

# Program / Spatial Needs Assessment

## Executive Summary

Lynchburg Police & Courts Feasibility Study  
 Architects Design Group in association with Atelier 11, LTD.  
 ADG Project Number: 967-1.3

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	1.0	Public Access Areas	5,113	5,113	5,113
	2.0	Information Desk	851	920	920
	3.0	Records	1,574	1,785	1,854
	4.0	Training	6,651	6,702	6,753
	5.0	School Resource Officers (SROs)	526	577	577
	6.0	Property & Evidence	10,395	11,855	13,785
	7.0	Forensics	5,891	6,331	6,514
	8.0	Support Division (Personnel & Training)	1,149	1,200	1,200
	9.0	Field Operations Bureau	9,303	10,863	11,080
	10.0	K-9 Unit	538	538	538
	11.0	Animal Control	623	674	674

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	12.0	Crisis Intervention Team	171	171	171
	13.0	Communications	686	686	686
	14.0	Criminal Investigations Bureau	1,400	1,400	1,400
	15.0	Criminal Investigations Division	5,914	6,417	6,737
	16.0	Special Investigations Division	3,606	4,017	4,428
	17.0	Information Technology (I.T.)	2,886	3,126	3,309
	18.0	Administration / Office of the Chief	2,857	3,057	3,057
	19.0	Finance	1,097	1,148	1,148
	20.0	Internal Affairs (I.A.)	1,071	1,071	1,071
	21.0	Community Gymnasium / Multipurpose Space	12,825	12,825	12,825
	22.0	Facility Support	3,057	3,486	3,486

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	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	23.0	Facility Services	12,513	14,700	14,700
		<b>Total</b>	<b>90,697</b>	<b>98,662</b>	<b>102,026</b>

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## 1.0 Public Access Areas

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>1.0</b>	<b>Public Access Areas</b>			
1.1: Dual-entry weather vestibule; provide a ring-down phone with video feed for after hours communications.	1.1	Secured Entry Vestibule	120	---	---
	1.2	Safe Room	80	---	---
1.3: Provide digital information broadcast, monitors and historical artifact display cabinets.	1.3	Public Lobby	800	---	---
	1.4	Public Restrooms @ 180 SF Each	(2) 360	---	---
1.5: Accommodate up to 60 person capacity.	1.5	Community Meeting Room (C.M.R.)	1,800	---	---
1.7: A/V Control Room.	1.6	C.M.R. Storage Rooms @ 80 SF Each	(2) 160	---	---
	1.7	Secured Equipment Storage	80	---	---
1.10: Audio / Video monitored and recorded.	1.8	Catering Prep Room	180	---	---
	1.9	Catering Prep Room Storage	80	---	---
1.11: Audio / Video monitored and recorded. Access from Secured Ops and Records with access control, and the Lobby.	1.10	Small Interview Room	80	---	---
	1.11	Medium M.F. Interview Room	120	---	---
1.12: Can also serve as Evidence Retrieval if properly located.	1.12	Solicitors Permit Service Room	140	---	---
	1.13	Medical Prescription Receiving Alcove	20	---	---
	1.14	Bldg. Maint. Storage	60	---	---
	1.15	ATM Alcove	10	---	---

# Program / Spatial Needs Assessment

## 1.0 Public Access Areas

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	1.16	Subtotal	4,090	---	---
	1.17	Efficiency Factor @ 20%	1,023	---	---
	<b>1.18</b>	<b>Total</b>	<b>5,113</b>	---	---
	1.19	Cumulative Total		<b>5,113</b>	<b>5,113</b>

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## 2.0 Information Desk

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
2.0: Provide access to break alcove in Records or its own.  2.1: Locate CCTV monitors above the service counters.	<b>2.0</b>	<b>Information Desk</b>			
	2.1	Public Service Counter	120	---	---
	2.2	Supervisor's (Sergeant) Office	140	---	---
	2.3	Workstations @ 48 SF Each	(2) 96	48	---
	2.4	Warrant Files Storage Area	140		
	2.5	Equipment Storage	60	---	---
	2.6	Keymaster Alcove	40	---	---
	2.7	Subtotal	596	48	---
	2.8	Efficiency Factor @ 30%	255	21	---
	<b>2.9</b>	<b>Total</b>	<b>851</b>	<b>69</b>	<b>---</b>
2.10	Cumulative Total		<b>920</b>	<b>920</b>	

# Program / Spatial Needs Assessment

## 3.0 Records

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>3.0</b>	<b>Records</b>			
3.1: Provide three (3) stations; one (1) ADA-compliant.	3.1	Public Service Window	120	---	---
3.2: Include scanners at each workstation.	3.2	Records Clerk's Workstation @ 48 SF Each	(4) 192	48	48
3.3: Provide direct access to the Central Business Hub in Operations.	3.3	Copy Center / Work / Mail Room	140	---	---
	3.4	Supervisor's Office	120	---	---
	3.5	Current Records Storage	400	100	---
	3.6	Small Break Alcove	40	---	---
3.7: Provide a commercial grade exhaust system directly behind the eqpt.	3.7	Shredder Alcove	10	---	---
	3.8	Personnel Cubbies Alcove	60	---	---
	3.9	Officer's Service Window	20	---	---
	3.10	Subtotal	1,102	148	48
	3.11	Efficiency Factor @ 30%	472	63	21
	<b>3.12</b>	<b>Total</b>	<b>1,574</b>	211	69
	3.13	Cumulative Total		<b>1,785</b>	<b>1,854</b>

# Program / Spatial Needs Assessment

## 4.0 Training

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
Locate on ground floor if possible for egress considerations.  4.6: Accommodate 40 people. Allow both to open up as one larger room.  4.9: With area for ammo storage with ventilation and weapons cleaning, with overhead coiling door and pallet jack alcove. Include air compressor.	<b>4.0</b>	<b>Training</b>			
	4.1	Reception / Waiting	140	---	---
	4.2	Sergeant's Office	140	---	---
	4.3	Training Coordinator's WS @ 36 SF each	(1) 36	(1) 36	(1) 36
	4.4	Reference Library	120	---	---
	4.5	Training Office - Outside Agency	120	---	---
	4.6	Training Rooms @ 1,500 SF Each	(2) 3,000	---	---
	4.7	Storage rooms @ 120 SF Each	(2) 240	---	---
	4.8	Copy / Work Room	140	---	---
	4.9	Armory	720	---	---
	4.10	Subtotal	4,656	36	36
	4.11	Efficiency Factor @ 30%	1,995	15	15
	<b>4.12</b>	<b>Total</b>	<b>6,651</b>	51	51
4.13	Cumulative Total		<b>6,702</b>	<b>6,753</b>	



# Program / Spatial Needs Assessment

## 5.0 School Resource Officers (SROs)

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
5.0 Locate on the ground floor.	<b>5.0</b>	<b>School Resource Officers (SROs)</b>			
	5.1	Sergeant's Office	140	---	---
	5.2	Workstations @ 36 SF Each	(3) 108	36	---
	5.3	Storage	120	---	---
	5.4	Subtotal	368	36	---
	5.5	Efficiency Factor @ 30%	158	15	---
	<b>5.6</b>	<b>Total</b>	<b>526</b>	51	---
	5.7	Cumulative Total		<b>577</b>	<b>577</b>

# Program / Spatial Needs Assessment

## 5.0 School Resource Officers (SROs)

General Notes	Space Designation				
	No.	Space Function	YEAR: 2017	YEAR: 2027	YEAR: 2038

# Program / Spatial Needs Assessment

## 6.0 Property & Evidence

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
6.0: Locate adjacent to the Forensics Unit.	<b>6.0</b>	<b>Property &amp; Evidence</b>			
6.1: Provide stainless steel countertops with storage above/below, drop lockers of multiple sized including refrigerated units.	6.1	Evidence Drop ("Bag & Tag")	160	---	---
	6.2	Large Article Storage Rooms @ 40 Sf Each	(3) 120	---	---
	6.3	Entry / Waiting	40	---	---
	6.4	Evidence Custodians WS's @ 48 SF Each	(2) 96	48	---
	6.5	Evidence Retrieval / Viewing Room	140	---	---
	6.6	Cart Storage Alcove	40	---	---
	6.7	Staff Unisex Restroom	80	---	---
	6.8	Copy / Supply Storage Alcove	40	---	---
	6.9	Evidence Packaging w/Materials Storage	120	---	---
6.10: Provide an overhead coiling door (o.c.d.).	6.10	Staging Area with Exterior Loading	140	---	---
6.11: High volume area; provide a computer terminal within.	6.11	Bulk Evidence Storage Room	5,600	1,120	1,344
	6.12	Cash / Valuables Vault	80	---	---
6.13: Provide 100% exhaust / fresh air intake HVAC system.	6.13	Narcotics Vault	400	---	120

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## 6.0 Property & Evidence

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
6.15: Locate off of Vehicle Sallyport with appropriate ventilation / exhaust.  6.16: Secured / covered area. Calculated at 50%.  6.17: Covered Storage for 20 vehicles. Not included in building square footage.	6.14	Weapons Vault	240	---	80
	6.15	Haz-Mat Storage	220	---	---
	6.16	Found Articles Storage "Barn"	800	---	---
	6.17	Vehicle Impound Lot	(7,000)	---	---
	6.18	Subtotal	8,316	1,168	1,544
	6.19	Efficiency Factor @ 20%	2,079	292	386
	<b>6.20</b>	<b>Total</b>	<b>10,395</b>	1,460	1,930
	6.21	Cumulative Total		<b>11,855</b>	<b>13,785</b>

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## 7.0 Forensics

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2018		YEAR: 2028	
7.0: Locate adjacent to Property & Evidence Unit.	<b>7.0</b>	<b>Forensics</b>				
7.2: Access from Entry and secured staff area via access control.	7.1	Entry		40		---
7.6: Provide anti-static carpet tiles over recessed access flooring.	7.2	Viewing Room	See Section 6 - Property & Evidence, Item 6.5			
7.7: Access from within the Tech Lab.	7.3	Sergeant's Office		140		---
7.9: Provide specialized exhaust at 100% fresh air intake, epoxy quartz flooring with floor drains.	7.4	WS's @ 64 SF Each	(6)	384	(2)	128
7.10: Associate with Chemical Lab; provide a mop sink and hanging rack for cleaning tools and supplies.	7.5	Equipment Storage		120		---
	7.6	Digital Tech Lab		320		---
	7.7	Secured Server Room		80		---
	7.8	Photo Studio		140		---
	7.9	Chemical Lab w/Decon.		220		---
	7.10	Storage Closet		60		---
	7.11	Dry Lab		180		---
	7.12	Drying Cabinet Rooms		140		---
	7.13	Faraday Room		100		---
	7.14	Clean Room		---		180
	7.15	Temporary Evidence Storage (secured)		120		---

# Program / Spatial Needs Assessment

## 7.0 Forensics

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
7.13: Provide as a turnkey "kit," coordinate infrastructure with the MEP disciplines.  7.16: Each bay @ 32' W x 26' D; two (2) car capacity per bay.  7.17: 26' D x 16' W; includes storage.  7.18: Locate off of Vehicle Sallyport with appropriate ventilation / exhaust.	7.16	Vehicle Processing Bays @ 832 SF Each	(2) 1,664	---	---
	7.17	Crime Scene Vehicle Storage Bay	416	---	---
	7.18	Haz-Mat Storage Room	See Section 6 - Property & Evidence, Item 6.15		
	7.19	Subtotal	4,124	308	128
	7.20	Efficiency Factor @ 30%	1,767	132	55
	<b>7.21</b>	<b>Total</b>	<b>5,891</b>	440	183
	7.22	Cumulative Total		<b>6,331</b>	<b>6,514</b>

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## 8.0 Support Division (Personnel & Training)

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>8.0</b>	<b>Support Division (Personnel &amp; Training)</b>			
	8.1	Entry	40	---	---
	8.2	Lieutenant's Office	160	---	---
	8.3	Sergeant's Office	140	---	---
	8.4	Background / Recruitment WS @ 36 SF	(4) 144	36	---
8.5: No windows.	8.5	Interview Room w/Panel	180	---	---
8.6: No windows.	8.6	Polygraph Room	80	---	---
8.7: Provide filing cabinets with a work counter above.	8.7	Files Storage Area	60	---	---
	8.8	Subtotal	804	36	---
	8.9	Efficiency Factor @ 30%	345	15	---
	<b>8.10</b>	<b>Total</b>	<b>1,149</b>	51	---
	8.11	Cumulative Total		<b>1,200</b>	<b>1,200</b>

# Program / Spatial Needs Assessment

## 9.0 Field Operations Bureau

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>9.0</b>	<b>Field Operations Bureau</b>			
9.1 Locate adjacent to the staff entrance.	9.1	Reception / Waiting	120	---	---
9.1: Accommodate 6-8 people.	9.2	Conference Room	420	---	---
9.2: Accommodate 12-14 people.	9.3	ASA w/files	(1) 60	(1) 60	---
	9.4	Captain's Office	(1) 180	(1) 180	---
	9.5	Major's Office	(1) 200	---	---
	9.6	Lieutenant's Office @ 160 SF Each	(2) 320	---	---
	9.7	Small Break Alcove	60	---	---
	9.8	Copy / Work Room	140	---	---
	9.9	Secured Files Storage	140	---	80
9.10: Include space for two (2) desks.	9.10	Lieutenant's (Watch Commander's) Office @ 220 SF Each	(2) 440	(1) 220	---
9.12: Include space for four (4) desks.	9.11	Power Shift Office (Lt. + Sgt.)	(1) 200	(1) 200	---
9.13: Include space for two (2) desks.	9.12	Sergeant's Suite @ 360 SF Each	(2) 720	(1) 360	---
9.14: Accommodate 30 people, plus command area.	9.13	Chaplain's Office	140	---	---
	9.14	Briefing Room	860	---	---



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## 9.0 Field Operations Bureau

General Notes	Space Designation		Space Requirements (square feet)					
	No.	Space Function	YEAR: 2018		YEAR: 2028		YEAR: 2038	
9.17: Equipment inspection & weapons cleaning.	9.15	Pre-Briefing Area		80		---		---
	9.16	Report Writing		360		---		---
	9.17	Armory		260		---		---
	<b>Special Operations</b>							
9.22 Locate off of Sally Port.  9.24: Locate off Sally Port.	9.18	Lieutenant's Office		160		---		---
	9.19	Sergeant's Office (Traffic / K-9)	(2)	280		---		---
	9.20	Sergeant's Office (Community Action Team)	(2)	280		---		---
	9.21	Community Action Team Officer's Workstations @ 36 SF Each	(12)	432	(2)	72	(2)	72
	9.22	Traffic Equipment Storage		320		---		---
	9.23	C.A.T. Storage		140		---		---
	9.24	Bicycle Storage and Work Room		200		---		---
	9.25	Subtotal		6,512		1,092		152
	9.26	Efficiency Factor @ 30%		2,791		468		65

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9.0 Field Operations Bureau

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	9.27	Total	9,303	1,560	217
	9.28	Cumulative Total		10,863	11,080

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10.0 K-9 Unit

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
10.0: Locate off vehicle sallyport.	<b>10.0</b>	<b>K-9 Unit</b>			
10.2: Includes secured storage.	10.1	Kennels @ 40 SF Each	(5) 200	---	---
10.3: Calculated at 50%.	10.2	Training Equipment Storage Room	80	---	---
	10.3	Exterior Run (Partially Covered Area)	150	---	---
	10.4	Subtotal	430	---	---
	10.5	Efficiency Factor @ 20%	108	---	---
	<b>10.6</b>	<b>Total</b>	<b>538</b>	---	---
	10.7	Cumulative Total		<b>538</b>	<b>538</b>

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## 11.0 Animal Control

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
11.0: Provide access to ext. vehicle wash down.  11.3: Locate off of Vehicle Sally Port.	<b>11.0</b>	<b>Animal Control</b>			
	11.1	Supervisor's Office	120	---	---
	11.2	Animal Control Officer's Workstations @ 36 SF each	(6) 216	(1) 36	---
	11.3	Equipment Storage	100	---	---
	11.4	Subtotal	436	36	---
	11.5	Efficiency Factor @ 30%	187	15	---
	<b>11.6</b>	<b>Total</b>	<b>623</b>	51	---
	11.7	Cumulative Total		<b>674</b>	<b>674</b>

# Program / Spatial Needs Assessment

11.0 Animal Control

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038

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## 12.0 Crisis Intervention Team

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
12.0: Locate near Recruiting.	<b>12.0</b>	<b>Crisis Intervention Team</b>			
	12.1	Office	120	---	---
	12.2	Subtotal	120	---	---
	12.3	Efficiency Factor @ 30%	51	---	---
	<b>12.4</b>	<b>Total</b>	<b>171</b>	---	---
	12.5	Cumulative Total		<b>171</b>	<b>171</b>

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12.0 Crisis Intervention Team

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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038

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## 13.0 Communications

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>13.0</b>	<b>Communications</b>			
	13.1	Entry Vestibule	80	---	---
	13.2	Call-Taker Positions	(2) 240	---	---
	13.3	Rumor Control	80	---	---
	13.4	Equipment Room	80	---	---
	13.5	Subtotal	480	---	---
	13.6	Efficiency Factor @ 30%	206	---	---
	<b>13.7</b>	<b>Total</b>	<b>686</b>	---	---
	13.8	Cumulative Total		<b>686</b>	<b>686</b>



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## 14.0 Criminal Investigations Bureau

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>14.0</b>	<b>Criminal Investigations Bureau</b>			
14.1: Shared with C.I.D.'s waiting area.	14.1	Entry	---	---	---
	14.2	Major's Office	200	---	---
14.3: May be redundant with C.I.D. - Verify.	14.3	Captain's Office	180	---	---
	14.4	ASA w/Files Storage	60	---	---
14.5: Can be shared with C.I.D. or others; provide access from central corridor and from within C.I.B.	14.5	Conference Room	420	---	---
	14.6	Administrative Unisex Restroom	80	---	---
14.7 Associate w/.2 and .3.	14.7	Storage Rooms @ 20 SF Each	(2) 40		
	14.8	Subtotal	980	---	---
	14.9	Efficiency Factor @ 30%	420	---	---
	<b>14.10</b>	<b>Total</b>	<b>1,400</b>	---	---
	14.11	Cumulative Total		<b>1,400</b>	<b>1,400</b>

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## 15.0 Criminal Investigations Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
15.0: Locate on an upper floor.	<b>15.0</b>	<b>Criminal Investigations Division</b>			
15.1: Accommodate 6-8 people.	15.1	Reception / Waiting	140	---	---
	15.2	ASA w/files storage	60	---	---
	15.3	Captain's Office	180	---	---
	15.4	Lieutenant's Office	160	---	---
15.6: Accommodate 40 people.	15.5	Sergeant's Offices @ 140 SF Each	(2) 280		
	15.6	War	1,000	---	---
15.7: Bullpen configuration.	15.7	Detective's WS's @ 64 SF Each	(5) 320	(2) 128	64
15.8: Bullpen configuration	15.8	Detective's WS's @ 64 SF Each	(5) 320	(2) 128	64
15.12: Shared with C.I.B.; locate in between the two components.	15.9	Outside Agencies WS's @ 48 SF Each	(2) 96	(2) 96	(2) 96
	15.10	Files Storage	120	---	---
15.13: Shared with C.I.B.; locate in between the two components.	15.11	Equipment Storage	120	---	---
	15.12	Copy Alcove	80	---	---
15.14: Provide one (1) in Reception; one (1) in the Captain's Office; and two (2) in the War Room. Room.	15.13	Break Alcove	60	---	---
	15.14	Storage @ 20 SF Each	(4) 80	---	---

# Program / Spatial Needs Assessment

## 15.0 Criminal Investigations Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>Interview Suite</b>				
15.15: Audio / video monitored and recorded.	15.15	Secured Waiting Area	120	---	---
15.16: Audio / video monitored and recorded.	15.16	Interview Rooms @ 80 SF Each	(4) 320	---	---
	15.17	Detainee Restroom	64	---	---
	15.18	Monitoring Equipment Room	80	---	---
15.19: Associate with Juvenile / "Soft Interview" Room.	15.19	Juvenile "Soft Interview" Room	140	---	---
15.20: Provide access control to interview areas.	15.20	Restroom	64	---	---
	15.21	Entry / Family Waiting Room	120	---	---
	15.22	Viewing Room	120	---	---
	15.23	WS's @ 48 SF Each	(2) 96	---	---
	15.24	Subtotal	4,140	352	224
	15.25	Efficiency Factor @ 30%	1,774	151	96
	<b>15.26</b>	<b>Total</b>	<b>5,914</b>	503	320
	15.27	Cumulative Total		<b>6,417</b>	<b>6,737</b>

# Program / Spatial Needs Assessment

## 16.0 Special Investigations Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
16.0: Provide access to the vehicle preparation bay.	<b>16.0</b>	<b>Special Investigations Division</b>			
	16.1	Entry	60	---	---
	16.2	Lieutenant's Office	160	---	---
	16.3	Sergeant's Office @ 140 SF Each	(2) 280	---	---
	16.4	Vice/Narcotics Detective's WS @ 64 SF	(7) 448	64	64
	16.5	Intelligence Detective's WS @ 64 SF	(5) 320	(2) 128	(2) 128
	16.6	Outside Agency WS @ 48 SF	(2) 96	(2) 96	(2) 96
16.7: Accommodate 20 people.	16.7	War Room	500	---	---
	16.8	Copy / Work Room	120	---	---
	16.9	Break Room	120	---	---
	16.10	Specialized Equipment Storage	120	---	---
	16.11	Command Center / Surveillance Room	140	---	---
16.12: Provide a phone with an outside line.	16.12	Soundproof Room	80	---	---
16.13: Audio / video monitored and recorded.	16.13	Interview Room	80	---	---
16.14: Provide fifteen (15) spaces.	16.14	Discreet Parking	*	---	---

# Program / Spatial Needs Assessment

16.0 Special Investigations Division

Lynchburg Police & Courts Feasibility Study  
 Architects Design Group in association with Atelier 11, LTD.  
 ADG Project Number: 967-1.3

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	16.15	Subtotal	2,524	288	288
	16.16	Efficiency Factor @ 30%	1,082	123	123
	<b>16.17</b>	<b>Total</b>	<b>3,606</b>	411	411
	16.18	Cumulative Total		<b>4,017</b>	<b>4,428</b>

# Program / Spatial Needs Assessment

## 17.0 Information Technology (I.T.)

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	YEAR: 2018		YEAR: 2028	
	<b>17.0</b>	<b>Information Technology (I.T.)</b>				
	17.1	Entry / Waiting		60		---
	17.2	I.T. Director's Office		160		---
	17.3	Network Administrator's Office		140		---
	17.4	Tech Lab		260		---
	17.5	I.T. Workstations @ 64 SF Each	(4)	256	(2)	128
	17.6	Secured Storage		120		---
	17.7	Loading / Receiving Area		140		---
	17.8	Damaged Equipment Drop		20		---
	17.9	Server Room		200		---
	17.10	HVAC / Fire Suppression Eqpt. Room		120		---
	17.11	Vehicle Preparation Bay		384		---
	17.12	IDF Closets @ 40 SF each	(2)	80		40
	17.13	Body Camera Docking Alcove		80		---
17.6: Also serves for de-commissioned equipment staging.						
17.7: Provide an overhead coiling door to the exterior.						
17.8: Locate next to the IT entrance, access from central corridor.						
17.11: 24' D x 16' W.						
17.12: Stack closets vertically to all floors, one (1) per floor.						
17.13 Locate adjacent to staff entry for Patrol and CID.						

# Program / Spatial Needs Assessment

17.0 Information Technology (I.T.)

Lynchburg Police & Courts Feasibility Study  
 Architects Design Group in association with Atelier 11, LTD.  
 ADG Project Number: 967-1.3

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	17.14	Subtotal	2,020	168	128
	17.15	Efficiency Factor @ 30%	866	72	55
	<b>17.16</b>	<b>Total</b>	<b>2,886</b>	240	183
	17.17	Cumulative Total		<b>3,126</b>	<b>3,309</b>

# Program / Spatial Needs Assessment

## 18.0 Administration / Office of the Chief

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
18.0: Locate on an upper level.	<b>18.0</b>	<b>Administration / Office of the Chief</b>			
18.1: Accommodate 4-6 people.	18.1	Reception / Waiting	100	---	---
18.2: Associate with Conference Room.	18.2	Administrative Assistant	80	---	---
18.3: Accommodate 20 people. Access from central corridor and from within Unit.	18.3	Command Staff Conference Room	600	---	---
18.4: Associate with Conference Room.	18.4	Storage	40	---	---
18.5: Locate adjacent to the Chief with seating for two (2).	18.5	Sr. Administrative Assistant's Office	---	140	---
18.8: Associate with Chief's Office (.6).	18.6	Secured Personnel Files	120	---	---
	18.7	Office of the Chief	240	---	---
	18.8	Restroom w/shower	120	---	---
	18.9	Deputy Chief / Major's Office	220	---	---
	18.10	Reference Library	140	---	---
	18.11	Staff / Visitor's Restrooms @ 64 SF each	(2) 120	---	---
18.12: Provide sink, under-counter refrigerator, and a microwave.	18.12	Break Alcove	80	---	---
18.13: Associate with Reception, Chief, Deputy Chief/Major.	18.13	Storage Rooms @ 20 SF Each	(3) 60	---	---
	18.14	Copy Eqpt. / Office Supplies Alcove	80	---	---



# Program / Spatial Needs Assessment

18.0 Administration / Office of the Chief

Lynchburg Police & Courts Feasibility Study  
 Architects Design Group in association with Atelier 11, LTD.  
 ADG Project Number: 967-1.3

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	18.15	Subtotal	2,000	140	---
	18.16	Efficiency Factor @ 30%	857	60	---
	<b>18.17</b>	<b>Total</b>	<b>2,857</b>	200	---
	18.18	Cumulative Total		<b>3,057</b>	<b>3,057</b>

# Program / Spatial Needs Assessment

## 19.0 Finance

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
19.0: Locate near Admin.	<b>19.0</b>	<b>Finance</b>			
19.1: Accommodate three (3) people.	19.1	Reception / Waiting	60	---	---
19.2: Accommodate three (3) people.	19.2	Captain's Office	180	---	---
19.3: Accommodate four (4) people; may also serve as an Auditor's temporary office.	19.3	Workroom	180	---	---
19.4: Accommodate two (2) people.	19.4	Workstations @ 36 SF Each	(2) 72	36	---
19.5: Part-time position.	19.5	Off-Duty Coordinator's WS	36	---	---
19.6: Accommodate two (2) people.	19.6	Secured Records Storage	160	---	---
19.7: Accommodate two (2) people.	19.7	Small Break Alcove	40	---	---
19.8: Associate w/ .2 and .4.	19.8	Storage @ 20 SF Each	(2) 40	---	---
	19.9	Subtotal	768	36	---
	19.10	Efficiency Factor @ 30%	329	15	---
	<b>19.11</b>	<b>Total</b>	<b>1,097</b>	51	---
	19.12	Cumulative Total		<b>1,148</b>	<b>1,148</b>

# Program / Spatial Needs Assessment

## 20.0 Internal Affairs (I.A.)

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
20.0: Locate near a stairwell for discreet access.	<b>20.0</b>	<b>Internal Affairs (I.A.)</b>			
20.1: Accommodate three (3) people.	20.1	Waiting	40	---	---
20.2: Accommodate five (5) people with presentation capabilities.	20.2	Interview Room	150	---	---
20.4: Access from within Lieutenant's office.	20.3	Lieutenant's Office	160	---	---
20.6: Accreditation Files to be accessed from within the Sergeant's office.	20.4	Secured Files Storage	60	---	---
	20.5	Sergeant's Office @ 140 SF Each	(2) 280	---	---
	20.6	Accreditation Files Storage Room	60	---	---
	20.7	Subtotal	750	---	---
	20.8	Efficiency Factor @ 30%	321	---	---
	<b>20.9</b>	<b>Total</b>	<b>1,071</b>	---	---
	20.10	Cumulative Total		<b>1,071</b>	<b>1,071</b>

# Program / Spatial Needs Assessment

## 21.0 Community Gymnasium / Multipurpose Space

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>21.0</b>	<b>Community Gymnasium / Multipurpose Space</b>			
	21.1	Public Access / Reception Area	140	---	---
	21.2	Basketball Court	7,260	---	---
	21.3	Physical Agility	1,000	---	---
	21.4	Multi-purpose Room	740	---	---
	21.5	Supervisor's Office	140	---	---
	21.6	Male Restroom / Shower Room	240	---	---
	21.7	Female Restroom / Shower Room	240	---	---
	21.8	Office Supplies	40	---	---
	21.9	Janitorial	80	---	---
	21.10	IT Room	40	---	---
	21.11	Mechanical	140	---	---
21.12: Associate one storage room with 1.2, and one room with 1.4.	21.12	Storage Rooms @ 100 SF each	(2) 200	---	---

# Program / Spatial Needs Assessment

21.0 Community Gymnasium / Multipurpose Space

Lynchburg Police & Courts Feasibility Study  
 Architects Design Group in association with Atelier 11, LTD.  
 ADG Project Number: 967-1.3

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	21.14	Subtotal	10,260	---	---
	21.15	Efficiency Factor @ 20%	2,565	---	---
	<b>21.16</b>	<b>Total</b>	<b>12,825</b>	---	---
	21.17	Cumulative Total		<b>12,825</b>	<b>12,825</b>

# Program / Spatial Needs Assessment

## 22.0 Facility Support

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	<b>22.0</b>	<b>Facility Support</b>			
	22.1	Mechanical / HVAC Equipment Room @ 220 SF each	(2) 440	220	---
	22.2	Electrical Equipment Room @ 120 SF each	(2) 240	80	---
	22.3	Building Maintenance Work Room	160	---	---
	22.4	Janitor's Closets @ 60 SF each	(2) 120	---	---
22.5 Includes area for the server equipment.	22.5	Telecommunications Equipment Primary Room	120	---	---
	22.6	Telecommunications Equipment Hubs @ 60 SF each	(4) 240	---	---
22.7: Locate with 17.9 - Server Room.	22.7	UPS Room	100	---	---
	22.8	Exterior Maintenance Equipment Storage	160	---	---
22.9: Calculated at one-half of actual square footage (480) as this is not typically an air-conditioned enclosure.	22.9	Emergency Generator Enclosure	240	---	---
	22.10	Emergency Generator Equipment and Supply Room	80	---	---
	22.11	Physical Plant Equipment	240	---	---

# Program / Spatial Needs Assessment

## 22.0 Facility Support

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
	22.12	Subtotal	2,140	300	---
	22.13	Efficiency Factor @ 30%	917	129	---
	<b>22.14</b>	<b>Total</b>	<b>3,057</b>	429	---
	22.15	Cumulative Total		<b>3,486</b>	<b>3,486</b>

# Program / Spatial Needs Assessment

## 23.0 Facility Services

General Notes	Space Designation		Space Requirements (square feet)				
	No.	Space Function	YEAR: 2018		YEAR: 2038		
	<b>23.0</b>	<b>Facility Services</b>					
23.1- 23.2: Lockers measure 11 SF each.          23.5: Provide with access to exterior break area.	23.1	Male Locker Rooms	(170)	1,870	(30)	330	---
	23.2	Female Locker Rooms	(45)	495	(10)	110	---
	23.3	Employee Restrooms @ 180 SF each	(4)	720		---	---
	23.4	Employee Restrooms with Showers @ 420 SF each	(2)	840		---	---
	23.5	Employee Central Break Room		320		---	---
	23.6	Food and Dry Goods Storage		80		---	---
	23.7	Food Preparation and Vending		100		---	---
	23.8	Vehicle Sallyport		1,600		---	---
	23.9	Laundry and Decontamination Room		160		---	---
	23.10	Physical Agility Room		1,600		---	---
	23.11	Physical Agility Storage Room @ 100 SF each	(2)	200		---	---
	23.12	Defensive Tactics Lab		1,200		---	---



# Program / Spatial Needs Assessment

## 23.0 Facility Services

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2018	YEAR: 2028	YEAR: 2038
23.14: Locate with 23.10.	23.13	Defensive Tactics Storage	120	---	---
	23.14	Individual Changing / Restroom	80	---	---
	23.15	Cross Fit Area	---	1,200	---
	23.16	Subtotal	9,385	1,640	---
	23.17	Efficiency Factor @ 25%	3,128	547	---
	<b>23.18</b>	<b>Total</b>	<b>12,513</b>	2,187	---
	23.19	Cumulative Total		<b>14,700</b>	<b>14,700</b>