingerprinting
Public Fingerprinting Alcove	25	-	Incorporate into one of the Citizen Report Rooms above
Community Meeting / Training Room	1,440	1,440	Room to seat (50) in classroom format
Credenza Storage Counter	-	100	Long counter storage cabinets to support Community Meeting / Training room
Audio/Visual Equipment	150	25	Closet for Audio/Visual Equipment
Table and Chair Storage	150	200	
Public Toilets	-	470	Men's Toilet: 2 toilets, 2 urinals and 2 lavs. Women's Toilet: 4 Toilets and 2 lavs.
Public Entry / Public Access Areas Sub-Total	2,669	3,299	
Circulation, Wall, and Mechanical Shaft Space	667	990	
PUBLIC ENTRY / PUBLIC ACCESS AREAS TOTAL	3,336	4,289	
OPERATIONS SUPPORT - FRONT DESK			
Counter Positions	360	300	Reception positions for (2) and service areas
Camera Monitor Center	140	140	CCTV monitoring area
Printer/Copier	30	-	Located in Counter Positions
Files	36	-	Located in Counter Positions
Operations Support - Front Desk Sub-Total	566	440	
Circulation, Wall, and Mechanical Shaft Space	142	132	
OPERATIONS SUPPORT - FRONT DESK TOTAL	708	572	
POLICE ADMINISTRATION			
Chief of Police Office	250	250	Desk, credenza, conference table for (4), bookcases
Closet	-	16	
Administrative Services Captain	225	225	Desk, credenza, conference table for (4), bookcases
Closet	-	16	
Legal Advisor	120	-	Position was eliminated
Flexible Office Space	120	180	(1-2) "L" shaped workstation(s) with guest seating
Chief's Administrative Assistant	120	120	"L" shaped workstation
Administrative Services Administrative Assistant	120	120	"L" shaped workstation
Administrative Waiting	108	100	Guest seating for (4)
Administrative Conference Room	288	420	Conference Seating for (14-16) with credenza
Coffee Area	25	25	
Toilet	64	-	Area allocated for in Staff Support Areas
Secure Files	80	200	Allow for (10) 42" wide lateral files

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	2009 Study	2014	
Administrative Storage Room	56	56	Secure supply storage
Copy/Workroom	30	120	Copier and work area with storage cabinets
Coat Closet	16	16	
Police Administration Sub-Total	1,622	1,864	
Circulation, Wall, and Mechanical Shaft Space	406	652	
POLICE ADMINISTRATION TOTAL	2,028	2,516	
PATROL DIVISION			
Patrol Division Captain	225	225	Desk, credenza, conference table for (4), bookcases
Closet		16	
Administrative Assistant	120	120	"L" shaped workstation
Patrol Bureau			
Patrol Commander's Offices (3) required	504	480	(3) offices, each to have "L" shaped workstation, two guest chairs, files, bookshelves
Watch Office			
Patrol Sergeants Workstations	1,440	560	(7) "L" shaped workstations in open office setting
Operations Supervisor	120	120	"L" shaped workstation with (2) guest chairs
Conference/Counseling Room	120	120	For Patrol Sergeant's use
Equipment Issue	150	150	
Support Spaces			
Mud Room	100	100	With area for wet gear
Duty Bag Storage	655	500	Provide (80) two-tier "Z" lockers for duty bags near patrol entry
Report Writing			
Officer Desks	450	450	(6-8) report writing workstations with copier, mail and form storage
Juvenile Lounge	80	100	
Juvenile Toilet	64	80	
Photocopy/FAX/Printer	30	-	In Report Writing above
Squad/Briefing Room	720	850	For (25-30) personnel in flexible format - classroom or conference setting
Field Training Office	120	-	
Park Counselor	80	25	File storage
Patrol Bureau Sub-Total	4,978	3,896	
Circulation, Wall, and Mechanical Shaft Space	1,245	1,364	
PATROL BUREAU TOTAL	6,223	5,260	
Evidence Collection - Forensic Services			
Supervisor Office	120	120	"L" shaped workstation with (2) guest chairs
Evidence Technicians/Traffic Crash Investigation Open Office	120	360	(6) desks with conference table
Evidence Vehicle Garage	-	480	16'x30' garage space for large SUV

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Emergency Eyewash/Shower	30	25	
Vehicle Processing Bay	-	1,296	36'x36' space, with (2) bays, includes lift and tool area
Vehicle Exam/Crime Scene Vehicles	2,000	-	See Vehicle Garage and Vehicle Processing Bay above
Evidence Triage Area	-	300	Sorting area with moveable tables and computer workstations
In-Process Evidence Storage	250	175	Provide 30 In.ft. of 2'deep shelving and large item floor storage area
Forensic Processing Lab			
Bio-Vestibule	80	-	
Dust/Superglue/Ninhydrin Work Area	250	100	Work areas with dusting chambers, sinks, and storage
Superglue Chamber	11	-	Included above
Dusting Fume Hood	30	30	
Dusting Room	-	100	
Drying Cabinets		150	Provide space for (2) double drying cabinets and 8' layout area
Fume Hood	30	30	
Biological Drying (medium)	180	-	See above for drying cabinets
Biological Drying (large)	120	-	See above for drying cabinets
Refrigerators	15	30	Provide space for (2) refrigerators
Alternative Source		20	Storage area
Microscopy Area		60	
Worktables and Counters		250	
Alternative Light Room	300	-	Light testing can be performed in garage space
Drug Chemistry Lab	-	220	For presumptive drug testing, include work areas for (3) technicians and fume hood
Digital /Photo Lab/Computer	400	210	(2) "L" shaped workstations, printers, and workbenches for (2) technicians
Computer Forensics		170	Provide secure office with workstations for (2) with large work surfaces
Storage		40	For storage of electronics and media within office
Future Lab	400	-	Not required
Clean Storage Equipment Room	500	350	Provide 64 In.ft. of 2'deep shelving
Dirty Equipment Storage Room		160	Provide 30 In.ft. of 2'deep shelving and open floor storage area
Forensic Lab Support Spaces			
Biological Decontamination Area	240	-	Not required
Training Room	240	-	Share with Multi-Purpose in Staff Support Area
Break Rooms	48	-	See Staff Support Area Lunchroom
Coffee Area	-	25	
Lockers	180	375	Provide (16) 3'x2' lockers for Technicians and (6) gear lockers for Arson Investigators
Washer/Dryer		100	Washer/dryer for cleaning dirty clothing items (not for pathogens)
Sleep Rooms	-	-	For quiet areas, see First Aid and Library in Staff Areas
Privacy Restroom/Shower	180	200	Provide (2) single user toilet/shower rooms
Evidence Collection Sub-Total	5,724	5,376	
Circulation, Wall, and Mechanical Shaft Space	1,431	1,613	
EVIDENCE COLLECTION TOTAL	7,155	6,989	

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Room/Area/Space	Sq. Ft.		Notes
	2009 Study	2014	
Canine			
Sergeant	100	-	Not required
Police Officer	45	-	Not required
Canine Support Spaces			
Kennel	144	-	Not required
Grooming	25	25	Wash area
Storage Racks	100	-	Not required
Canine Sub-Total	414	25	
Circulation, Wall, and Mechanical Shaft Space	104	8	
CANINE TOTAL	518	33	
Traffic Bureau			
Commander	168	160	
Sergeant	120	130	
Traffic Open Office	-	480	(6) "L" shaped workstations in open office setting
Traffic Storage	-	-	See warm storage
Parking Enforcement Storage	-	-	See warm storage
Storage Room	-	-	See warm storage
Traffic Crash Investigation and Reconstruction		-	See Evidence Collection Open Office
Animal Welfare and Control Storage	150	-	See warm storage
Overweight Truck Enforcement Storage		-	See warm storage
Traffic Bureau Sub-Total	438	770	
Circulation, Wall, and Mechanical Shaft Space	110	277	
TRAFFIC BUREAU TOTAL	548	1,047	
ADMINISTRATIVE SERVICES DIVISION			
Administrative Services Captain		-	See Police Administration
Administrative Assistant		-	See Police Administration
Support Bureau			Spaces to be located with Administration
Administrative Sergeant	130	130	
Administrative Analyst	120	120	Future position
Fiscal Clerk	240	120	"L" shaped workstation
Court Liaison	-	-	See Records
Strategic Planning	120	-	
Training	120	-	Incorporated into Administrative Sergeant's work
Labor Negotiations and Grievance Resolution	120	-	

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	2009 Study	2014	
Support Spaces			
Copy/Workroom	30	-	Included in Administration
Secure Files	76	-	Located in Administrative File Room
Coffee Area	25	-	Included in Administration
I.T. Support			
Systems Technician	240	140	Workroom for IT staff
Server Room	300	300	Space for up to (8) server racks, clean agent fire suppression
Storage Area	150	150	For storage of equipment
IDF Closets		100	Allowance for network closets throughout building
Professional Standards & Internal Affairs			
Professional Standards & Internal Affairs Office	168	180	Provide office with (2) "L" Shaped workstations
Interview Room	120	120	Conference Seating for (4)
Files	60	-	Provide (1) 42" lateral file (locate in office)
Support Bureau Sub-Total	2,019	1,360	
Circulation, Wall, and Mechanical Shaft Space	505	476	
SUPPORT BUREAU TOTAL	2,524	1,836	
Evidence Property Management			
Evidence Custodian Office		140	"L" shaped workstation with guest seating for (2)
Evidence Packaging			
Worktable and Barcoding	126	200	(4) sets pass-thru lockers, large counter, storage for supplies, sink
Evidence Drop Lockers	160	-	Located in Worktable and Barcoding above
Oversize Lockers	60	60	For large temporary evidence storage
Intake Area/Work Area	240	300	Work Area with sink
Movable Worktables	378	-	Locate in Open Floor Area below
Evidence Area Support Spaces			
General Evidence	1,627	1,125	High Density Storage
Open Floor	868	400	
Money Vault	20	20	
Narcotics Storage	80	-	Located in High Density Storage above
Firearms Storage	-	-	Located in High Density Storage above
Long Term Evidence Storage	-	600	High Density Storage - can be located remotely
Refrigerated Storage	-	40	Allow for (2) refrigeration units
Destruction Holding Area	-	100	Area with shelving
Bike Storage	-	-	See Outdoor Miscellaneous Spaces below
Secure Storage Shed	-	-	See Outdoor Miscellaneous Spaces below. For secure storage of hazardous items
Seized Vehicles/Impound	-	-	See Outdoor Miscellaneous Spaces below

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	2009 Study	2014	
Evidence Property Management Sub-Total	3,559	2,985	
Circulation, Wall, and Mechanical Shaft Space	712	896	
EVIDENCE PROPERTY MANAGEMENT TOTAL	4,271	3,881	
Firearms Range Management/Training			
Rangemaster/Armory Office	168	140	
Firing Range			
Range Staging	540	400	Area for preparation outside of range. (4) gun cleaning stations w/ storage cabinets
Range Lanes	2,700	3,150	30' wide firing range, includes trap area
Trap Area	720	-	See above
Target Storage	350	250	Storage for targets, props, etc.
Armory Storage	350	300	Ammunition and Weapons Storage
Weapons Maintenance	200	180	Weapons repair and cleaning room
Range Mechanical	-	400	Range Supply and Exhaust
Restroom	64	-	Located in Staff Support Areas below
Firearms Training Simulator	-	900	Dedicated room for scenario based training
Firearms Range Management Sub-Total	5,092	5,720	
Circulation, Wall, and Mechanical Shaft Space	764	1,716	
FIREARMS RANGE MANAGEMENT TOTAL	5,856	7,436	
I.D./Lockup			
Jail Officer	240	-	Office Area located below
Office Area Support Area			
Workstation	120	120	Provide "L" Shaped workstation in secure location with files
Files	28	-	Locate in Records
Sally Port	1,000	1,200	(4) car sally port in drive through configuration
Prisoner Search and Personal Effects Lockers	64	80	Include sorting counters and double tiered lockers
Vestibule Area	80	-	
Processing Area	-		
Uncuffing Area	1,000		
Fingerprint Area	-	80	For ink fingerprinting, with sink and eyewash
Suspect Photography	-	-	Included in Live Scan below
Sobriety Testing	-	80	Allow work area for (2) Breathalyzers
Mass Arrest Cell with Mass Arrest Lobby	-	360	To hold up to (12) detainees, with detention toilet
Interview Room (1) required	-	100	Hard interview room
Booking Station	-	400	Size to allow processing or (2) detainees
Live Scan Area	-	80	Include photo area
Toilet	-	80	Single user detention grade toilet

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Janitors Closet	-	40	Secure storage of cleaning supplies
Jail Storage	150	100	
Detention Rooms	840	1,000	(10) Cells total, including (2) Accessible Cells; (6) male, (4) female, (2) showers
Sobering Cell	140	-	
Padded Cell	-	80	Padded call with flushing floor drain
Attorney/Client Room	-	-	Utilize Line Up Room below
Line Up Room	-	200	Line up and viewing area
Bond Out Vestibule	-	140	Bond out vestibule for release of detainees
In-Custody Interview Area	-	-	
Interview Rooms (2) required	160	-	Located in Processing Area above
Interview Toilet Room	64	-	Located in Processing Area above
I.D. Lockup Sub-Total	3,886	4,140	
Circulation, Wall, and Mechanical Shaft Space	1,166	1,449	
I.D. LOCKUP TOTAL	5,052	5,589	
Records Bureau			
Records Supervisor	120	120	"U" shaped workstation with (2) guest chairs
Records Clerks Open Office	800	640	Open office work area with (8) "L" shaped workstations
Court Liaison	100	80	"L" Shaped workstation within Records Clerks open office
Intern Workstation		-	Included in Records Clerks Open Office
Support Spaces			
Public Counter Positions	64	120	Provide for (2) secure reception positions
Officers Counter	32	32	
Light Duty Desks	300	-	Included in Records Clerks Open Office above
Volunteer Desks	100	-	Included in Records Clerks Open Office above
Red Light Review	100	-	Not planned for
Copy/Workroom	130	150	Area with copier, shredder, work counters, storage
Active File Storage	521	480	Allow for (24) 42" wide lateral files, consider high density filing system
I.D. Lockup Files	-	180	Allow for (9) 42" wide lateral files, currently high density system
Microfiche Reader	45	45	
Long Term Records	76	80	Storage for (30) bankers boxes
Form Storage	-	120	
Safe	20	20	
Coffee Area	25	25	
Storage Room	300	200	Office supply storage
Records Bureau Sub-Total	2,733	2,292	
Circulation, Wall, and Mechanical Shaft Space	683	802	
RECORDS BUREAU TOTAL	3,416	3,094	

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	2009 Study	2014	
CRIMINAL INVESTIGATIONS AND COMMUNITY SERVICES DIVISION			
Criminal Investigations and Community Services Captain	180	225	
Closet	-	16	
Criminal Investigations			
Commander Investigations	120	160	
Sergeant's Office (2) required	240	260	
Commander CS	120	-	Not required
Administrative Assistant - Investigations	120	120	
Administrative Assistant - Community Services	120	-	Located in Community Services below
Detective Investigator	720	1,400	(20) "L" shaped workstations
Juvenile Officer	600	-	Located in Detective Investigators above
Gang Investigators (2) required	360	-	Located in Detective Investigators above
School Liaison Officer	480	-	Located in Community Services Open Office
Too Good for Drugs	120	-	Located in Community Services Open Office
Safe Schools (SRO)	120	-	Located in Community Services Open Office
DEA Task Force	120	-	Located in Detective Investigators above
Financial Crimes	240	-	Located in Detective Investigators above
Crime Analyst	-	-	Located in Detective Investigators above
Investigations Support Areas			
Storage/Equipment	150	150	Secure equipment storage
Files	64	64	Allow for (4) 42" wide lateral files
Secure Juvenile Files	80	100	Allow for (6) 42" wide lateral files
Major Case Room	-	-	See Multi-Purpose Room in Staff Support Areas below
Project/Conference Room	240	310	Seating for (10-12) - share with Community Services
Coffee Area	25	25	
Storage/In-Process Evidence	108	108	Lockers for temporary evidence storage
Interview Suite			
Standard Interview Rooms - Juvenile (4) required	340	400	
Standard Interview Rooms - Adult (4) required	340	400	
Toilet Room	128	80	Locate single user toilet room near Juvenile Interview Rooms
A/V Monitor Control Room	108	120	A/V controls with work table
Criminal Investigations Sub-Total	5,243	3,938	
Circulation, Wall, and Mechanical Shaft Space	1,311	1,181	
CRIMINAL INVESTIGATIONS TOTAL	6,554	5,119	
Community Services Bureau			
Commander Office		160	Future Office

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	2009 Study	2014	
Sergeant		260	
Administrative Assistant		120	
Community Services Open Office		590	Open office with (6) "L" shaped workstations and conference table
Safe Schools (SRO)		-	Located in Community Services Open Office
Crime Prevention	120	-	Located in Community Services Open Office
Problem Oriented Policing	120	-	Located in Community Services Open Office
Victim Services	168	180	Provide office with (2) "L" Shaped workstations
Counseling Room	120	120	Soft Seating for (3-4)
Kid Room	80	80	
Community Services Support Areas			
Storage	200	400	
Conference Room	240	-	Share with Investigations - see Investigations Support Areas above
Community Services Sub-Total	1,048	1,910	
Circulation, Wall, and Mechanical Shaft Space	262	573	
COMMUNITY SERVICES TOTAL	1,310	2,483	
STAFF SUPPORT AREAS			
Multi-Purpose Room / Backup EOC	-	1,000	Flexible space for (30) in classroom/conference setting
A/V Equipment	-	25	Closet for Audio/Visual Equipment
EOC Equipment Storage	-	80	Storage for computers, telephones, radio equipment for EOC
Multi-Purpose Storage	-	150	Table and chair storage
Lunchroom with Kitchenette	400	670	Break area with (4) tables of four
Library	-	120	
First Aid Room	-	120	
Quartermaster Storage	-	150	Uniform and supply storage
Honor Guard Storage	-	150	Uniform and equipment Storage - (15) 15"x24" lockers and (3) 36" storage cabinets
Staff Toilets Allowance	-	1,000	Allowance for toilet rooms throughout the building
Closet Allowance	-	200	Allowance for closets throughout the building
Staff Support Areas Sub-Total	400	3,665	
Circulation, Wall, and Mechanical Shaft Space	100	1,100	
STAFF SUPPORT AREAS TOTAL	500	4,765	
LOCKER/FITNESS AREAS			
Male Locker Area	-	2,400	Provide (136) 30" wide lockers
Sworn Lockers	1,335	-	Located in Male Locker Area
Command Lockers	630	-	Located in Male Locker Area
Toilet/Sinks/Shower Areas	540	420	(3) toilets, (3) urinals, (4) lavs, (2) showers
First Aid Room	120	-	Located in Staff Support Areas

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Female Locker Area	216	600	Provide (30) 30" wide lockers
Sworn Lockers	267	-	Located in Female Locker Area
Command Lockers	150	-	Located in Female Locker Area
Toilet/Sinks/Shower Areas	270	200	(2) toilets, (2) lavs, (1) shower
First Aid Room	120	-	Located in Staff Support Areas
Defensive Tactics Training Room	-	1,000	Mat Room
Equipment Storage		200	Storage for DT and training equipment
Fitness Area	1,100	1,100	
Locker/Fitness Areas Sub-Total	4,748	5,920	
Circulation, Wall, and Mechanical Shaft Space	1,187	1,776	
LOCKER/FITNESS AREAS TOTAL	5,935	7,696	
WARM STORAGE			
Bike Squad	400	250	Storage for (6) bicycles, bike racks, equipment
	216	?	
Vehicle Garage	800		
Command Vehicle Storage	-	640	16'x40' long storage bay
Traffic and Parking Enforcement Storage	350	200	Signs and equipment
Overweight Traffic Enforcement	80	80	Signs and scales (future)
Motor Cycle Storage		200	Storage for (4) motorcycles and miscellaneous items
Storage Lockers		85	(8) 18"x24" gear storage lockers
Animal Welfare and Control Storage		80	Traps, Drugs, etc.
NIPAS			
Armored Vehicle	-	-	Not required
Storage	350	-	Not required
Armorer Room/Gun Safe	168	-	Not required
Lockers	165	-	Not required
Warm Storage Sub-Total	2,529	1,535	
Circulation, Wall, and Mechanical Shaft Space	632	461	
WARM STORAGE TOTAL	3,161	1,996	
LOADING/FACILITY MAINTENANCE			
Facility Maintenance Office	-	100	Small office with desk and phone
Facility Maintenance	108	150	Public Works maintenance work room
Central Custodial Storage Space	150	150	
Janitor's Closet Allowance	-	150	For Janitorial storage throughout building
Loading Dock Area	-	-	Covered Area with dock leveler
Delivery Storage Room	-	150	For temporary holding of deliveries

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Community Service Storage	400	-	Located in Community Services
General Building Storage		400	
EMA Storage	200	-	Not required
Loading/Facility Maintenance Sub-Total	858	1,000	
Circulation, Wall, and Mechanical Shaft Space	172	300	
LOADING FACILITY MAINTENANCE TOTAL	1,030	1,300	
MECHANICAL AND ELECTRICAL SPACES			
Emergency Generator	-	-	Locate outside
Mechanical Room(s)	-	1,800	HVAC, Plumbing and Fire Protection Equip., prefer boiler room separate from air handlers
Electrical Room	-	800	
Elevator	-	-	In circulation space allowance
Elevator Machine Room	-	80	
Freight Elevator	-	100	
Freight Elevator Machine Room	-	80	
Telephone Service Room	-	30	D-mark room
Mechanical and Electrical Spaces Sub-Total	-	2,890	
Circulation, Wall, and Mechanical Shaft Space		867	
MECHANICAL AND ELECTRICAL SPACES TOTAL	-	3,757	
NET BUILDING AREA SUB-TOTAL	60,125	69,656	
Multi-Floor Factor	3,600	3,000	Assume three floors at 1,000 sq.ft. per floor
Total Net Square Footage	63,725	72,656	
Structural Design Factor	6,372	-	Included in Circulation, Wall and Mechanical Shaft Space allowances
Restroom/Mechanical Factor	6,372	-	Included in Mechanical Electrical Spaces above
TOTAL BUILDING AREA REQUIRED	76,469	72,656	
OUTDOOR SPACES			
PARKING REQUIREMENTS			
Police			
Department Vehicles			
Department Vehicles		71	Provide covered parking for (50) shift vehicles
Spare Vehicles		10	

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Total Department Vehicles		81	
Staff Parking			
Required Parking Spaces at Peak Demand		110	Peak demand is at 3:00 pm shift change
Take Home Vehicles		(7)	Present on Campus at 3:00 pm shift change
Total Staff Parking Required		103	
Seized Vehicles		20	Secure storage for up to (20) seized vehicles - can be remotely located
Trailers		3	(2) larger trailers and (2) speed trailers - can be remotely located
Public			
Visitors		10	
Community and Training Room Parking		30	Parking for Community and Training functions
Total Public Parking Required		40	
Total Police Parking Required		247	
Village Hall			
Department Vehicles		32	Verify
Staff Parking		84	
Public			
Visitors		20	Daytime - Verify
Board Room		30	After Hours -Verify
Community Room		20	After Hours -Verify
Total Village Hall Parking Required		186	Daytime Needs XX; Evening Needs XX
Fire Department			
Department Vehicles		-	
Staff Parking		9	
Public		3	
Total Fire Department Parking Required		12	
MISCELLANEOUS OUTDOOR SPACES			
Plaza Entrance			With seating
Trash Enclosure			Use existing/share with Village Hall and Fire Department
Generator Enclosure		800	Allow area 20'x40'
Transformer Enclosure		300	
Outdoor Staff Area		400	
Storage Building		100	Maintenance equipment? Verify with PW
Secure Evidence Remote Storage		200	For secure storage of hazardous items. Can combine with Storage Building above
Bike Storage		400	Provide covered storage for 200 bikes

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Room/Area/Space	Sq. Ft.		Notes
	2009 Study	2014	
ITEMS THAT CAN BE LOCATED OFF SITE			
Building Area		1,520	
Seized Vehicles		20	
Trailers		3	
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