

**The District of Columbia
Metropolitan Police Department
Evidence and Uniform / Equipment Facility
Space Needs Assessment**

Draft Edition July 3, 2002





McClaren, Wilson & Lawrie, Inc.

October 1, 2002

Mr. Mark Montgomery
CB Richard Ellis
700 14th Street N.W.
Suite 200
Washington, DC
20005-5701

Telephone

602.331.4141

Facsimile

602.943.5018

Internet

info@mwlarchitects.com

Address

8705 North Central Avenue

Phoenix, Arizona, USA

85020

Dear Mr. Montgomery:

Pursuant to our telephone conference on August 1, 2002, we are pleased to submit the final document for the Washington, D.C. Metropolitan Police Property/Evidence and Uniform Services Building.

The document includes square footage/site calculations, designer guidelines, and adjacency diagrams.

We are looking forward to our next opportunity to work together when the land acquisition is secured and when we return for the design workshop with SORG.

Sincerely,

A handwritten signature in black ink, appearing to read 'James', written over a horizontal line.

James Lewis McClaren
Principal • McClaren, Wilson & Lawrie, Inc.

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• Arizona • Virginia •

*"Property and evidence has traditionally been
"buried in the basement", ignored and in some cases
the "victim of benign neglect."*

"Property Room Procedures," Law and Order, September 1985

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Designer Guidelines
• June 2002 •

Introduction: This chapter illustrates the key concepts for key functional areas associated with the Police Department's new evidence and property services facility.

The intent was to examine the needs of areas with unique functions, and provide a 'road map' for the successful planning and design of the new facility. The concepts within the following pages reflect the Consultants' advice coupled with the comments and insights provided by staff during on-site interviews and observations.

This section identifies some of the very specific needs of users as well as spaces that are to be shared.

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- General Site and Planning Guidelines:**
- Provide staff adjacencies that will enhance the opportunities for communication. This could include shared break rooms and other amenity areas.
 - Provide circulation on site and within the building that is clear and defined to enhance both the comfort and safety of the public and visiting staff.
 - Provide building and site spaces that accommodate a reasonable amount of staff growth.
 - If possible, provide a single facility with direct vehicular access (for the following reasons):

To minimize material handling without need of elevators. A single level high bay facility would allow direct access from unloading of the service and transport vehicles directly into storage facilities.

The opportunity for staff in public reception and receiving areas to flow from work in either evidence property or administrative areas with a minimum of movement.

An out of the weather and securable garage or carport loading dock area to use for private materials transfer area out of the view of the public. All the evidence intake and purging will take place in this security envelope.

Plan to store flash bangs and flares and other combustibles in a dry environment with adjacency to an exterior wall to allow for blow out panels and blast relief.

An efficient site with planned to afford a reasonable opportunity of horizontal expansion (since vertical expansion within the warehouse will be afforded by optimizing high bay racking systems).

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- A site plan that separates public and Metro Police visitor parking from evidence/property staff and fleet parking for security reasons.
- Within the secure parking/evidence zone, a pad to allow an 18-wheeler or semi truck and trailer impound.
- All Boats are off site impound or dock and not in this program.
- Provide a hazardous materials bunker to accommodate gas cans, lawnmowers, fireworks etc.
- An outdoor area, accessible from a non-secure zone near uniform and equipment needs to house the paper shredder, garbage, and generator (and related fuel tanks).
- A site with proximity (5-10 blocks maximum) to public transportation for the use of staff and visitors.
- Provide building and monument signage that makes the facility identifiable to visitors arriving to receive returned property and evidence or to the Uniform and Equipment entry/lobby. Signage should also direct visitors to the appropriate access location.

Evidence Return Visitors Lobby: The public lobby must provide a professional and business like appearance to visitors. It should be planned to provide a necessary degree of security for transactions between the public and the staff serving them.

- Service counters shall be at standing and ADA heights (to accommodate visitors and staff in wheelchairs).
- Public restrooms shall be provided for both genders.
- A public telephone should be accessible to the lobby.
- Flooring in the lobby should be easily cleaned and provided with an allweather, nonslip wear surface.
- Lobby seating: Provide simple durable seating that is heavy enough to discourage movement by visitors, or fixed to the floor. All seating should be in view of the front counter.

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Evidence Administration Offices: The Captain exercises command over all personnel within the facility.

- Locate the Captain's office area with relatively quick escorted access by the public, and central to staff access (especially Lieutenant & Sergeants) to maximize staff interaction/communication.
- Provide a small waiting area outside of the Administration offices for escorted visitors. A transitional waiting area should also be provided within the Captain's office for staff and dignitary waiting - supervised by a staff person.
- The Lieutenant should be located in the Captain's office area, and the Sergeant's should be easily accessible to both.
- Provide two (2) administrative assistant workstations to allow for the processing of correspondence and files. Both of the workstations should have three (3) work surfaces and have the ability to supervise the dignitary waiting area. The Captain and Lieutenant offices should have direct visual contact with the admin. assistant and administrative Sgt., but have visual separation from the waiting area.
- Office amenities: These offices will require a small conferencing area. Provide space for built-in bookshelving/display space, a lateral file cabinet, and a worktable behind the desk.
- Administrative conference room: Conduit and support for a ceiling mounted computer projector, marker boards, tack surface, and coffee warming.
- Privacy: This is office space where sensitive communication will occur on a daily basis, therefore, interior partitions in these private offices must extend full height (to the structural deck above) and be filled with sound batt insulation. Provide secure (lockable) record storage in each private office.

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**Evidence Administration
Offices:**

- Security: A concealed duress alarm (to a monitoring location at the front counter staff) should be provided at the Captains administrative assistants's desk. The workstation partitions should provide screening from the waiting area.
- The Captain and command staff have frequent need for conference facilities. It is therefore recommended that the executive offices be located contiguous to a conference area. Locate this conference room adjacent to the Captain, Lieutenant, administrative assistant, and waiting area for central and easy access by staff, allowing the administrative assistant to supervise the space.
- A coffee/snack alcove should be provided in the Administration office area contiguous to the conference room and be equipped with: a small sink that has a garbage disposal, microwave, remote water heater, refrigerator, and recycling bins. This area should be configured to assemble small catered working luncheons and be accessible by other staff members not using the conference room.
- A separate space should be provided for noisy office equipment (copier, fax, shredder, etc.). This copy/work room shall be shared with customer service staff.
- The Secure File room will house all personnel files and archived property and evidence records. The room shall be secured with door access control (proximity access card reader or similar) and be visible from the administration area.
- Restroom facilities and the coat closet should be located for convenience preferably with the admin. area immediately at staff entrance/exit.
- A Storage supply room for general office supplies should be adjacent to the copy/work room area.
- The orientation of the workstations in the staff and officer areas need to have a direct view of the operations in the high bay evidence area, the cash vault, drug vault, and gun vault. Maximize the glass viewing area.

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**Evidence Administration
Offices:**

- The administrative office area should be secured with door access control (proximity access card reader) from the corridor.
- Lighting in this area should be fluorescent with parabolic lenses. Each workstation is anticipated to be for computer use and should have glare free task lighting.
- Finishes in this area of the building should be upgraded to be consistent with the dignity of this office and the frequent reception of visitors, both public & private. Provide telephone and data jacks for laptop computers at the conference table.
- Evidence administration will utilize the training room. The conference rooms, fitness room, lunch room, and training room will require video monitors and play-back equipment.

Customer Service:

- Front counter customer service staff will service a specially designed public counter. This counter will need a concealed duress alarm and power to allow for inclusion of an in-counter computer. The counter should be configured to comply with the Americans with Disabilities Act and must be wide enough to provide comfortable separation from the public side to counter staff (especially important in an open counter situation). While the public counter should be inviting and approachable, the Consultant Team recommends using bullet resistant glass and bullet resistant wall panels at this location. Speak around frames or speak through devices may be used. Customer service staff should have quick access to a printer and copier.
- The front counter shall be adjacent and directly accessible by Customer service, providing a buffer between the public and customer service staff. A copy work-room should be located for direct access by front counter and administration staff, enabling the front counter to provide quick response to the public.
- The front counter should have access control of the lobby entry doors.

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- Customer Service:**
- The lobby side of the public counter should afford some separation between visitors. There needs to be one window station that primarily serves Police Officers.
 - Counter staff will be responsible for distributing incoming mail. The mail boxes for staff distribution will be located just outside the roll call room.

- Evidence Return:**
- Provide 3 vestibule pass-through rooms for property return. One to be designed for larger items (for example, bicycles). Two rooms to be equipped with a bullet resistant window, counter (ADA compliant), deal tray for paperwork, speak through frames, and a rotary pass through for smaller evidence return items. The third large evidence return room is the same except there is a door that leads to a room adjacent where the recipient can retrieve the larger item and can leave directly from that area. A third door from the evidence staff area allows evidence to be put into the room before entrance is allowed from the recipients door.
 - The lobby, all of the evidence return rooms and the holding cell will be monitored by a CCTV system with homeruns to a monitor (location to be determined).

Holding Cell: All evidence return rooms will have the ability to remote lock in the event a outstanding warrant has been issued for a evidence return recipient. After it has been confirmed that the person needs to be detained, a small single holding cell adjacent to the evidence return area will be used to hold the suspect.



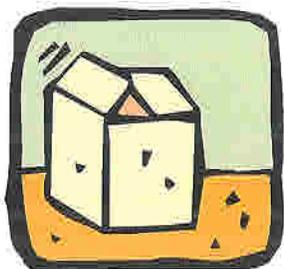
- The possibility of biological contamination and infection is very high in a suspect holding environment. Officers are typically using latex gloves when handling suspects and need a dispenser and disposal for used gloves, etc.
- Holding cells must be planned to comply with CALEA standards.

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- Holding Cell:**
- Plumbing fixtures in the holding cell should be penalware type (stainless steel).
 - Due to the possibility of biohazards among arrestees, the holding cell must be exhausted separate from the rest of the building's air return.
 - Finishes within this area: Sealed concrete floors,
 - CMU (bullnose corners) block sealed with epoxy coating, and security plaster ceiling.
 - All HVAC grilles and fire sprinkler heads must be security type.
 - Duress alarms (mushroom heads or panic strips) should have an automatic dial-up to the duty officer and 911, and immediately activate audio recording of the area where the panic signal was initiated.
 - All access to the holding cell must be controlled by a door access control.
 - The holding cell shall be video monitored (time-lapse), while providing modesty for the detained person using the toilet fixture.

General Evidence: The Evidence Sergeant's office should have direct/secure access to evidence storage and be separated from the evidence storage environment.

- The warehouse staff workstation area should have direct access to the warehouse adjacent to the evidence Sergeants's office and be separated from the evidence storage environment.
- Provide a large evidence "cage" with overhead door access to the motorcourt, and an indoor overhead mesh gate that opens from the temporary property cage into the main property room.
- Provide barcoding ability at the processing area near evidence intake and large evidence item submission via the evidence "cage".
- Provide a hand wash sink at the property room adjacent to evidence processing/barcoding.



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General Evidence:

- The evidence intake area will be set up with conveyors and computers, an arrangement similar to a grocery store "checkout" line. There will be extensive power and data needs in this area.
- The evidence facility has a need for heightened security. This should include intrusion alarms, motion detectors, and door access control and tracking.
- The evidence facility should have a refrigerated and frozen evidence storage capacity (commercial refrigerator and freezer). Locate in a low bay area with accessibility to the motors for easy access/maintenance.
- Impound vehicles will be stored off site.
- Provide some warehouse storage space for high value bikes and go carts, etc. Use a covered chain link storage area for the general bicycle storage and other lower value items.
- Plan for high bay shelving and a rechargeable, battery operated fork lift retrieval system and some heavy duty shelving for large/heavy items. A materials handling consultant/vendor will need to be part of the project before bay spacing, racking, and the structural grid is determined.
- Since biologically contaminated evidence materials in a law enforcement setting frequently come from high risk groups, they pose a significant health risk to staff. To reduce these risks, biological materials must be dried prior to forensic examination and final storage. At this time, all of the evidence drying is being handled off site and not programmed in this project.
- Secure vaults to isolate money or jewelry, drugs, and guns should be provided and situated so that direct full time observation from the officers workstations provides clear unobstructed views.
- Since marijuana is a host to aspergillus fumigatis, surfaces in the evidence rooms must be seamless and sealed with fully scrubbable epoxy paint. Narcotics also require 100% exhausted air. Dual proximity



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access readers may be desired on the access door to this area for an additional level of security. Security grilles must be installed in any exhaust ducts or air transfer grilles leaving the room that could be used for unauthorized entry.

- The police department currently sends evidence items to regional labs for advanced latents and chemical examination.

Shared Spaces:

The shared spaces within the building complex need to be located centrally with clear access from both the evidence staff and uniform and equipment staff. Careful attention to the security zone of the evidence will need to be maintained.

- Staff locker rooms: Provide separate male and female locker and shower rooms. Lockers should be large (2'w x 2' d full height units) fully ventilated and modified to allow for the inclusion of an electrical outlet in each. Lockers should provide separate storage under integral benches that form a base to the lockers. The lockers should be soffited from the top of the locker to the ceiling above to prevent stacking items on top of the locker.
- Adequate ventilation in locker rooms is crucial. Provide forced air movement through lockers.
- Provide a physical fitness room adjacent to the locker rooms. Storage should be provided for bulky items. One wall to be high quality mirror surface, flooring to be impact absorbing athletic surface. Provide space for universal weight machines and some free weights.
- The multipurpose/training room should be located adjacent to the lobby and have access from secure circulation. The room needs to have some storage and relatively quick access to a sink/coffee area. Provide marker boards, tackable wall surface, video screen(s), audio/video storage, table and chair storage, as well as telephone, power, and data outlets.

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- Shared Spaces:**
- The staff lunch room will serve the staff in the entire facility and should be located centrally to accomplish this. Provide accommodations for numerous vending machines, ice machine, microwave oven, and materials and finishes appropriate for a commercial grade kitchen. Cooking will be limited to microwave, but a glass front commercial size refrigerator is suggested.
 - The server room should be Centrally Located and needs good air conditioning/cooling. Accommodate XX rack mounted servers. This will be the location for the main router or hub.
 - Provide wide doors with direct access to parking (or even into a corridor). Hubs and routers need easy access. Provide a marker board and durable surfaces in this area. Provide separate electrical circuits for each server.
 - A fork lift area with storage and battery back up for the high bay fork lifts. Location needs to be between the evidence high bay and the uniform and equipment high bay area. Locate to enhance staff safety and to meet all local and national codes for hazardous material storage.

Uniform and Equipment Site Considerations: The Uniform and Equipment Division provides uniform and equipment to all Police staff for the entire Metropolitan Police Department. Each officer uses an annual allowance for clothing/equipment.

- A parking area with visitor parking spaces (shared with evidence return) near the front entry is needed. Any street parking in the vicinity will also be utilized as there are times when an entire "class" of recruits will show up at the same time for their equipment issue.

Uniform and Equipment Lobby: The Lobby for the uniform and equipment is a staff only lobby. Police officers will come to the counter and be served by the counter staff.

- The counter windows need to be operable, open during operating hours but the ability to close them for security after hours.
- A small self service supply will be accessible from the lobby area.

Uniform and Equipment Administration: The administration area will be home to the supervisors and administrative staff serving the uniform and equipment division.

- Finishes in this area of the building should be consistent with typical office finishes.
- The administrative office area should be secured with door access control (proximity access card reader or similar) from the corridor.
- The Supervisors Offices should be located near the Administrative staff workstation area.
- Privacy: Walls in these private offices must extend full height (to the structural deck above) and be filled with sound batt insulation.
- Workstation area for the Administrative staff will be designed to accommodate workstations and have the necessary data/telephone connections to allow for flexibility.
- Lighting in this area should be fluorescent with parabolic lenses. Each workstation is anticipated to be for computer use and should have glare free task lighting.
- The Counter staff needs to be located at the front counter with their workstations oriented to work at their stations and to respond to officers walking up to the lobby counter windows. Quick access to the copier and files are important and should be located adjacent.
- The Engraving room needs to be accessible from both the lobby and the counter staff. Provide workbench configuration with a wood butcher block counter surface.

- The dressing rooms are similar to what you would have in any clothing store. Provide ADA compliance in one of the dressing rooms.

**Low Bay
Uniform and Equipment :**

The warehouse support the operations in all of the warehouse functions. There is a separate "low bay" area for the storage of leather goods (belts, holsters), secure goods, and the domestic preparedness gear.

- The warehouse workstation area needs to be close to the copy and files and to the warehouse functions. Lighting is designed for computer usage at all of the workstations and comfortable climate control in this area.
- An indoor/carport loading dock to accommodate step vans. Sealed concrete floor finishes and appropriate drains for ice melt and oil spills.
- Provide a separate room for the storage of leather goods. This room will be a combination of heavy duty shelving and specialty storage units. Provide easy access from the counter and loading dock. Fluorescent lighting appropriate for a storage area, and durable floor finishes are required.
- The secure goods room has the same requirements as the leather room.
- The domestic preparedness room will house equipment that needs to be field ready at a moments notice. Security is important and a card reader or similar will be used. Some of the equipment will have power needs so multiple receptacles and wall rack chargers will need to be accommodated. There is scheduled maintenance and equipment checks so lighting is important, and a durable floor finishes will be required.

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**High Bay
Uniform and Equipment :**

- The high bay uniform and equipment storage will be the main storage for the clothing/uniforms for the Metro Police Department. A racking system similar to a dry cleaning system will be in this area. The materials handling consultant will optimize the layout in this area and care should be taken to utilize and coordinate bay spacing with the evidence high bay storage area.
- Sealed concrete floor finishes and lighting appropriate for a warehouse will be required.
- Flare storage needs to be located close to the loading dock and have an exterior wall. Explosion resistant light switches and lighting may be needed.
- Adjacent to the high bay storage will be the fork lift storage and battery room. See General Evidence for this area.

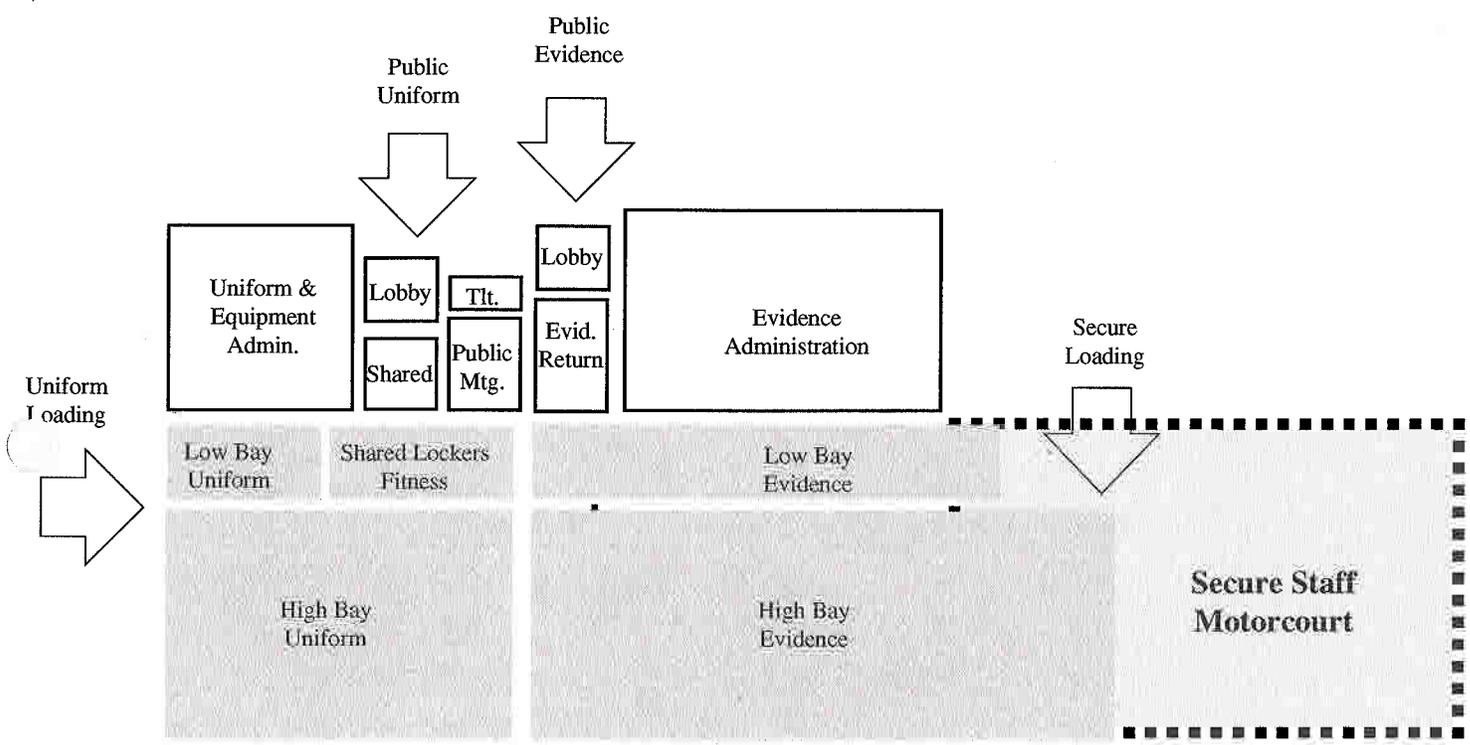
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Introduction: The following section describes the important adjacencies and key concepts for key components of the proposed Uniform and Equipment / Evidence Facility. The intent is to document the relationships of primary functions and provide a 'road map' for the successful design of a new facility. The diagrams reflect the comments and insights given to the Consultant by staff during on-site interviews and observation processes.

The Consultant has attempted to generally indicate those areas which should be planned as private spaces (shown as boxes) versus open or "systems" furniture environments (shown as shaded areas).

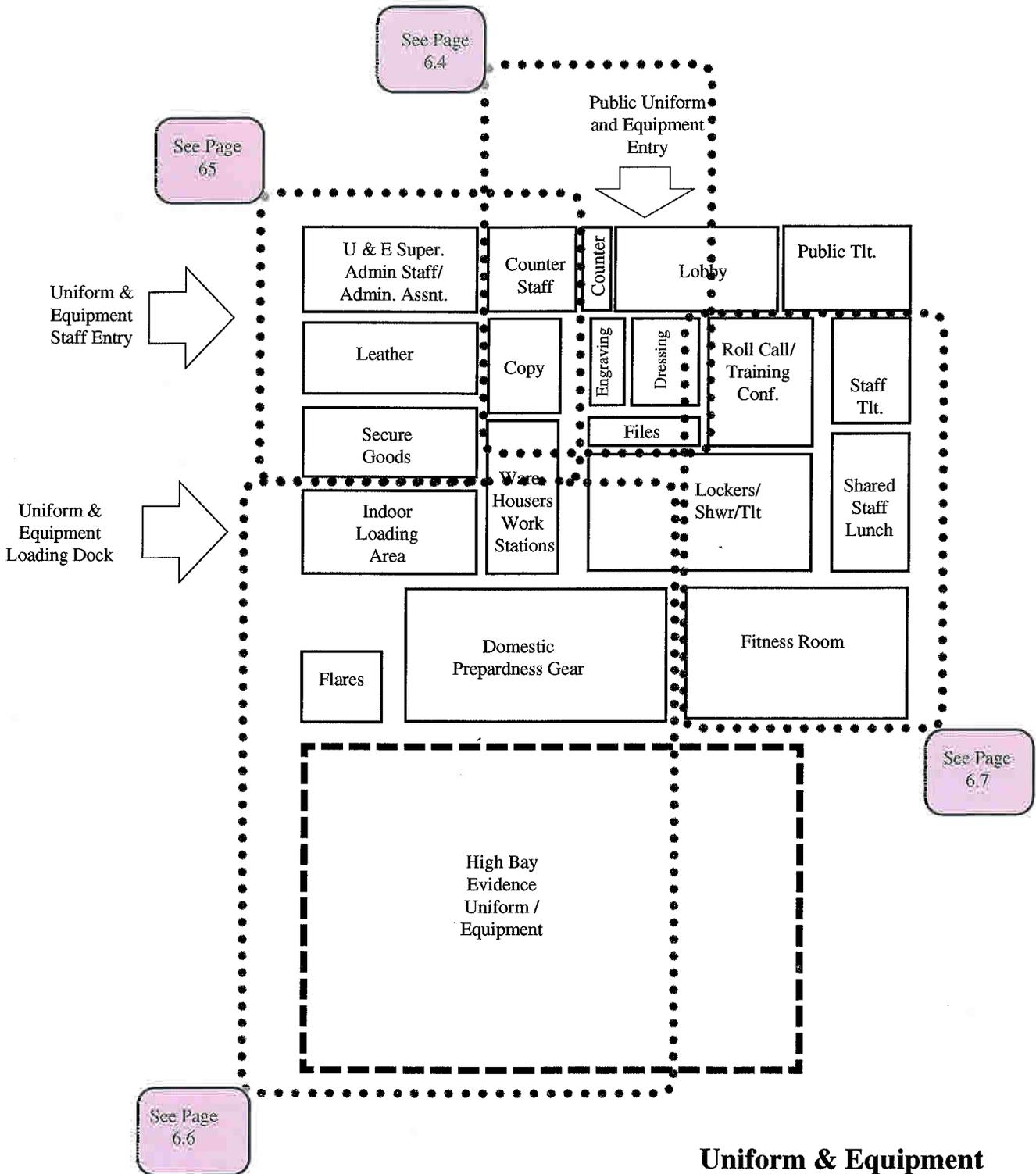
This section is pending (to be completed once comments from the draft are received).

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**Overall Layout
 Evidence/Uniform & Equipment**

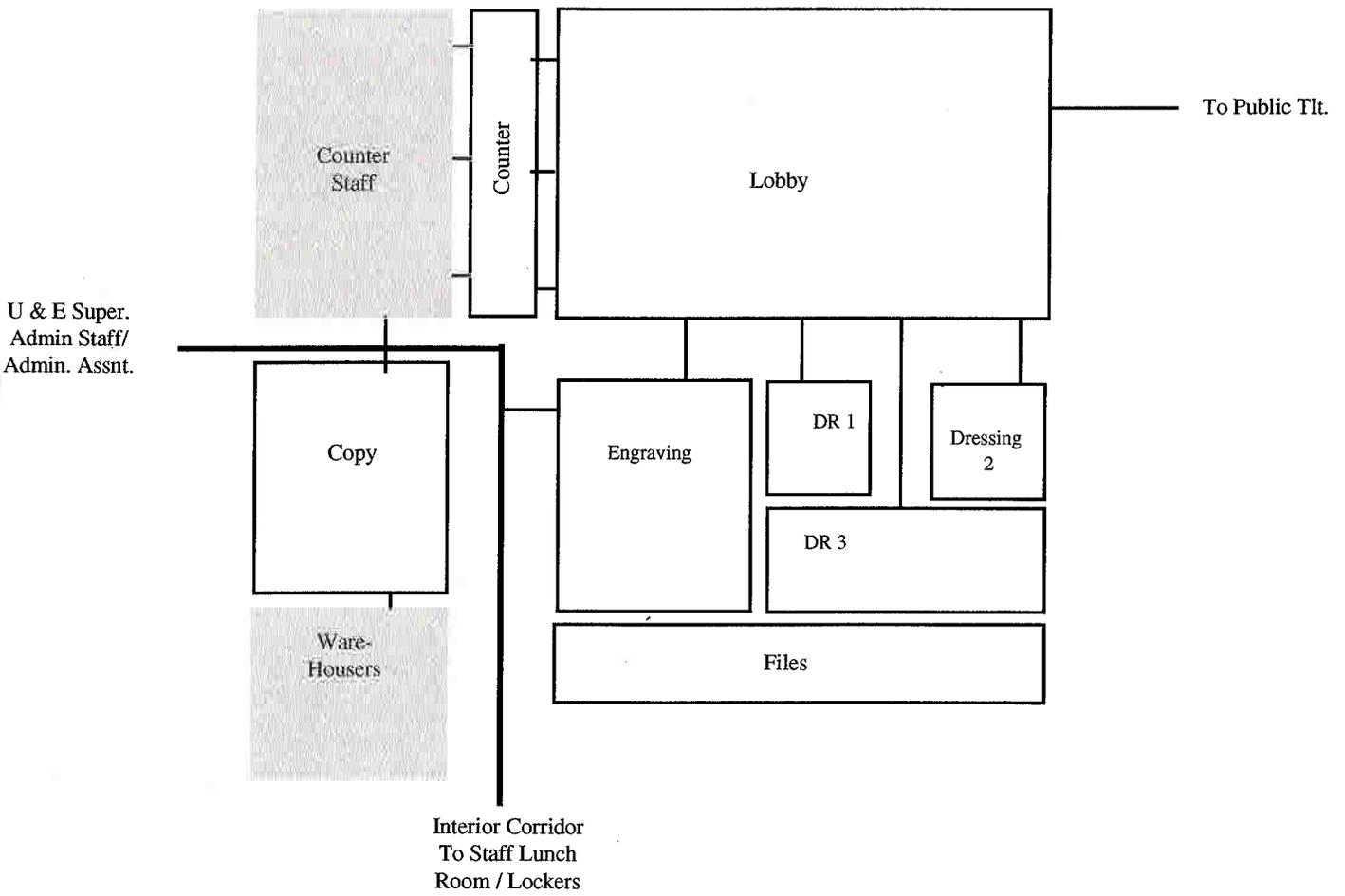
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Uniform & Equipment

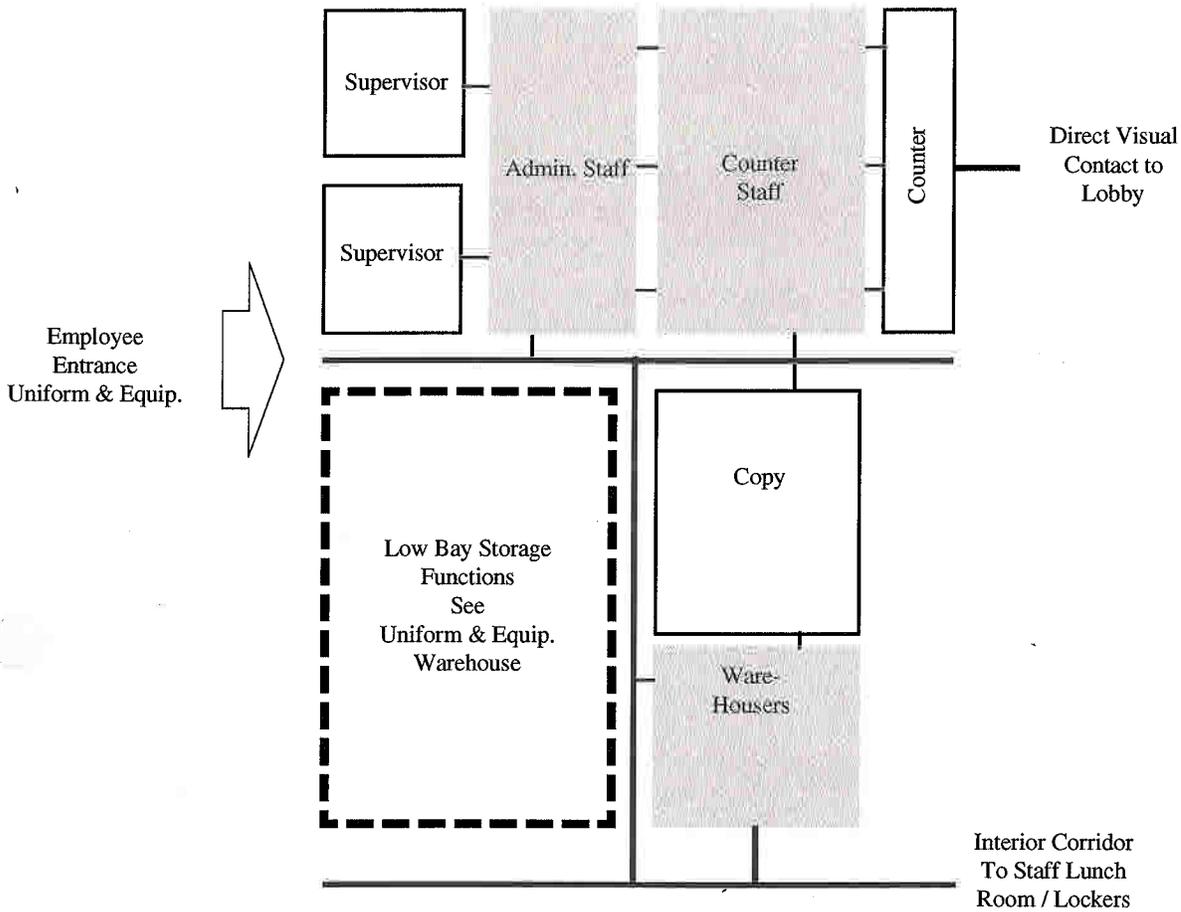
Uniform and Equipment Warehouse and Admin Spatial Adjacencies

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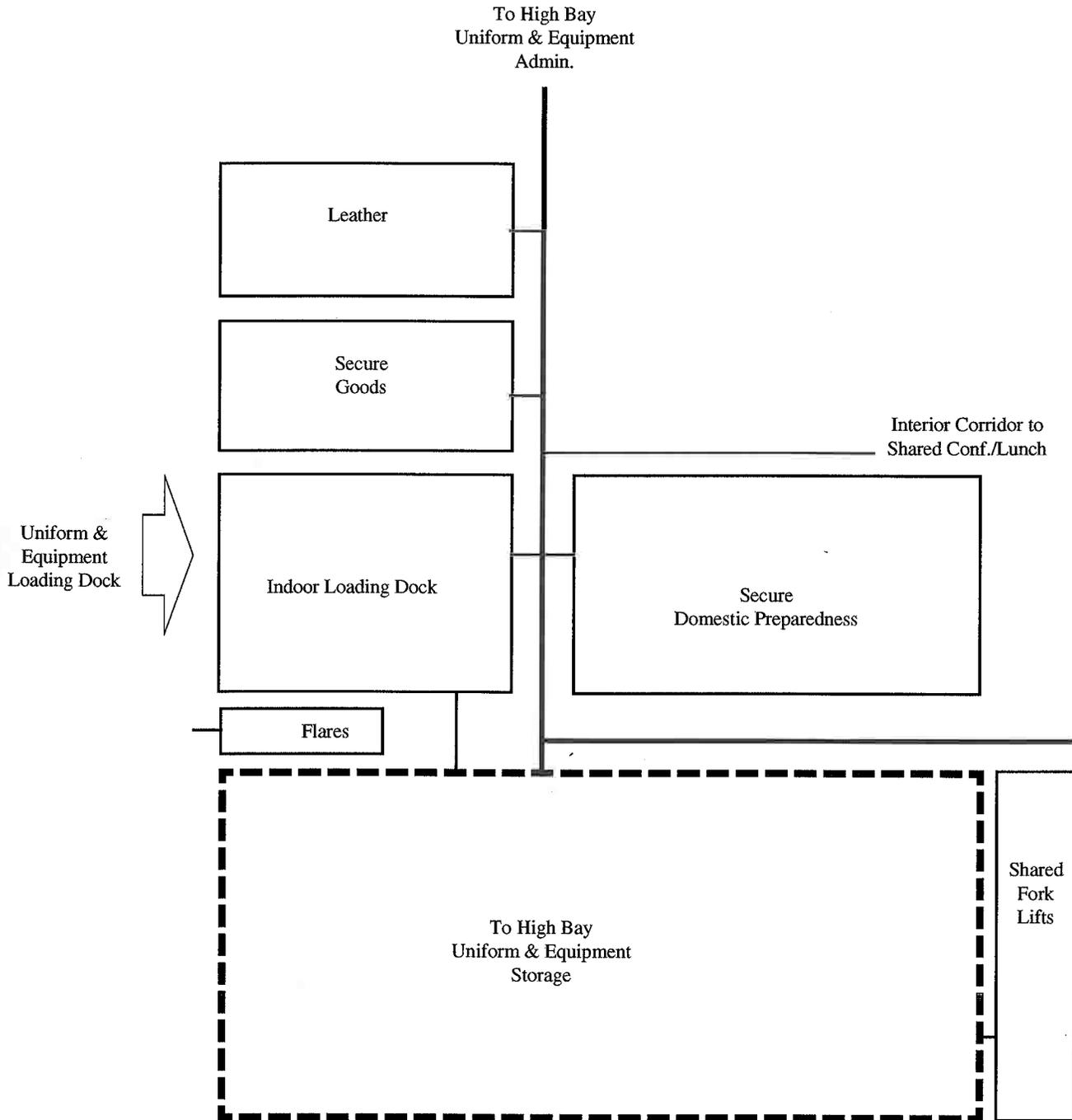
Uniform & Equipment Lobby
Spatial Adjacencies

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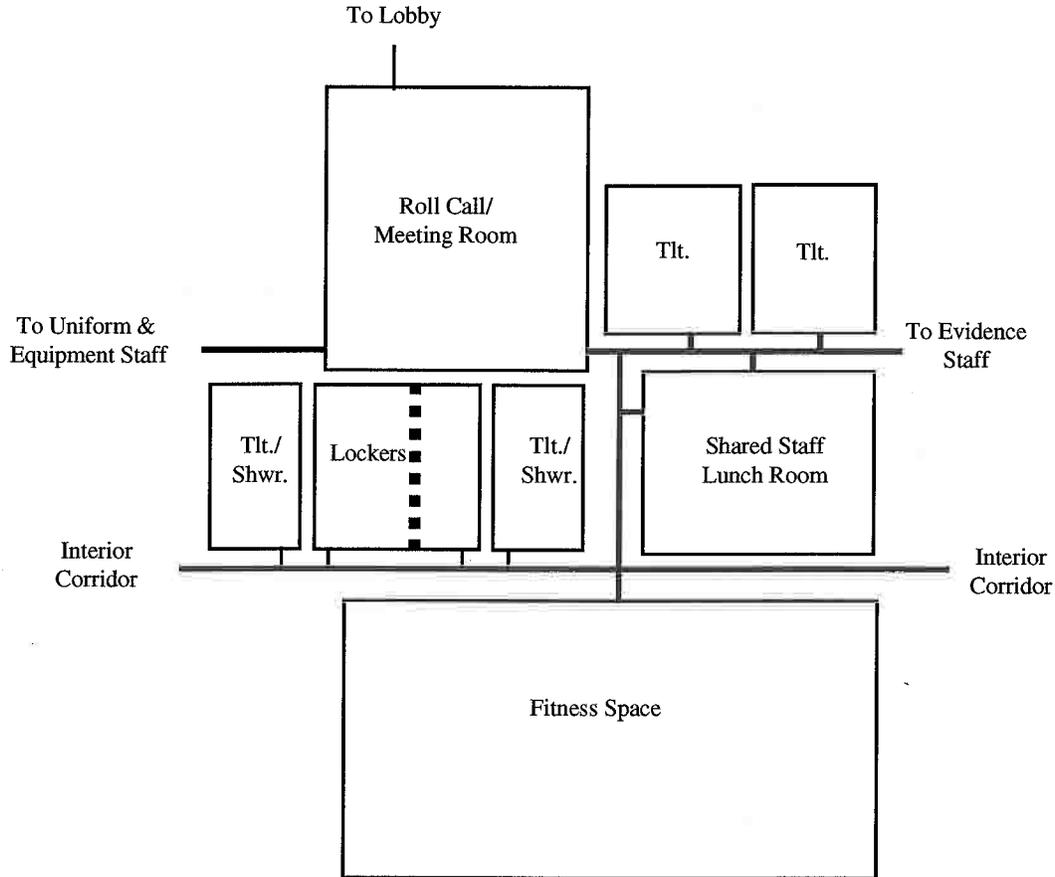
Uniform/Equipment Admin.
Spatial Adjacencies

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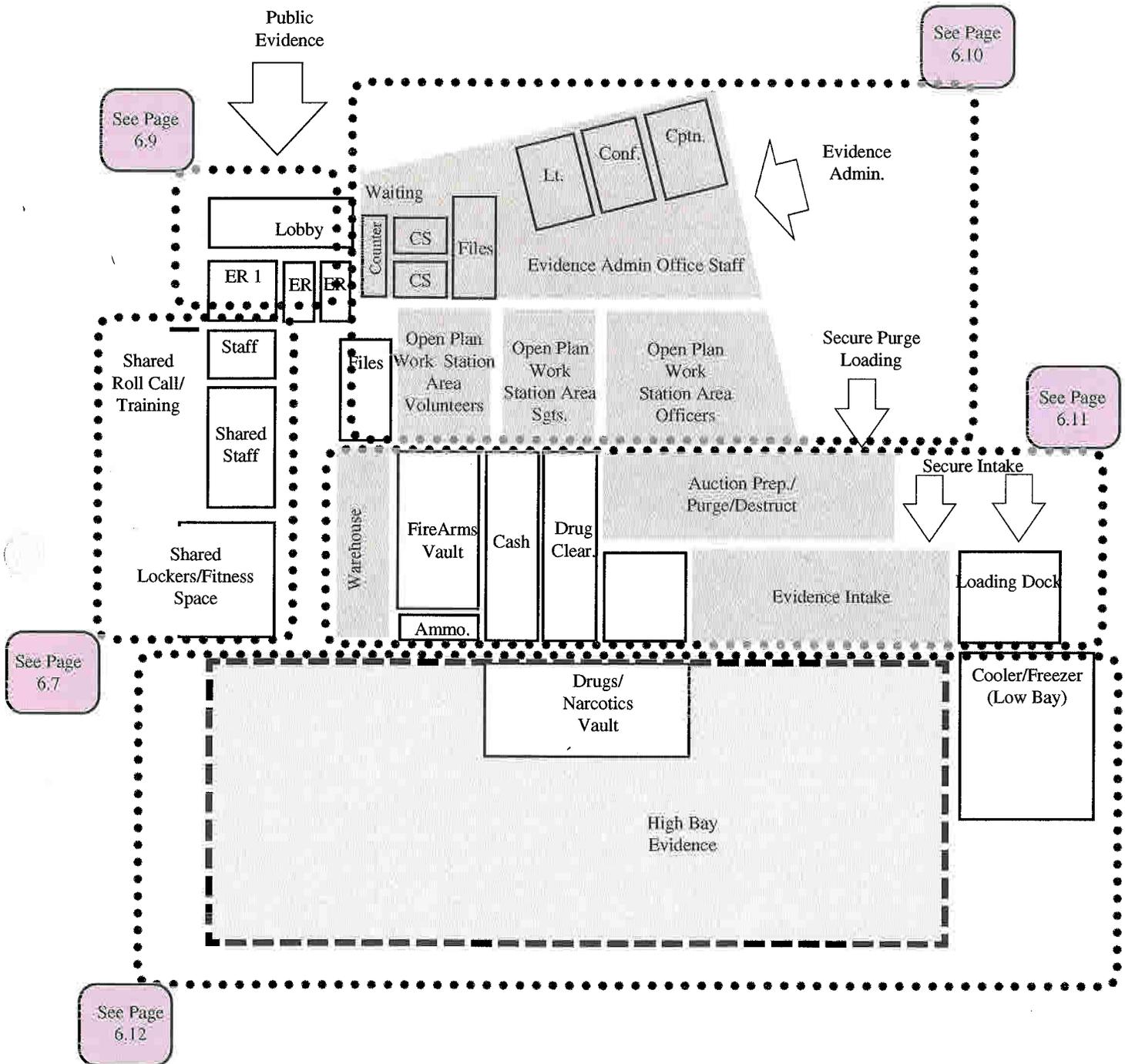
Uniform & Equipment Warehouse
Spatial Adjacencies

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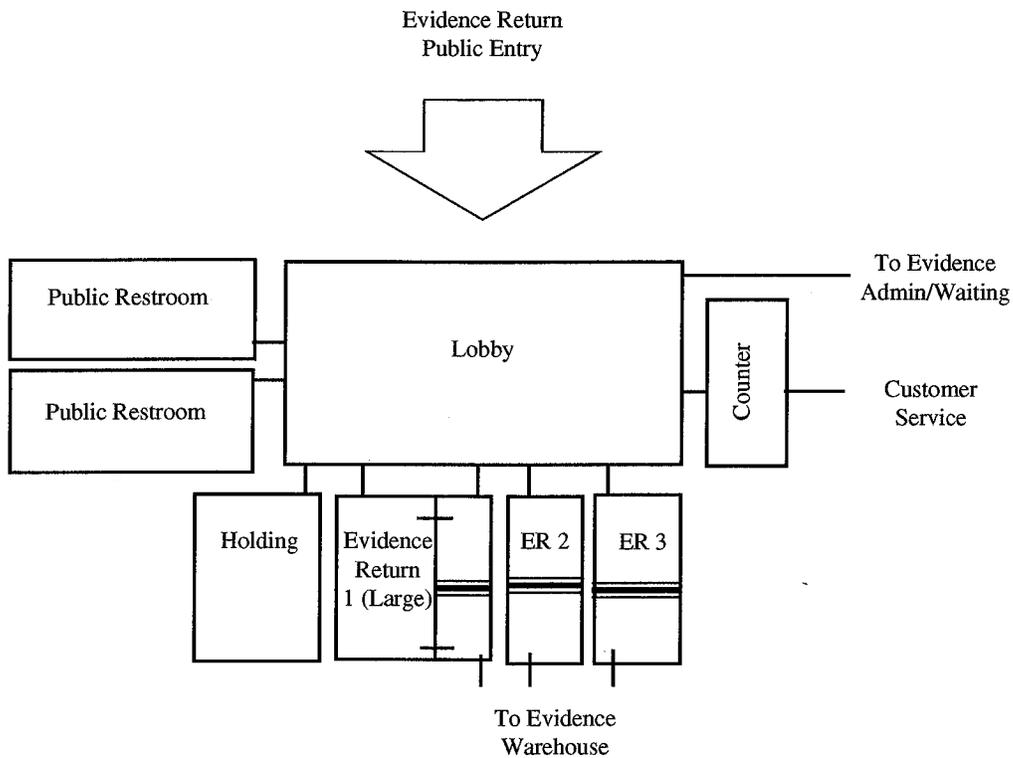
Shared Fitness/Meeting/Lunchroom
Evidence Warehouse and Admin Spacial Adjencies

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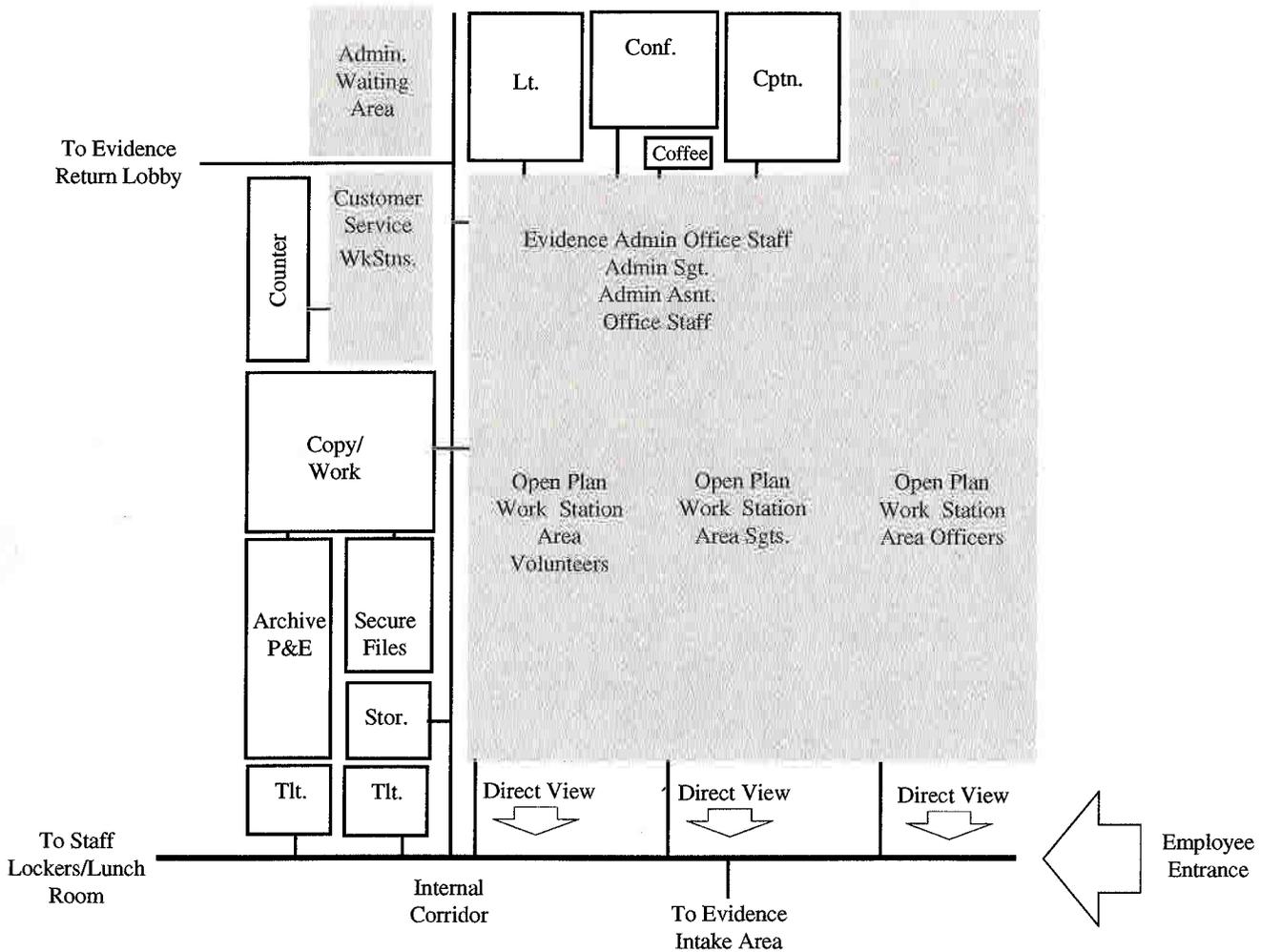
**Evidence
Evidence Warehouse and Admin Spatial
Adjacencies**

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Evidence Return Lobby
Spatial Adjacencies

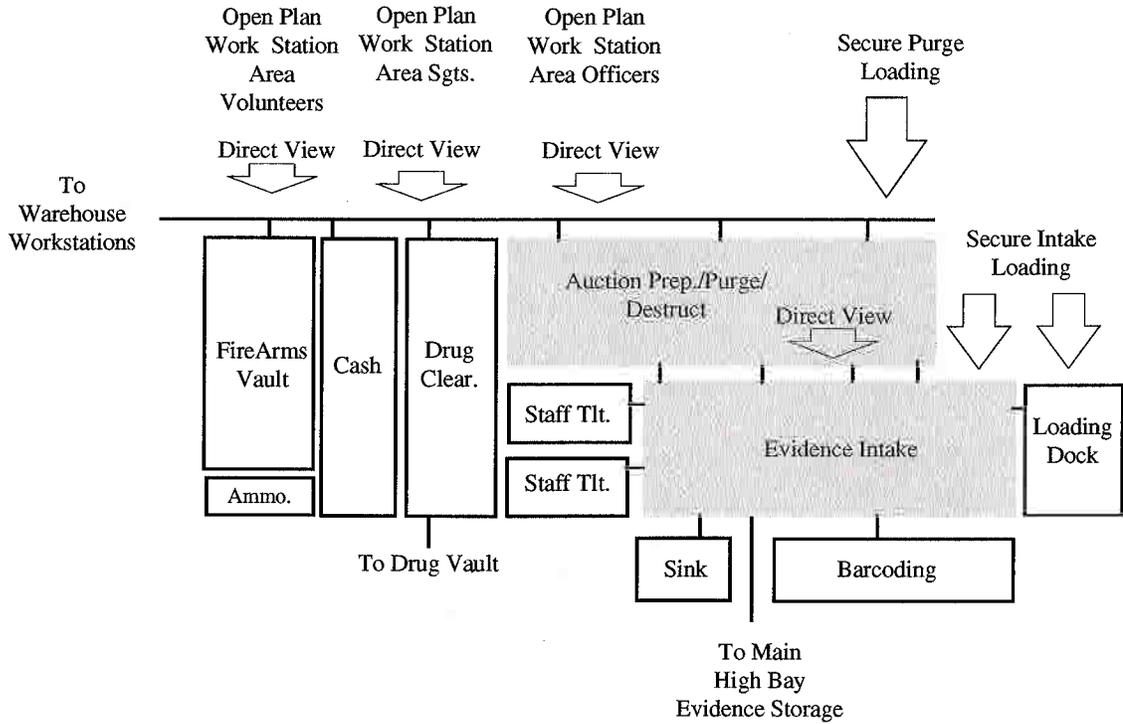
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Evidence Admin.
Sspatial Adjacencies

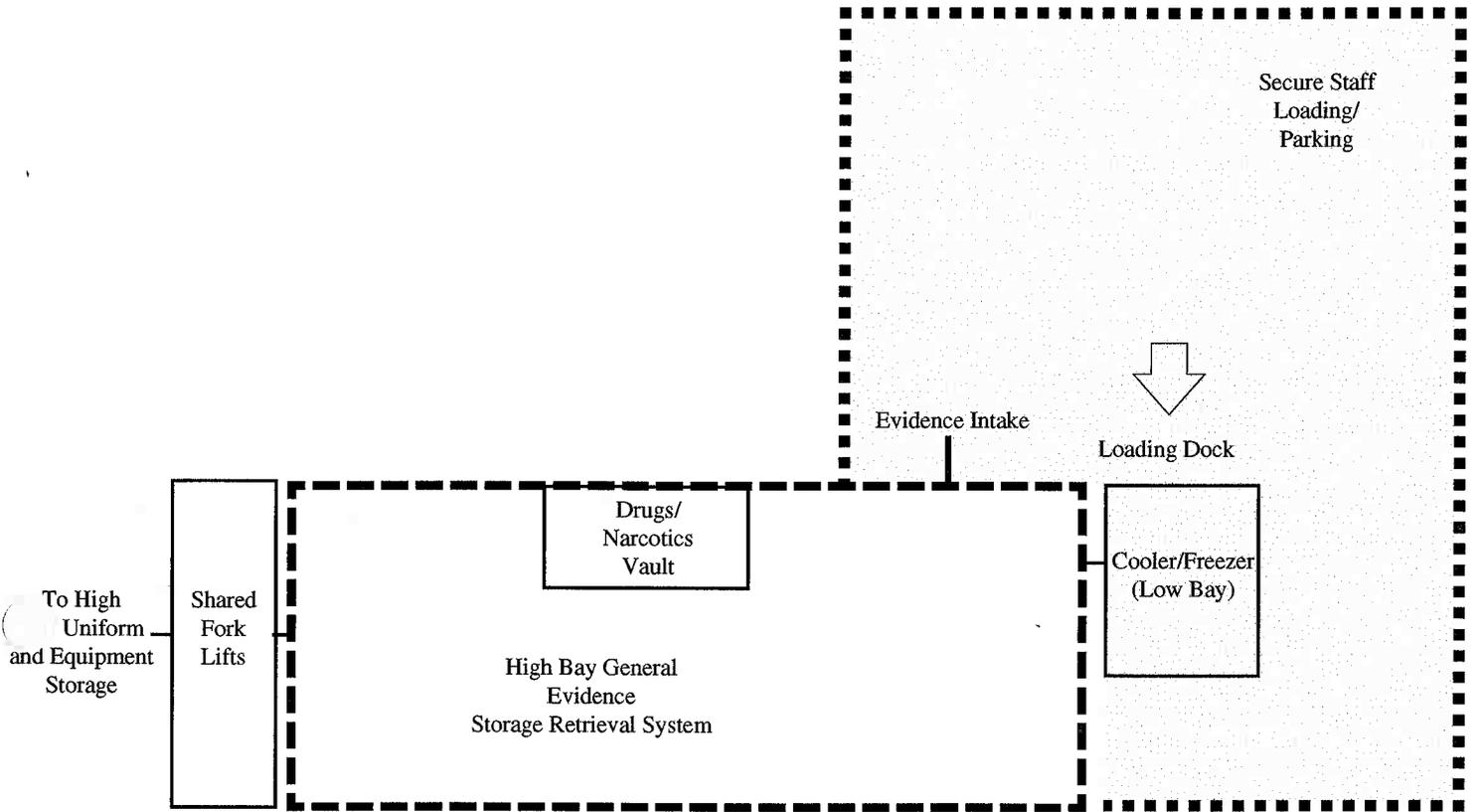
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Shared
Roll Call/
Training
Conf.



**Evidence Intake
Spatial Adjacencies**

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General Evidence
Spatial Adjacencies

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Evidence Facility Space Needs Assessment • Square Footage Summary
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Building Square Footage Summary						
Page No	Milestones	5-02 +2		5-02 +2		Remarks
		Staffing		Area Totals	Area Totals	
Administrative Offices						
2	Property/Evidence Admin.	26	30	4,476	4,786	
3	Equip/Uniform Admin.	12	15	2,240	2,495	
Warehouse Areas						
4	Evidence Property Warehouse	0	0	49,306	68,266	Some High Bay (See Page 4)
5	Equip/Uniform Warehouse	0	0	7,233	7,233	Some High Bay (See Page 5)
Support Spaces						
6	Public Space/Training Rms.	0	0	2,175	2,175	
6	Locker/Fitness	0	0	2,168	2,325	
Staff Subtotal:		38	45			

Total Net Square Footage (Single Story)	67,598	87,280
Structural/Design Factor (.090 x NSF)	6,084	7,855
Janitorial/Mechanical Factor (.097 x NSF)	6,557	8,466
Total Gross Square Footage	80,238	103,601

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Milestones	5-02	+2	5-02	+2		5-02	+2	
	Staffing				Space Code	Area Totals	Area Totals	Remarks

Uniform & Equipment Admin.

Supervisor	2	2	2	2	PO2	240	240	
Counter Staff	3	4	3	4	OP3	204	272	
Admin. Staff	2	3	2	3	OP3	136	204	
Senior Warehouse	1	1	1	1	OP3	68	68	
Warehouse	3	4	3	4	OP3	204	272	
Admin Assistant	1	1	1	1	OP4	84	84	

					NA	0	0	
					NA	0	0	

Support Spaces:

Files			6	6	LFL4	96	96	
Copy			1	1	CPY2	80	80	
Counter Service			1	1	100	100	100	Currently 46X20 (920SF)
• Self Service Supply			1	1	20	20	20	
Dressing Rooms			2	2	30	60	60	
Engraving Rm.			1	1	100	100	100	Currently 30X9 (270 SF)
Secure Goods Room			1	1	400	400	400	Currently (500 SF), W/ Prox. Rdr. (Badges etc.)
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	

Subtotals	12	15				1,792	1,996	
Circulation	25%					448	499	
Net Area						2,240	2,495	

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Milestones	5-02	+2	5-02	+2	5-02	+2	Remarks
	Staffing			Space Code	Area Totals	Area Totals	

Property/Evidence

Sergeant	*	#	1	1	PO1	108	108	
Warehouse Staff	*	#	3	5	OP4	252	420	
					NA	0	0	
<u>Support Spaces:</u>					NA	0	0	
Evidence Intake:			1	1	1000	1,000	1,000	PHX (1248 SF) Barcode And File
• Sink Area			1	1	SNK2	15	15	For Evid.
• Worktable/Barcode Sta.			1	1	WTBL5	120	120	
• Loading Dock			1	1	550	550	550	(2) Carport Canopy/ (1) Indoor
Evidence Room:					SUM	31,000	46,000	High Bay
• General Evidence			1	1.5	43000	30,000	45,000	PHX (43,000) DC Now (41,623 SF W/O Ref.)
• Drug/Narcotics Vault			1	1	1000	1,000	1,000	PHX (1920) DC Now (348 SF - Req. 522 SF)
					SUM	6,100	6,100	Low Bay
• Drug Clearance Room			1	1	300	300	300	PHX (522)
• Firearms Vault			1	1	2000	2,000	2,000	PHX (1533) DC Now (537 SF)
• Ammunition Vault			1	1	250	250	250	
• Cash/Valuables Vault			1	1	250	250	250	PHX (173) DC Now (144 SF)
• Evid. Refrigerator			1	1	1300	1,300	1,300	PHX (783) DC Now 1300 SF)
• Evid. Freezer			1	1	500	500	500	PHX (783)
Auction Prep./Purge/Destruct			1	1	1500	1,500	1,500	DC Now (1560 SF)
Toilet Rm.			2	2	T1	100	100	
Long Term Storage					NA	0	0	
• Archive Files					NA	0	0	Included in Gen Evid. SF
• Homicide Evid.					NA	0	0	Included in Gen Evid. SF
					NA	0	0	
Forklift Storage			1	1	200	200	200	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
Subtotals		0	0			39,445	54,613	
Circulation	25%					9,861	13,653	
Net Area						49,306	68,266	

Bold = High Bay
* = Staff Counts Shown on Page 2

**The District of Columbia
Metropolitan Police Department
Evidence Facility Space Needs Assessment • Square Footage Summary
• May 2002 •**

Milestones	5-02	+2	5-02	+2		5-02	+2	Remarks
	Staffing				Space Code	Area Totals	Area Totals	
Meeting & Public Areas								
Discovery/Evidence Triage			3	3	100	300	300	PHX (225) CCTV
Public Lobby (P&E)			1	1	400	400	400	PHX (392)
Public Lobby (E&U)			1	1	400	400	400	
Public Restrooms			2	2	170	340	340	1Male + 1Female (Between 2 Lobbies)
					NA	0	0	
Roll Call/Training Rm. (For 30)			1	1	525	525	525	PHX (525)
Lunch Room			1	1	300	300	300	PHX (384) Shared Buildingwide
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
Subtotals	0	0				1,740	1,740	
Circulation	25%					435	435	
Net Area						2,175	2,175	

Lockers/Fitness Space:								
M Lockers			29	34	LKR3	342	405	75% Male
FM Lockers			29	34	LKR3	342	405	75% Female
M toilet/sinks/showers area			3	3	T1SH1	270	270	
FM toilet/sinks/showers area			2	2	T1SH1	180	180	
					NA	0	0	
Fitness Room			1	1	600	600	600	PHX (468)
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
					NA	0	0	
Subtotals	0	0				1,734	1,860	
Circulation	25%					434	465	
Net Area						2,168	2,325	

**The District of Columbia
Metropolitan Police Department
Evidence Facility Space Needs Assessment • Square Footage Summary
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**Site Size Calculation: One Story Building
All Parking at Grade**

Parking Calculations	No. of Vehicle		SF/ Veh.	SF Totals		
	5-02	+2		5-02	+2	
Secure Motorcourt Parking:						
• Administrative Offices	0	0	350	0	0	See Other Spaces
• Property Evidence Admin.	3	4	350	1,050	1,400	
• Fleet Vehicles	16	19	450	7,200	8,550	
• Staff POV	35	41	350	12,250	14,350	
Secure Vehicle Storage:						
• Asset Seizure Vehicles	0	0	350	0	0	Could Be "Valet" Stack
• New Vehicle - Phase In	0	0	350	0	0	Could Be "Valet" Stack
• Old Vehicle - Phase Out (Surveyed)	0	0	350	0	0	Could Be "Valet" Stack
• 18 Wheel Temp. Storage	1	1	1,750	1,750	1,750	
• Misc. Outdoor Storage				2,100	2,100	
Secure Loading Delivery:						
• Loading Spaces (P & E)	2	2	550	1,100	1,100	2 Elevated/1 Flat (all W/Leveler)
• Loading Spaces (E & U)	2	2	550	1,100	1,100	
Non-Secure Parking:						
• Other Agency Parking	2	2	350	700	700	
• Public Parking	10	10	350	3,500	3,500	

Subtotal	71	81	30,750	34,550	
Circulation Factor			1.35	1.35	
Subtotal: Parking and Circulation Area in SF			41,513	46,643	

Building and Non-Parking Related Site Needs		
Parking and Circulation Area in SF (From Prev. Page)	41,513	46,643
Building Footprint	80,238	103,601
Controlled Motorcourt Entry and Exit	2,000	2,000
Emergency Generator Fuel Tanks	700	700
Outdoor Break Area	600	600
Trash Compactor Enclosure / Loading Area	1,500	1,500
Subtotal: Site Area Need in SF (See Note 2)	126,551	155,044
		3.56

Single Story
Card Reader Monument
Screened Above Grade
Screened
Access Outside Motorcourt
Acres
5,116,447

- Note:**
1. Site Needs May Increase for Irregular Shaped Sites or Sites with Extreme Topography.....
 2. Needs to Add Space for Setbacks, Snow Stack, Landscaping Allowances.

Terms:
Motorcourt = Secure parking zone with masonry perimeter wall and gates at each entry.
Other Agency = Non Metro DC Police Department officials who work periodically with MDCPD.

**The District of Columbia
Metropolitan Police Department
Evidence Facility Space Needs Assessment • Square Footage Summary
• May 2002 •**

**Site Size Calculation: One Story Building
All Parking at Grade**

Parking Calculations	No. of Vehicle		SF/ Veh.	SF Totals	
	5-02	+2		5-02	+2
Secure Motorcourt Parking:					
• Administrative Offices	0	0	350	0	0
• Property Evidence Admin.	3	4	350	1,050	1,400
• Fleet Vehicles	16	19	450	7,200	8,550
• Staff POV	35	41	350	12,250	14,350
Secure Vehicle Storage:					
• Asset Seizure Vehicles	50	65	350	17,500	22,750
• New Vehicle - Phase In	50	50	350	17,500	17,500
• Old Vehicle - Phase Out (Surveyed)	30	30	350	10,500	10,500
• 18 Wheel Temp. Storage	1	1	1,750	1,750	1,750
• Misc. Outdoor Storage				2,100	2,100
Secure Loading Delivery:					
• Loading Spaces (P & E)	2	2	550	1,100	1,100
• Loading Spaces (E & U)	1	1	550	550	550
Non-Secure Parking:					
• Other Agency Parking	2	2	350	700	700
• Public Parking	10	10	350	3,500	3,500

High Bay
Uniform and Equipment :

Could Be "Valet" Stack
Could Be "Valet" Stack
Could Be "Valet" Stack

2 Elevated/1 Flat (all W/Leveler)
+(1) Garage Indoor (In Bldg. SF)

Subtotal	200	225	75,700	84,750
Circulation Factor			1.35	1.35
Subtotal: Parking and Circulation Area in SF			102,195	114,413

Building and Non-Parking Related Site Needs		
Parking and Circulation Area in SF (From Prev. Page)	102,195	114,413
Building Footprint	80,238	103,601
Controlled Motorcourt Entry and Exit	2,000	2,000
Emergency Generator Fuel Tanks	700	700
Outdoor Break Area	600	600
Trash Compactor Enclosure / Loading Area	1,500	1,500
Subtotal: Site Area Need in SF (See Note 2)	187,233	222,814
	5.12	Acres

7,352,857

- Note:**
1. Site Needs May Increase for Irregular Shaped Sites or Sites with Extreme Topography.....
 2. Needs to Add Space for Setbacks, Snow Stack, Landscaping Allowances.

Terms:
Motorcourt = Secure parking zone with masonry perimeter wall and gates at each entry.
Other Agency = Non Metro DC Police Department officials who work periodically with MDCPD.

**The District of Columbia
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Evidence Facility Space Needs Assessment • Space
Standards
• July 2002 •**

Introduction: The space standards that follow establish the basis for the square footage projections found in the staff and space spreadsheets in Chapter <>.

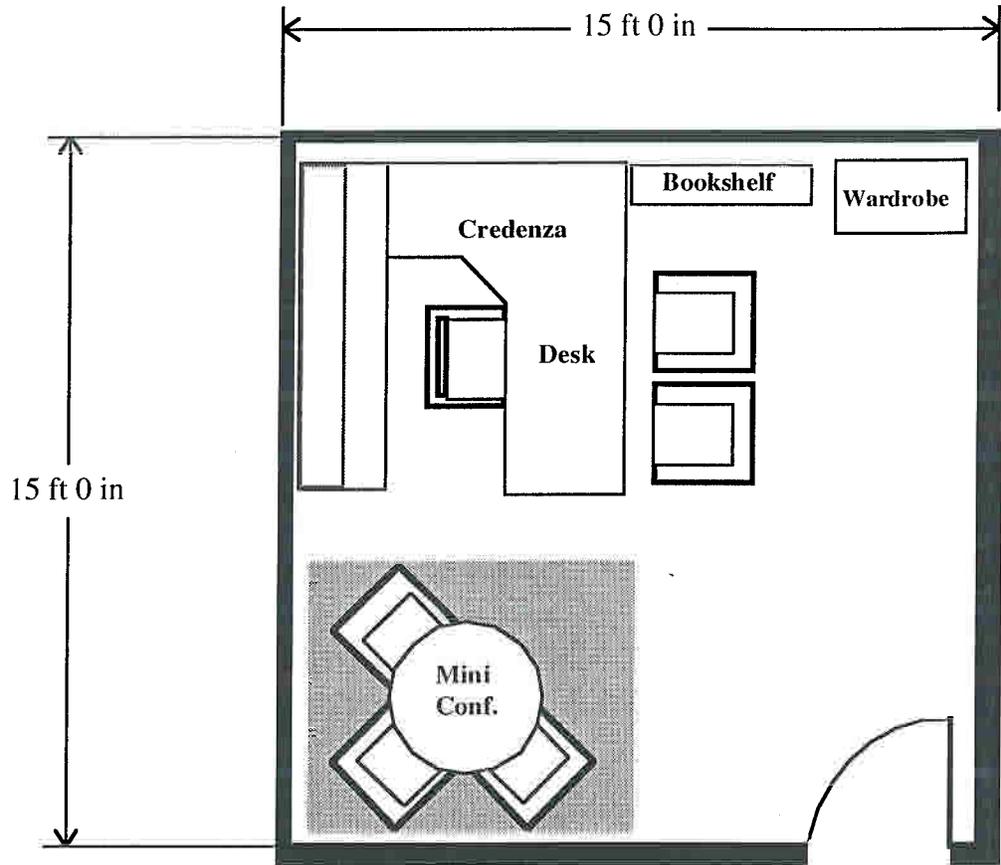
Each of the sketches that follow illustrates either a typical office space, open plan workstation, specialized equipment, or some other support space/equipment that is used repetitively throughout the building.

It is important to keep in mind that these office space diagrams merely suggests possible furniture arrangements, it is not McClaren, Wilson & Lawrie's intention to dictate at such an early phase either the final room shape or furniture arrangement. The illustrate the required square footage programmed and the basic requirements of the spaces. Illustrating the suggested furniture arrangements is intended to aid the reader to conceptualize the relative size of the spaces in question.

It is also important to realize that smaller spaces and workstations (anything less than 100 square feet) require supplemental circulation (beyond the basic circulation factored in each section). The supplemental circulation is as indicated on each space standard.

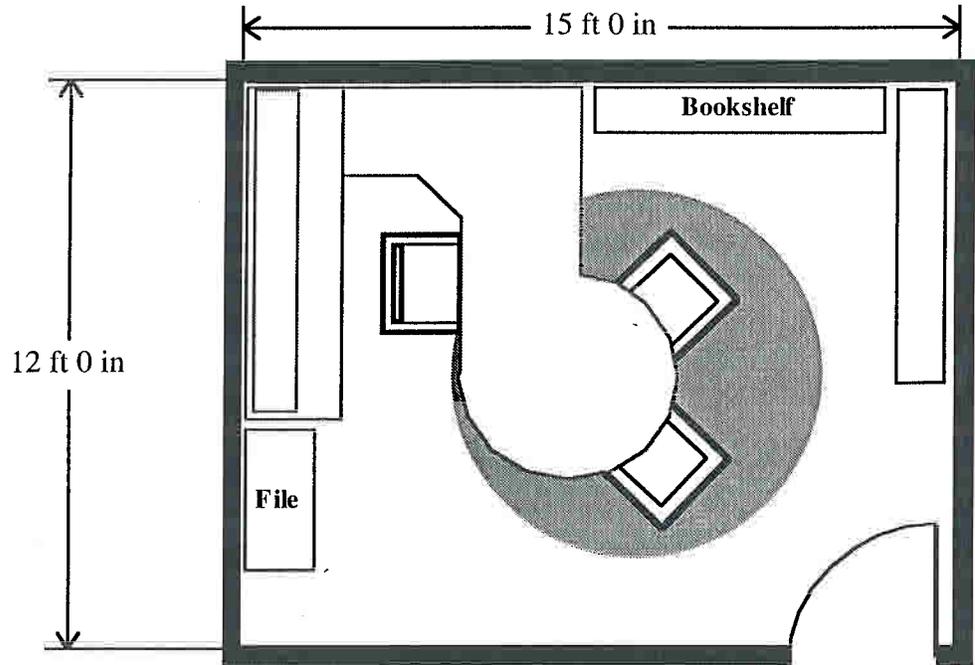
These standards have been developed by McClaren, Wilson & Lawrie, Inc. based on adaptations from a variety of space standards utilized by government agencies and private industry.

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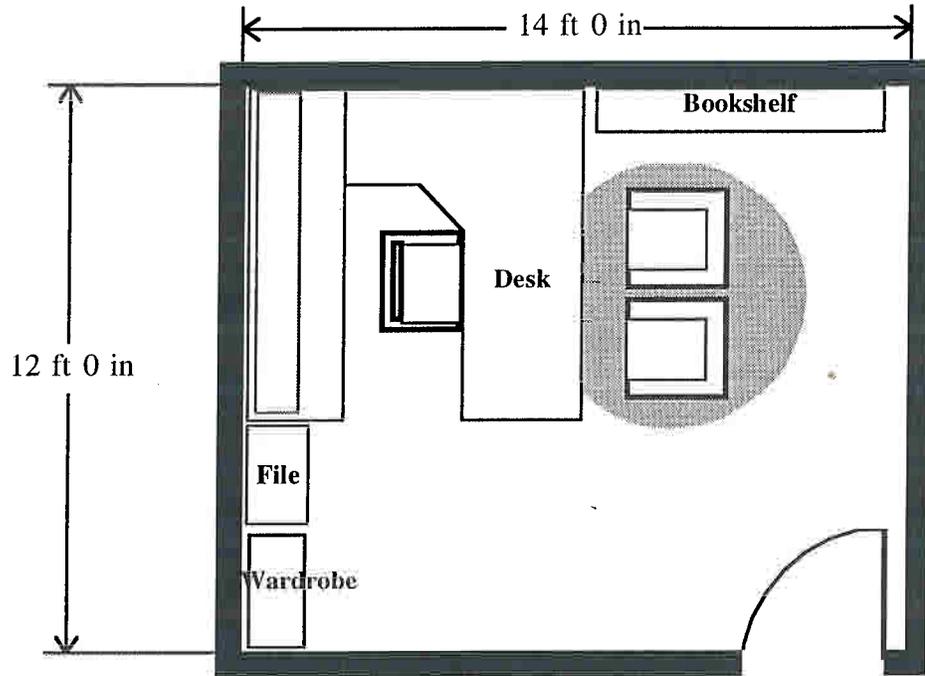
Private Office
225 SF
PO5

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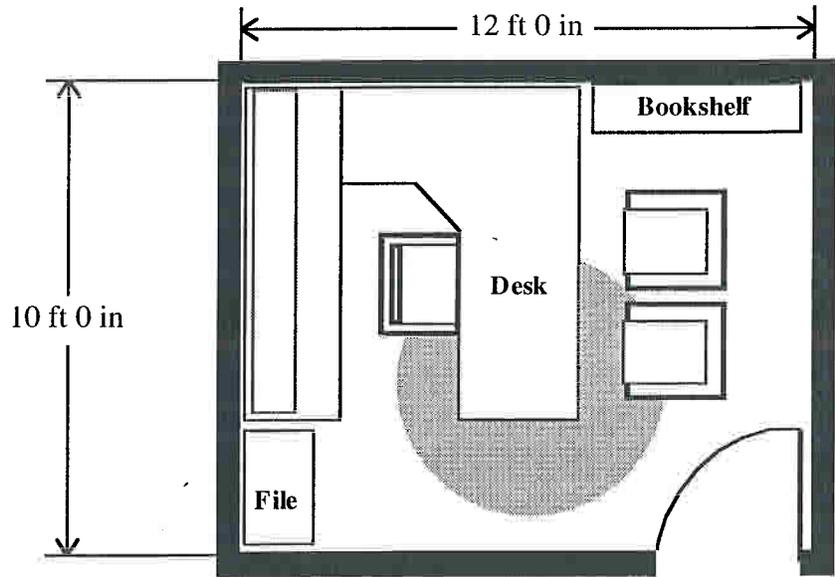
180 SF
PO4
(Not Used)

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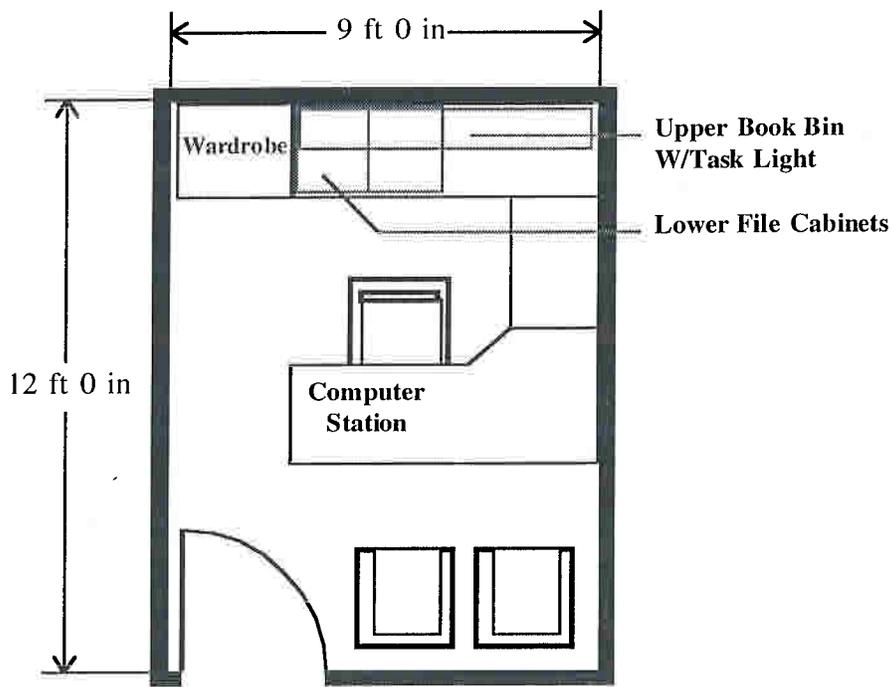
168 SF
PO3

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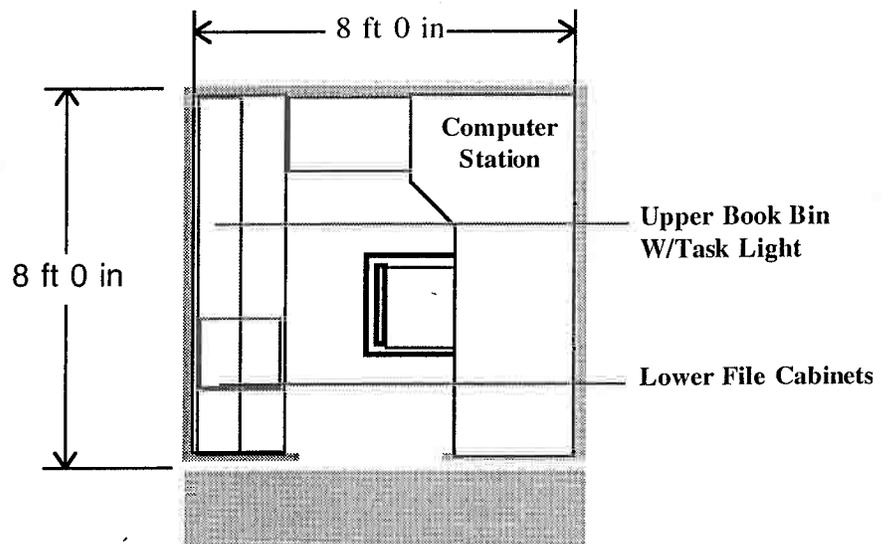
120 SF
PO2

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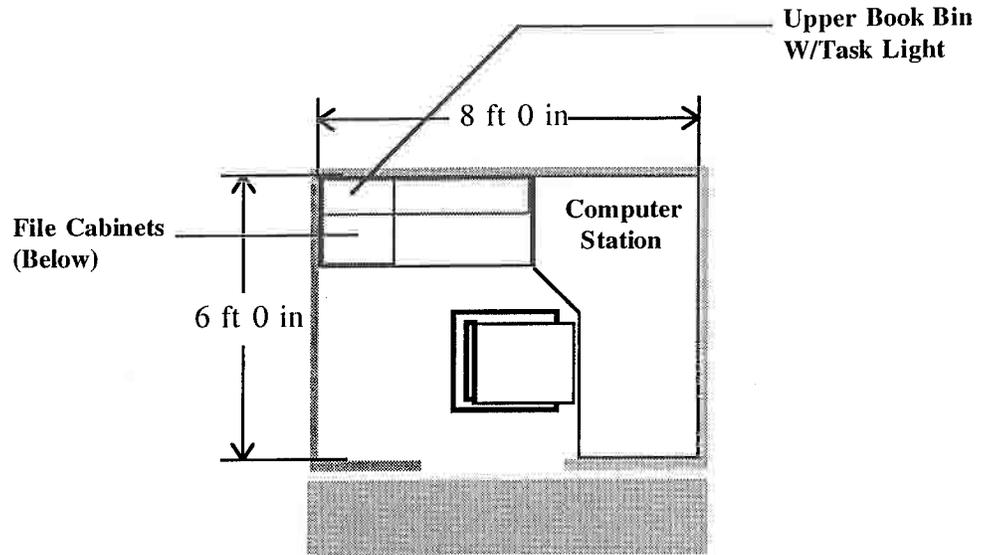
Office
108 SF
PO1

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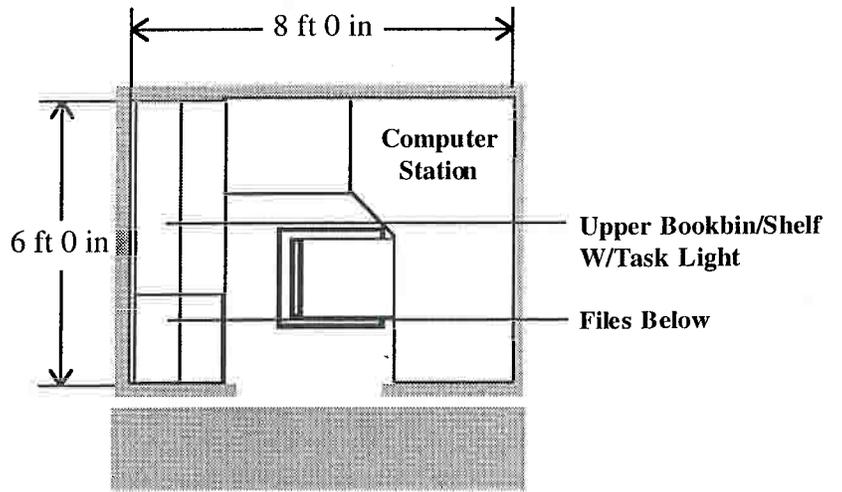
Open Plan Workstation
64 SF (Actual)
20 SF (Add'l Circulation)
84 SF Total
OP4

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Standards
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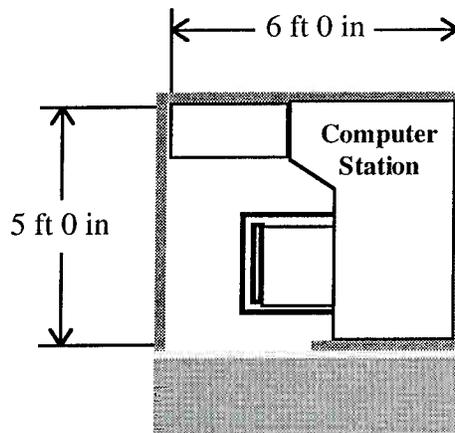
Open Plan Workstation
48 SF (Actual)
20 SF (Add'l Circulation)
68 SF Total
OP3

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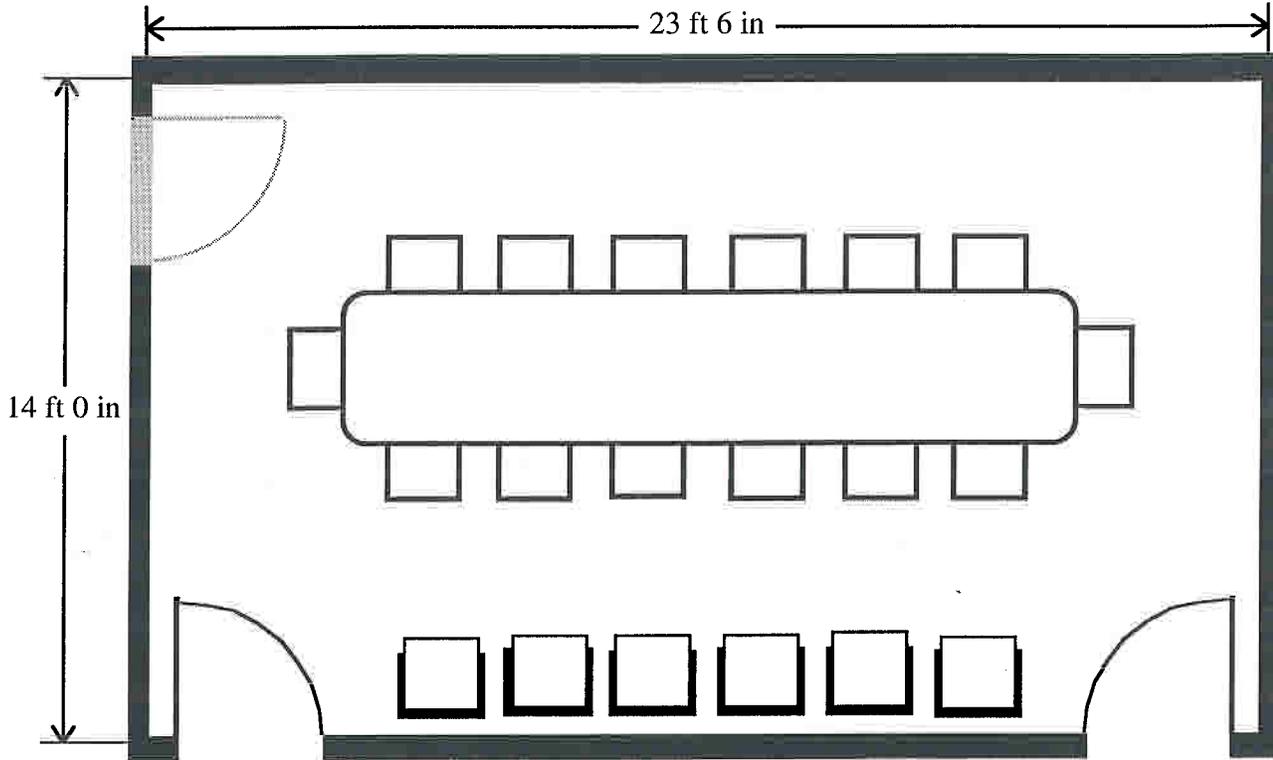
Workstation
48 SF (Actual)
16 SF (Add'l Circulation)
64 SF Total
OP2
(Not Used)

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Workstation
30 SF (Actual)
15 SF (Add'l Circulation)
45 SF Total
OP1
(Not Used)

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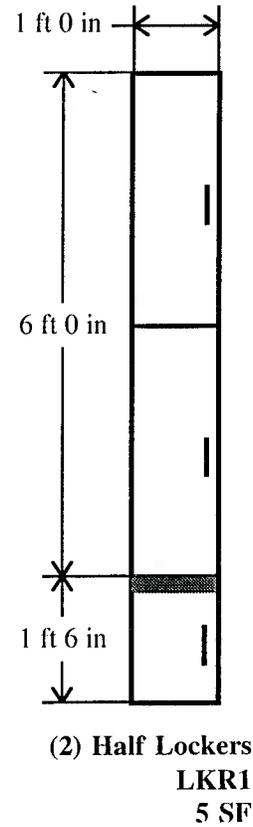
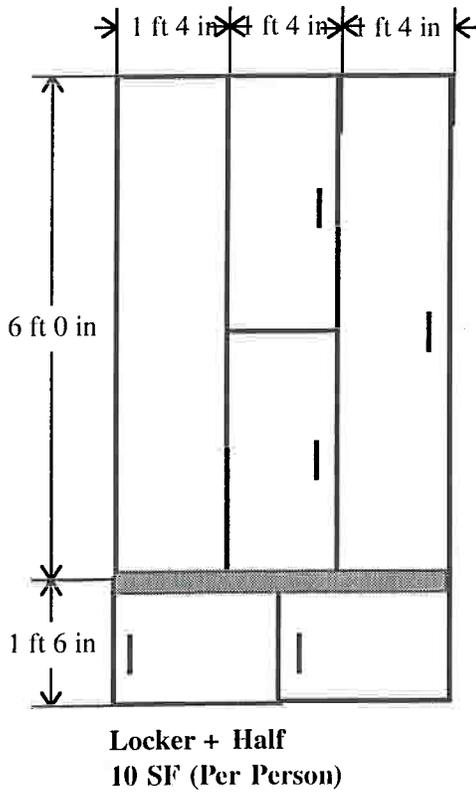
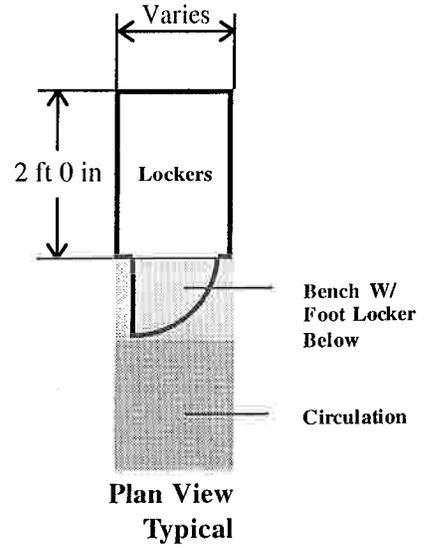
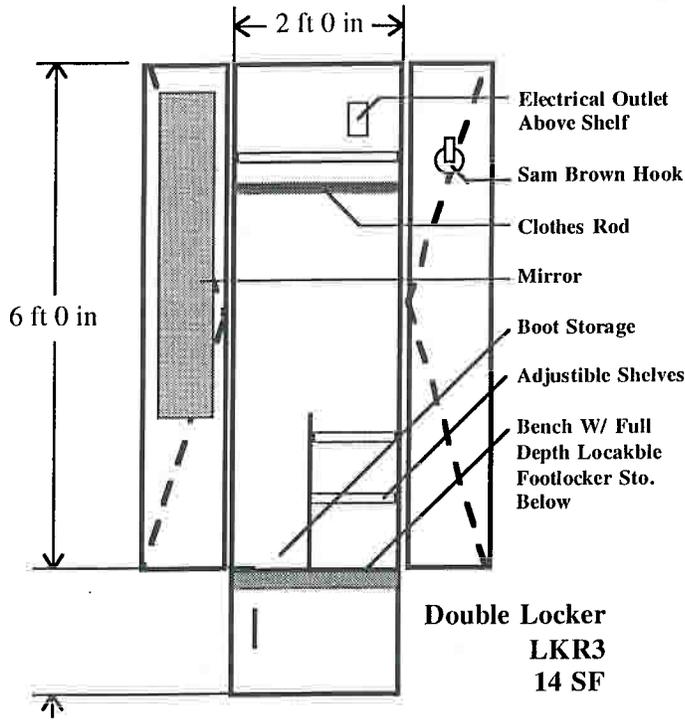


Conference Room

Code	Capacity	SF	Code	Capacity	SF
CNF4	For 4	120 SF	CNF20	For 20	330 SF (Shown)
CNF6	For 6	150 SF	CNF22	For 22	384 SF
CNF8	For 8	180 SF	CNF24	For 24	408 SF
CNF10	For 10	224 SF	CNF28	For 28	448 SF
CNF12	For 12	240 SF	CNF30	For 30	480 SF
CNF14	For 14	266 SF	CNF34	For 34	544 SF
CNF16	For 16	288 SF	CNF40	For 40	600 SF
CNF18	For 18	324 SF	CNF46	For 46	690 SF

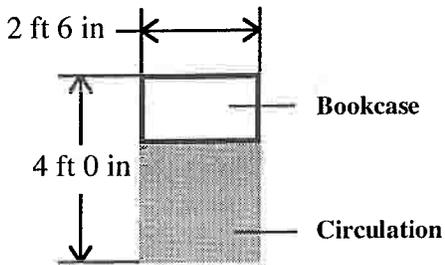
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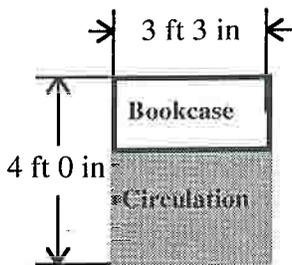


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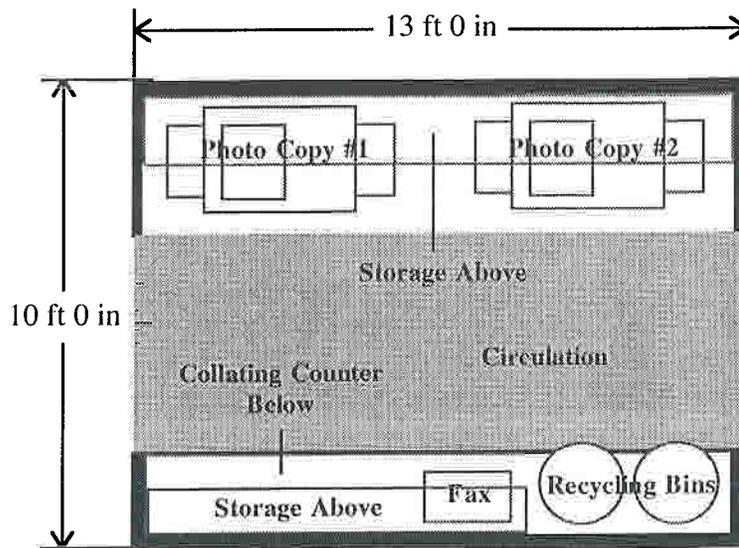
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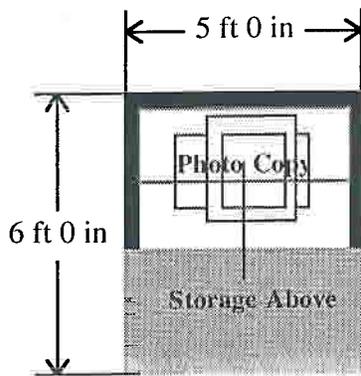
Bookcase 1
 10 SF
 BK1



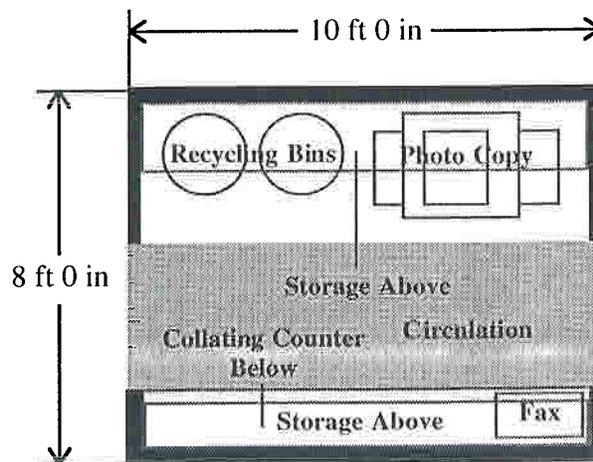
Bookcase 4
 13 SF
 BK4



Copy Hub
 150 SF
 CPY3

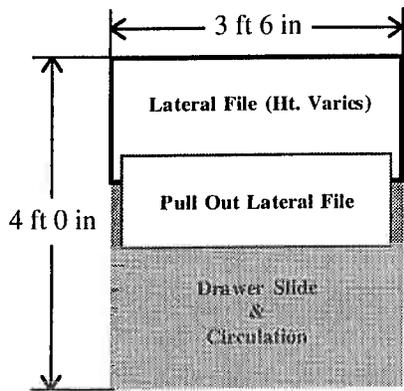


Copy Alcove
 30 SF
 CPY1

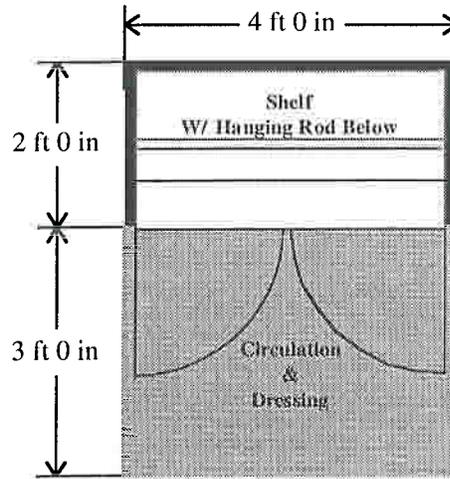


Copy Station
 80 SF
 CPY2

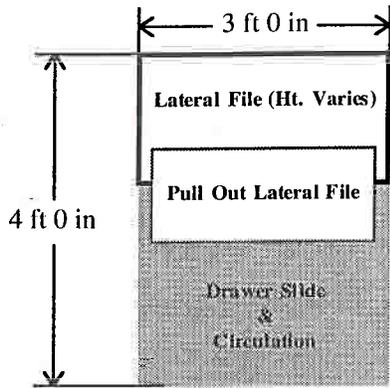
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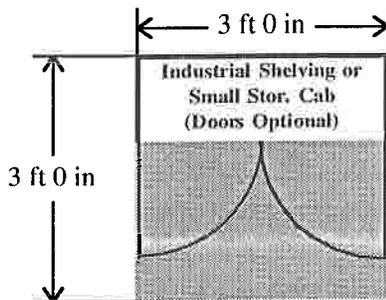
File Cabinets / Lateral 3.5
 14 SF
 LFL35



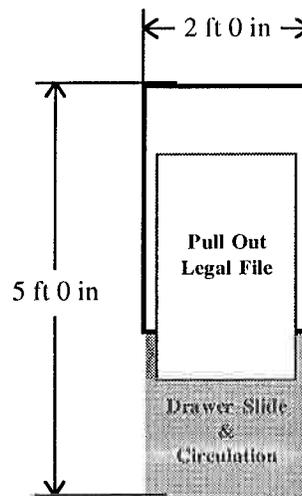
Wardrobe/Storage Cab
 20 SF
 SCB2
 11 SF
 SCB1



File Cabinets / Lateral 3
 12 SF
 LFL3



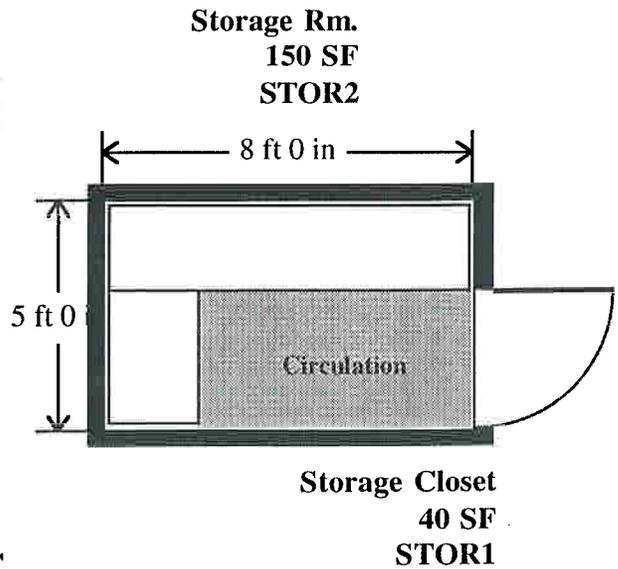
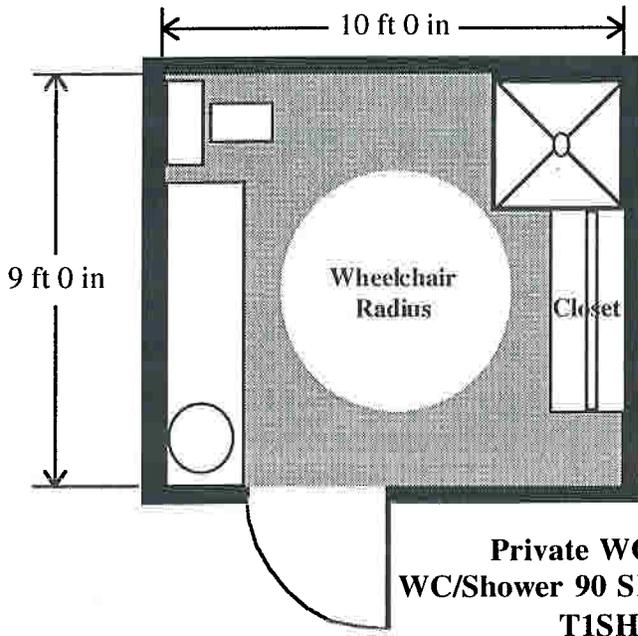
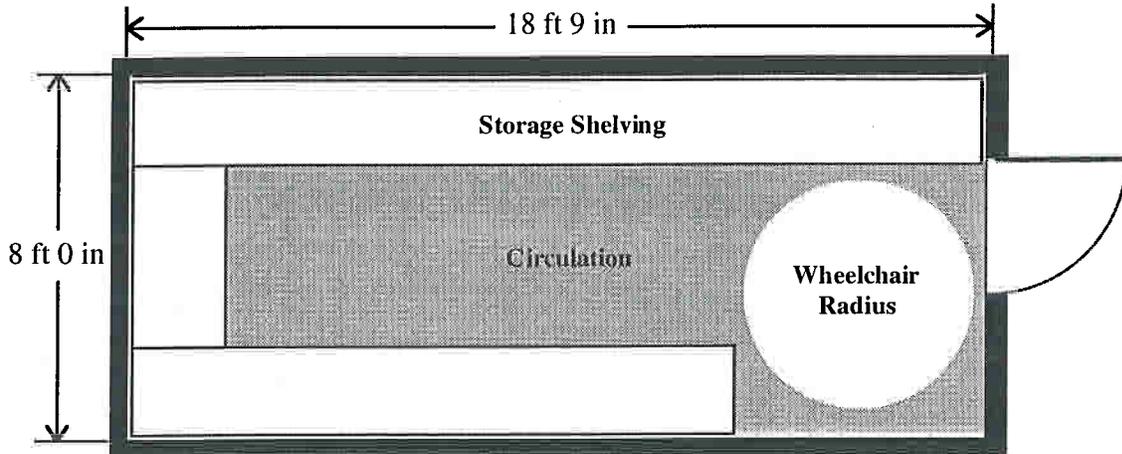
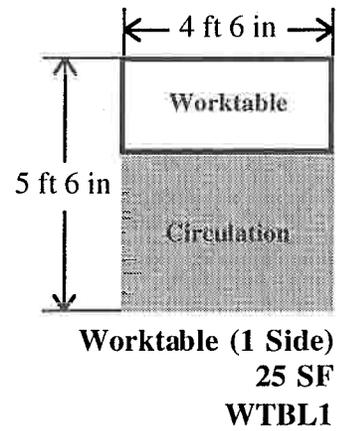
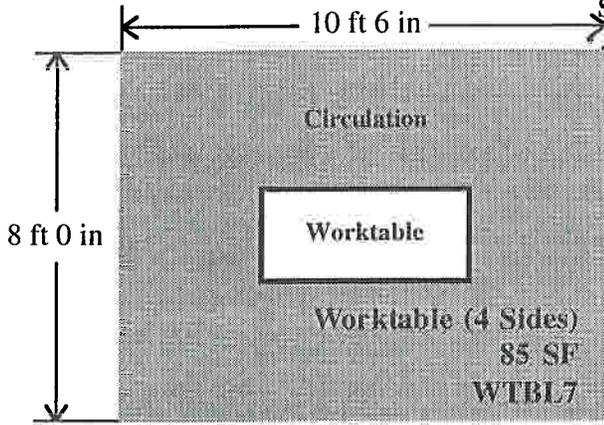
**Storage Cabinets/
 Industrial Shelving**
 9 SF
 SHLF1



**File Cabinets / Legal
 (Ht. Varies)**
 10 SF
 F11

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