

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY SHERIFF'S OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort are appreciated, and we look forward to meeting with you.

Your Name: Sheriff's Office

Your Department: Pender County Sheriff's Office

Your Division within the Department (if applicable): Patrol / K-9 Divisions
Investigations Division
Animal Control/Marine Patrol
Support Division
911 Center

Your Telephone Number: 910-259-1212

Your email address: Alan.Cutler@pendersheriff.com
Michael.Collier@pendersheriff.com

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions:

Patrol: Provide law enforcement presence throughout Pender County. Have the required number of deputies to cover 870 square miles while responding to calls for service (Domestics, Alarms, Assaults, Robberies, Warrants Service, Involuntary commitments, Traffic Related Calls, etc.). Also, to be able to maintain order and keep our citizens safe.

Support Division (Civil/Courts/School Resource)

(SRO's) Provide law enforcement presents for each school campus within the county. (Court security) Provide safety and security for the employees of the courts as well as citizens attending court. (Bailiff) Provide security for the employees and citizens within the court rooms. Maintain efficiency of the workflow of the court room. Transport inmates from the jail to the court. (Civil Process) Service of civil process papers and preform executions, as well as many other statutory requirements within civil process. (Records) Keeping court related documents that are maintained permanently. (Division Captain) Responsible for public information, special operations, training coordinator, oversight of all support division operations.

Investigations:

The investigations division investigates reported crimes, interviews potential victims and suspects, collects, process and stores evidence. We also have item we keep for safekeeping and domestic property. We also handle all records of the sheriff's office.

911Center:

911 receives and dispatches all emergency and non-emergency phone calls for the County. Dispatches Laws/EMS/Fire countywide. The Center must always be secure from the general public.

Animal Control:

Investigate all animal complaints and none domesticated animals.

Operational goals and objectives:

Patrol:

The main goal of the patrol division is to maintain the safety and security of the people and property of Pender County as well as all that pass through it. Patrol division answers calls for service, serves civil process, criminal process, as well as transports of commitment patients and arrestees.

Support Division (Civil/Courts/School Resource):

Maintain the safety and security of the schools, court houses, and comply with statutory provisions for civil process.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Investigations:

To investigate all crimes, storage of evidence and maintaining records. We wish to expand in the coming years to handle the growing population in our county.

911 Center:

Acquire a more up to date Center, with more room and windows.

Animal Control:

Rabies control

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Patrol and Support Division (Civil/Courts/School Resource):

Changes anticipated: Rapid expansion within the division to keep up with the growth of the citizens living in and traveling through the borders of Pender County.

Investigations:

Not many changes but more room is a necessity for our evidence. We are almost at full compacity and running out of room. With more personnel we have also ran out of office space. As caseloads increase, we will need more personnel and room to accommodate.

911 Center:

Increase in personnel, more storage.

Animal control:

Growth

Why?

Patrol and Support Division (Civil/Courts/School Resource):

Attention to the recent commissioners' meetings will show plans for future growth for residential communities that will increase population rapidly thereby increasing workload for the Sheriff's Office to include the number of deputies needed on a shift answering calls to keep employee injury at a minimum. This also should reduce the amount of use of force reports.

Investigations:

The growing population in our county will bring more crimes to investigate which and will need more personnel. Pender County is located between two large growing cities, Wilmington and Jacksonville many people are moving to our communities.

911 Center:

Due to the continuing growth of the County, call volumes are steadily increasing.

(New Businesses and housing developments)

Storage area for files, files are increasing daily.

Animal control:

County population is growing

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 10 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
			Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:						
Sheriff	1	1	X			
Chief Deputy	1	1	X			
Major	2	3	X			
Patrol Captain	1	2	X			
YOUR RESPONSES:						
Patrol Captain	1	1	X			
Patrol Lieutenant A & C Shifts	1	2	X			
Patrol Lieutenant B & D Shifts	1	2	X			
Patrol Sergeants	4	6		X		
Patrol Deputies	20	40		X		
Patrol K-9	2	6				X
Logistics	1	2		X		
Support Captain	1	1	X			
Civil Lieutenant	2	3	X			
Civil Sergeant	4	6		X		
Bailiff	2	6		X		
School Resource Officer	16	26				X

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Civil Process	2	4		X		
Court Security	6	10				X
Investigations Captain	1	1	X			
Investigations Lieutenant	2	2	X			
SVU Detective	2	3	X			
General Detective	5	8		X		
Crime Scene Inv.	1	2	X			
Evidence Room	1		X			
Front Records Clerk	1		X			
Records Clerk	2	3		X		
911 Director	1	1	X			
Asst. 911 Director	1	1	X			
911 Shift Supervisor	2	4			X	
911 Telecommunicators	6	10			X	
Part Time Telecommunicators	4	8			X	
Animal Control/Marine Patrol Lieutenant	1	1	X			
Animal Control Officer	4	8		X		

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Patrol and Support Division (Civil/Courts/School Resource):

Two (2) Small conference room near the entrance to speak privately with citizens about any matter.

Investigations:

For our investigator we meet with the public every day and interview potential suspects and victims. Our interview room will need a recording system. Our records clerk will need upfront semi-public counter to greet the public and answer question and provide the public with reports.

911 Center:

Visitors meet with the Director and Asst. Director in their offices.

Investigations:

We will need interview rooms:

- Rooms dedicated and furnished for victims of crimes
- Rooms for suspect interrogations and processing
- All rooms should be wired for video and audio

5. Does your department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 5

What is the maximum number? 20

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

Scheduled fingerprints and walk ins.

6. How frequently does your department/division need access to a conference or meeting room?

☒ Daily

☐ 2 to 3 times a week

☐ Once a week

☐ Twice a month

☐ Monthly

☐ Once in a while

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

What is the usual number of meeting participants? 20

What is the maximum number? 30

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Patrol and Support Division (Civil/Courts/School Resource):

Staff meetings, shift change briefing and debriefings, Multi agency meetings, Sheriff's Officer Emergency Operations Center, private citizen meetings and auctions.

Investigations:

Meeting with the public on any situation(s), briefing, training, planning search warrants, executions/etc.

911 Center:

Continuing Education, training for new hires, staff meetings

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Projector and computers, seating areas, conference telephone, internet access, ethernet access, WIFI, dry erase boards, TV's VCR/DVDs equipment.

Is your group responsible for staging public meetings?

☒ Yes

☐ No

If so, how often and for how many attendees?

Monthly auctions and as needed for up to 50 people.

7. Does the workspace for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

If yes, please describe briefly.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Patrol and Support Division (Civil/Courts/School Resource):

Large copier/scanner for Patrol Room, Support Division, Investigations, Animal control, 911 Center

Investigations:

Most are standard office, but large cabinets in the evidence room, an observation room for interview/interrogations.

911 Center:

CAD Equipment, Radio/Consoles, Copier, Multiple file cabinets

8. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy files you must keep increasing over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

Patrol / K-9 Divisions

Investigations Division

Animal Control/Marine Patrol

Support Division

911 Center

Combined Totals=

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	1	91	10		
Inactive files in your office area	1	101	2		
Inactive files <u>not</u> in your office area				340	

What percentage of your inactive files could be stored away from your department/division's office area? N/A

80% if they are in the same building.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

80% if they are not in the same building.

Other than filing, for what items does your department/division require storage space?

Patrol and Support Division (Civil/Courts/School Resource):

Equipment storage Room (Taser's, semination gun, signage, radios, guns, training aids, Field Training Guide Booklets, Armory, new hire equipment, personal protective equipment, ECitation printers, ECitation paper. etc.)

Investigations:

Evidence Storage

911 Center:

Hurricane and Natural disaster supplies, (COTs, air mattresses) Spare Uniforms, boxed supplies

Animal Control:

1 Lateral filing cabinet used for storage

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Patrol Captain Office, Patrol Lieutenants Offices, Sergeants Patrol Office, Deputies Office.

Civil, Records and 911 Center

Investigations to include the following;

Supervisors, Investigations, CSI and Sex assault investigators can be located together however Records and Sex Assault need their own offices.

Animal Control:

No special Accommodations

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Patrol:

Fingerprinting Room (AFIS) NOT THE SAME ROOM AS PATOL ROOM!

Support Division (Civil/Courts/School Resource)

Civil and Records Room

Investigations:

Evidence Room

911 Center:

Windows, Intercom system, area where officers can access to obtain paperwork from communications without going into the center. (a glass window, walkup counter)

Animal Control:

2 Offices with a storage closet.

11. Describe any special requirements or concerns your department/division may have regarding security.

Support Division (Civil/Courts/School Resource)

Controlled access to offices and filing cabinets due to sensitive material, papers, and storage (to include US Currency).

Investigations:

CSI and Evidence Room Technicians need their own security and Investigations need security and private offices to work effectively on cases assigned.

911 Center:

Key fob or ID card access, center is always to be locked and secure per State regulations.

Animal Control:

None

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Support Division (Civil/Courts/School Resource) and Investigations:

Positive pressure heating and cooling and a stand-alone system for the evidence room (climate controlled).

911 Center:

Lighting at all workstations for telecommunicators. Separate outlets at workstations that do not interfere with the consoles and CAD systems.

Animal Control:

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

None

13. How many copiers does your department/division have? 5 large, 3 small

How many fax machines? 7 Total

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs or make any other comments you want to communicate to the design team.

Patrol, Support Division (Civil/Courts/School Resource)

A centralized breakroom with television and seating for 20 individuals. A commercial kitchen equipped with industrial oven/stove, microwave, large refrigerators and sinks.

Department needs a large fitness center equipped with free weights, barbells, dumbbells, adjustable benches, treadmills, smith machines, cable machines as well as other fitness related equipment.

In addition, and near the fitness center, a large locker room facility (one for woman and one for men) equipped with lockers, toilets, and showers.

Male and female bunk rooms.

Investigations:

Would need a comfortable space for preparing Report, will need copiers and fax DVD/TV and CD duplication for compiling discovery reports. This room should accommodate other division when duplicating report and making copies

911 Center:

Larger Center. Sleeping quarters for during storm related emergencies. Staff Kitchen/Breakroom where meals can be eaten and prepared. Restroom in the center. New Workstations. Training room, storage rooms.

Animal Control:

Office Closet

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.



SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY SHERIFF'S OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Erik Harvey, ITS Director and Earl Moore, IT Operations Manager

Your Department: Information Technology Services Department

Your Division within the Department (if applicable): _____

Your Telephone Number: 910-259-0222 or 910-259-0229

Your email address: eharvey@pendercountync.gov and rmoore@pendercountync.gov

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions:

- The Department of Information Technology Services (ITS) provides technology leadership, governance, infrastructure and architecture, technical resources, and expertise in the development and deployment of modern information technologies to improve government efficiency, effectiveness, and promote innovation. ITS is responsible for implementing and managing systems, applications, communications, and the overall management and security of the County's IT assets. ITS is further charged as the steward of County information systems and data. Agencies are responsible to adhere to IT policies, standards, and coordinate their requirements with ITS.

Operational goals and objectives:

- ITS goals promote innovation, support County services, energize overall technology investments' performance, develop and maintain information technology systems, and provide secure, agile and sustainable technology infrastructure and customer service support to County agencies. ITS's IT infrastructure and portfolio includes consideration of 'cloud' and other hosted capabilities that make sense for Pender County based on the architecture, cost, and risk implications.

The organizational structure of ITS has evolved over the years to align with changing priorities, trends, requirements, and leverages technology platforms and resources. It addresses the evolution and utilization of technology in support of County government business functions. This evolution has seen a tremendous growth in web-based capabilities such as Social and Digital Media, 'cloud' architectures, green IT, mobile apps, and wireless 'smart' devices, as well as platforms that support cross agencies and enterprise class solutions and software applications.

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Changes anticipated:

Why?

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

[illegible]

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

5. Does your department/department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 3

What is the maximum number? 5

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☒ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 5

What is the maximum number? 30

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Demonstrations, meetings, training, in-service training, press conference, large scale computer, other equipment, system deployments.

Meeting room tables with HDMI, network ports, electrical outlets/ports, USB charging

Coax, HDMI, and network ports and electrical outlets for TVs on the wall (# of TVs TBD), projector.

Network and HDMI ports for wePresent.

Network ports for Wireless Access Points and Network Extender.

Intercom and overhead speakers for Viper Radio system w/volume control knob.

Dimmer light switches.

Multimedia ports to support A/V cabinet – electrical outlet, network ports, HDMI. TBD

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Meeting room tables with HDMI, network ports, electrical outlets/ports, USB charging

Coax, HDMI, and network ports and electrical outlets for TVs on the wall (# of TVs TBD), projector.

Network and HDMI ports for wePresent.

Network ports for Wireless Access Points and Network Extender.

Intercom and overhead speakers for Viper Radio system w/volume control knob.

Dimmer light switches.

Multimedia ports to support A/V cabinet – electrical outlet, network ports, HDMI. TBD

Is your group responsible for staging public meetings?

☒ Yes

☐ No

If so, how often and for how many attendees? Weekly up to 154 depending on location.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Depending on the purpose, size of the meeting room/space – In-service training, press conference, demonstrations, meetings, training, in-service training, large scale computer, other equipment, system deployments.

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

If yes, please describe briefly.

Work bench – Staging, rollout, and computer break/fix

Data Center – Fire Suppression system, Large UPS, Dual Generator diesel/natural gas, Automatic Transfer Switch (ATS), server racks, telecom racks, patch panels, cabling trays and ladder racks, L-5/6 outlets, network ports, Non-porous ceiling tiles, environmental controls, HVAC, raised flooring, proper electrical grounding and grounding bars.

Viper Radio system – Racks and shelving inserts, L 5/6 connected to Data Center UPS and Dual Generator

Video Arraignment TBD

Mail machine – Network port

Building cabling trays, ladder racks, and j-hooks/rings

Security Cameras and DVR/NVR system

Door Access Control system (s) – 2 forms of egress request to exit button, motion sensor, door strike/mag lock and fob/card reader

Silent Alarm system

Burglar Alarm system

Wide format equipment - Plotter, Multi-Function Printer (MFP/Copier)

Wireless Access Points

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

8. Does your department/division have centralized files?

☐ Yes

☒ No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

☐ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files					
Inactive files in your office area					
Inactive files <u>not</u> in your office area					

What percentage of your inactive files could be stored away from your department/division's office area?

_____ % if they are in the same building

_____ % if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Procurement and onsite storage – Computer Replacement and other Office/IT/radio hardware equipment

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

IT spaces needs to be isolated, but near 911 Dispatch, staff offices, and IT Data Center

IT network closets – If multiple floors aligned on top of one another for network and fiber cabling. TBD

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Meeting rooms and appropriate A/V equipment for presentations

Covered breeze ways, if applicable

Elevator – Phone and phone line

11. Describe any special requirements or concerns your department/division may have regarding security.

Security Cameras and DVR/NVR system

Door Access Control system (s) – 2 forms of egress request to exit button, motion sensor, door strike/mag lock and fob/card reader

Silent Alarm system

Burglar Alarm system

Managed Physical Key System

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Data Center HVAC

Building/Data Center Dual-Generator, covered overhang for Automatic Transfer Switch (ATS), pig tails for portable generator and enclosed case for pig tails.

Data Center UPS

13. How many copiers does your department/division have? 20

SO – 5 Copiers

6 Printers

SO – Jail – 2 Copiers

2 Printers

SO – Jail Admin – 1 Copier

SO – Hampstead Annex – 1 Copier

SO – Undisclosed location – 1 Copier

SO – Courthouse – 1 Copier

SO – EOC Dispatch – 1 Copier

How many fax machines? All MFPs/copiers have fax cards

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs or make any other comments you want to communicate to the design team.

IT related hardware, systems, and data need to remain secured. Physical isolation and security is needed as much as possible for the Data Center and other related IT items.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY MAGISTRATE OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in “jump starting” that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting “core” needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort are appreciated, and we look forward to meeting with you.

Your Name: Larry Lewis

Your Department: Magistrates Office

Your Division within the Department (if applicable): _____

Your Telephone Number: 910-663-3919

Your email address: Larry.D.Lewis@nccourts.org

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions:

Provide public, citizens and LEO with ability to apply for criminal charges.

Allow LEO's to apply for charges, search warrants, conduct initial appearances and set bail and conditions of release.

Issue Involuntary Commitment papers

Perform Wedding Ceremonies and impose direct criminal contempt and Conduct Small Claims Court.

Operational goals and objectives:

Protect and preserve the rights and liberties of all people by providing a fair, independent and accessible forum for Justice guaranteed by NC Laws and Constitution.

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Changes anticipated:

As more citizens move into Pender County, there will be more warrants secured, arrests and citizen complaints.

Why?

Population Increase.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Customer service bullet proof window and counter area with an intercom.
Enclosed Office Space, that is Soundproof so when officers are discussing highly classified information it can't be heard by others (sex offenders, murders etc.)

Need a window for public, arrestee and jail interaction.
Need button activated door that is secured by strong steel.

5. Does your department/department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 1-2

What is the maximum number? 20 Actually seen Riot Here

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☐ 2 to 3 times a week ☐ Once a week

☐ Twice a month ☒ Monthly ☒ Once in a while (every other month is helpful)

What is the usual number of meeting participants? 4

What is the maximum number? 6 (Judge Corpening and his Clerk)

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Monthly Office meeting with coworkers.

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Cisco Sabbe for video conference in Surf City and Hampstead with LEO.
Cameras attached to computer for pictures taken for NCAWARE/Warrants

Is your group responsible for staging public meetings?

☐ Yes

☒ No

If so, how often and for how many attendees?

7. Does the workspace for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

If yes, please describe briefly.

We work long hours, so a futon, fridge and microwave are helpful.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

8. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy files you must keep increasing over time?

☐ Yes

☒ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	0				1
Inactive files in your office area	0				
Inactive files <u>not</u> in your office area	15				

What percentage of your inactive files could be stored away from your department/division's office area?

100% if they are in the same building

 % if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Forms, office supplies, paper, cartridges, bio security kit, directors training manuals.
General Statutes Books
Motor Vehicle Laws
Pender County Codes

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Helpful having shared Jail window, we can share office but helpful being close to Clerk's Office to take daily paperwork and monies.
Need a room in back (like New Hanover County Magistrates and Jail), where futon, fridge and snack area can be separate breakroom.

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Direct secure windows (with intercom) to citizen, arrestee, Officers and Jail

11. Describe any special requirements or concerns your department/division may have regarding security.

Need very secure area due to high bonds set and angry citizens who have damaged our personal vehicles.

Impaired subjects and mental health subjects become combative/aggressive.

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Separate heating and cooling ventilation system.

13. How many copiers does your department/division have? 1

How many fax machines? 1

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs or make any other comments you want to communicate to the design team.

Need security, private area for breaks, rest (overnight) and bathroom.
Better access to defendants during intake with language barriers

Intercom or two-way phone to conduct first appearances or answer questions.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY SHERIFF'S OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Randolph King

Your Department: Pender County Sheriff's Office

Your Division within the Department (if applicable): Jail

Your Telephone Number: 910-259-1446

Your email address: randy.king@pendersheriff.com

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions:

Supervision of Inmates
Enforce Rule and Keep Order
Search for Contraband
Maintain the Facilities Standards according to State Law
Report Inmate Conduct

Operational goals and objectives:

Safety and Security
Aid in Rehabilitation and Counseling of Inmates

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Changes anticipated:

Increase in Bed Space
More Programs for Inmates to assist in Rehabilitation

Why? The facility is overcrowded. We spend hundreds of thousands of dollars housing out of county. More space is needed to increase programs for inmates.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 10 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
			Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:						
Sheriff	1	1	X			
Chief Deputy	1	1	X			
Major	2	3	X			
Patrol Captain	1	2	X			
YOUR RESPONSES:						
Jail Administrator	1	1	X			
Sgt. Of Jail Operations	1	1	X			
Shift Supervisors	2	4		X		
Shift Leaders	4	4				X
Full-Time Jail Officers	10	31				X
Part-Time Jail Officers	8	10				X
Full-Time Transportation	3	3		X		
Part-Time Transportation	2	2				X
Kitchen Supervisor	1	1	X			
Laundry Person (Civilian)	0	1				X
Full-Time Kitchen Staff	4	6				X
Part-Time Kitchen Staff	4	4				X
Training & Compliance Officer	1	2	X			

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Records	1	2	X			
Classification Officer	0	1	X			
Pretrial Release Officer	0	1	X			

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

A customer service window that will be operated by civilians Monday-Friday 8-5 and a customer service phone available after business hours and on Saturday and Sunday.

5. Does your department/department/division require a customer/visitor waiting area?

☒ Yes

☐ No

If yes, what is the typical number of customers/visitors present at one time? 10

What is the maximum number? 20

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

☒ Daily ☐ 2 to 3 times a week ☐ Once a week

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

☐ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 6

What is the maximum number? 12

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Types of Meetings:

Staff and Shift meetings

Counseling Sessions

Educational

Clergy

Inmate programs

Interview Rooms

Special Features:

Secured furniture

Internet Access

Soundproof

Panic Button

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Overhead projectors with speaker access for training purposes. Smart board/dry erase board

Is your group responsible for staging public meetings?

☐ Yes

☒ No

If so, how often and for how many attendees?

N/A

7. Does the workspace for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

If yes, please describe briefly.

Storage for inmate restraints and additional advanced restraint equipment (restraint chair) and a Utility room.

Additional Storage for the Kitchen to include freezers, refrigerators, dish washer, ovens, stoves, steam tables, steamer, coffee maker, ice maker, trays and tray racks, deep fryer, meat slicer, tables, meat and vegetable sinks and a 3 compartment pot sink.

8. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy files you must keep increasing over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☒ Yes

☐ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

Combined Total=	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	2	10			
Inactive files in your office area		1			
Inactive files <u>not</u> in your office area		24			

What percentage of your inactive files could be stored away from your department/division's office area?

100% if they are in the same building = Kitchen

100% if they are not in the same building = Kitchen

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

Other than filing, for what items does your department/division require storage space?

Uniforms and equipment for special events

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Civil Division with limited access controlled, monitored and maintained by the jail control room.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Intercom throughout the building, a training room to accommodate the entire agency and can be divided/sectioned off.

Two separate entry and exit door for Intake/Booking

Separate exit door for releasing inmates.

11. Describe any special requirements or concerns your department/division may have regarding security.

Security card swipe on all doors. Surveillance cameras inside and outside the building to include all parking areas. Jail cameras need to be monitored by the jail and 911 center.

Need a secured parking area for Staff Only.

Secured inmate drop off and pickup.

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

TB reverse ventilation cell. Special lighting for photographs in Intake/Booking.

13. How many copiers does your department/division have? 4-multipurpose

How many fax machines? 4-multipurpose

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs or make any other comments you want to communicate to the design team.

Locker room with lockers, multiple showers, exercise room with equipment, private conference room meetings and press conferences.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY SHERIFF'S OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Jackie Ezzell

Your Department: Pender 911

Your Division within the Department (if applicable): _____

Your Telephone Number: 910-259-2148

Your email address: Jackie.ezzell@pendersheriff.com

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions: 911 receives and dispatches all emergency and non-emergency phone calls for the County. Dispatches Laws/EMS/Fire countywide. The Center must be secure from the general public at all times.

Operational goals and objectives: Acquire a more up to date Center, with more room and windows.

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Changes anticipated:

Increase in personnel, more storage

Why? Due to the continuing growth of the County, call volumes are steadily increasing.
(New Businesses and housing developments)
Storage area for files, files are increasing daily.

A blank sheet of graph paper with a light gray background and a faint grid of thin gray lines. The grid consists of small squares covering the entire page. There are no margins or additional markings on the paper.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 10 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
			Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:						
Sheriff	1	1	x			
Chief Deputy	1	1	X			
Major	2	3	x			
Patrol Captain	1	2	x			
YOUR RESPONSES:						
911 Director	1	1	x			
Asst. 911 Director	1	1	x			
911 Shift Supervisor	2	4			x	
911 Telecommunicators	6	10			x	
Part Time Telecommunicators	4	8			x	

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

☒ Yes

☐ No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Visitors meet with the Director and Asst. Director in their offices.

5. Does your department/department/division require a customer/visitor waiting area?

☐ Yes

☒ No

If yes, what is the typical number of customers/visitors present at one time? 4_____

What is the maximum number? 4

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

☐ Daily ☐ 2 to 3 times a week ☐ Once a week

☒ Twice a month ☐ Monthly ☐ Once in a while

What is the usual number of meeting participants? 24

What is the maximum number? 24

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Continuing Education, training for new hires, staff meetings

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Computer access, projector, wifi access, smart board

Is your group responsible for staging public meetings?

☐ Yes

☒ No

If so, how often and for how many attendees?

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

If yes, please describe briefly.

CAD Equipment, Radio/Consoles, Copier, Multiple file cabinets

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

8. Does your department/division have centralized files?

☒ Yes

☐ No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

☒ Yes

☐ No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

☐ Yes

☒ No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files		15			
Inactive files in your office area		1	2		
Inactive files <u>not</u> in your office area				40	

What percentage of your inactive files could be stored away from your department/division's office area?

50% if they are in the same building

50% if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Hurricane and Natural disaster supplies, (COTs, air mattresses) Spare Uniforms, boxed supplies
--

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Records

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Windows, Intercom system, area where officers can access to obtain paperwork from communications without going into the center. (a glass window, walkup counter)

11. Describe any special requirements or concerns your department/division may have regarding security.

Keyfob or ID card access, center is to be locked and secure at all times per State regulations.

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Lighting at all workstations for telecommunicators. Separate outlets at workstations that do not interfere with the consoles and CAD systems.

13. How many copiers does your department/division have? 1

How many fax machines? 1

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

Larger Center. Sleeping quarters for during storm related emergencies. Staff Kitchen/Breakroom where meals can be eaten and prepared. Restroom in the center. New Workstations. Training room, storage rooms.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE FOR PENDER COUNTY SHERIFF'S OFFICE PROGRAMMING

Your responses to this questionnaire will be very helpful to the Moseley Architects space planning team in understanding the space needs of your department. After you have completed the questionnaire, our team will meet with you in person to discuss your responses and other issues in more detail. The time you spend responding to these questions is extremely valuable in "jump starting" that face to face discussion by providing you a means of focusing on some of the relevant issues prior to our meeting. This will make the meeting efficient and productive. This document will assist the planning team to develop the necessary administrative and supporting "core" needs of the detention center going forward.

Please answer every applicable question and respond to the questions as accurately and thoughtfully as you can. The quality of your input will directly affect the effectiveness of the space needs assessment results. If your department is a large one that is subdivided into divisions or separate units that focus on different responsibilities, please complete a **separate** questionnaire for each division, with responses that address only that division. Feel free to attach additional sheets to the questionnaire if needed.

Your time and effort is appreciated, and we look forward to meeting with you.

Your Name: Lt. H. V. Blake Jr

Your Department: Pender County Sheriff's Office

Your Division within the Department (if applicable): Support Division (Civil/Courts/School Resource)

Your Telephone Number: 910 789 4885

Your email address: Harold.blake@pendersheriff.com

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

1. Briefly describe the general scope of your department/division's services and functions, including any special policies or procedures that impact your functional and space needs. What are the primary operational goals and objectives of your department/division?

Services and functions: (SRO's) Provide law enforcement presents for each school campus within the county. (Court security) Provide safety and security for the employees of the courts as well as citizens attending court. (Bailiff) Provide security for the employees and citizens within the court rooms. Maintain efficiency of the workflow of the court room. Transport inmates from the jail to the court. (Civil Process) Service of civil process papers and preform executions, as well as many other statutory requirements within civil process. (Records) Keeping court related documents that are maintained permanently. (Division Captain) Responsible for public information, special operations, training coordinator, oversight of all support division operations.

Operational goals and objectives: Maintain the safety and security of the schools, court houses, and comply with statutory provisions for civil process.

2. What changes do you anticipate in your department/division's services or functions in the next five years, and why?

Changes anticipated: Rapid expansion within the division to keep up with the growth of the citizens living in and traveling through the borders of Pender County.

Why? Attention to the recent commissioners meetings will show plans for future growth for residential communities that will increase population rapidly thereby increasing work load for the Sheriff's Office.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

3. Please list the job title of each type of position currently authorized for your department, or division within the department if applicable. Adjacent to each job title, indicate how many such positions are currently authorized. This tells us what your current staff breakdown is or should be. Then, to the best of your ability, indicate the total number of authorized positions you think there will be for each job title in five years. Base your estimate on the degree to which you believe the amount and nature of your services and workload will change or stay the same. Then indicate with an X which type of workspace is required for each position. Examples of the intended response format are shown in the yellow highlighted cells below.

Job Title	How many now?	How many in 10 years?	TYPE OF WORKSPACE REQUIRED FOR THIS POSITION			
			Private office	Shared enclosed office	Cubicle	No dedicated workspace required
EXAMPLES:						
Sheriff	1	1	x			
Chief Deputy	1	1	X			
Major	2	3	x			
Patrol Captain	1	2	x			
YOUR RESPONSES:						
Captain	1	1	x			
Lieutenant	2	3	x			
Sergeant	4	6		X		
Bailiff	2	6		x		
School Resource Officer	16	26				x
Civil Process	2	4		x		
Court Security	6	10				x

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

4. Do customers/visitors come to your facility for face-to-face interaction with your staff on a regular basis?

X Yes No

If yes, please describe features you would like to see in your space that you believe would help you provide the best possible customer service (e.g., traditional customer service counter, semi-private cubicles for meeting with customers, customer accessible computers, etc.) Feel free to suggest features that are different from your current space or method of doing business.

Small conference room near the entrance to speak privately with citizens about any matter.

5. Does your department/department/division require a customer/visitor waiting area?

X Yes No

If yes, what is the typical number of customers/visitors present at one time? 5

What is the maximum number? 10

Please attach any data or documentation you have about the amount of your customer/visitor traffic.

6. How frequently does your department/division need access to a conference or meeting room?

X Daily 2 to 3 times a week Once a week

Twice a month Monthly Once in a while

What is the usual number of meeting participants? 10

What is the maximum number? 10

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

For what types of meetings will the space(s) be used? Describe any special features required for the space(s).

Staff meetings, meetings with citizens about private matters, hosting auctions.

Please describe any audio-visual equipment or other special features you regularly need for meetings.

Projector and computer

Is your group responsible for staging public meetings?

☒ Yes

☐ No

If so, how often and for how many attendees?

Auctions held monthly. Possible to have 15-20 persons.

7. Does the work space for your department/division need to accommodate special furnishings or equipment other than standard office furniture (e.g., bulk mailing machinery; larger than normal copier; oversize printer or plotter; residential type setting for family meetings)?

☒ Yes

☐ No

If yes, please describe briefly.

Large copier for civil.

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

8. Does your department/division have centralized files?

X Yes

No

If yes, do you expect the quantity of paper/hard copy files you must keep to increase over time?

X Yes

No

Do you expect that, over time, using document imaging to store electronic files in a centralized database can reduce the number of hard copy files you now have or would otherwise accumulate?

Yes

X No

9. Please indicate below the number of shared file storage units of each type you have now. Include only shared files used by multiple staff. Do not include files that are (or should be) in a staff member's individual office for workstation. (Note: "Inactive files" are those you rarely need to access. "Active files" are those you need to access frequently.)

	Lateral cabinets	Vertical cabinets	Open shelf units	Boxes	Rolling or rotating files
Active Files	3				
Inactive files in your office area					
Inactive files <u>not</u> in your office area				60	

What percentage of your inactive files could be stored away from your department/division's office area?

80% if they are in the same building

80% if they are not in the same building

Other than filing, for what items does your department/division require storage space?

Equipment storage (taser's, simunition guns, training aids, signage, new hire equipment, radios, personal protective equipment, etc)

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

10. What divisions within your department should be located together and what other departments should be located near you in order to facilitate better coordination and more efficient service?

Patrol, civil, records

What types of spaces or building features would help your group to more effectively interact and collaborate with other departments?

Civil and records to be in close proximity to each other.

11. Describe any special requirements or concerns your department/division may have regarding security.

Keyed access to offices and filing cabinets due to sensitive material, papers, and storage of us currency.

12. Describe any unusual heating, cooling, lighting, or electrical power requirements for your department/division.

Standard heating and cooling.

13. How many copiers does your department/division have? 1 large, 3 small

How many fax machines? 1

SPACE NEEDS ASSESSMENT QUESTIONNAIRE

14. Please note any other suggestions or concerns you may have about the nature of the space your department/division needs, or make any other comments you want to communicate to the design team.

A centralized breakroom with television and seating for 20 individuals. A kitchen equipped with industrial oven/stove, microwave, large refrigerators.

Department is in need of a large fitness center quipped with free weights, barbells, dumbbells, adjustable benches, treadmills, smith machines, cable machines as well as other fitness related equipment.

In addition and in close proximity to the fitness center, a large locker room facility (one for woman and one for men) equipped with lockers, toilets, and showers.

This is the end of the questionnaire. Thanks again for your time and effort. We look forward to meeting with you soon.