LARAWAY SITE STUDY

April 1, 2013

DLR Group

K&A

HRGreen

S&D architects

Executive Summary

In October 2012, DLR Group was commissioned by the Will County Public Building Commission (PBC) to investigate the potential site utilization of the County owned property known as the Laraway Site located at the SE corner of Laraway Road (County Hwy 74) and Manhattan Road (Rt. 52).

The DLR Group team performed user-group meetings to identify and confirm the current and projected needs of several departs including the Sheriff's office, Coroner, Emergency Management Agency (EMA), Highway Department, and the Will County Forest Preserve District. These meetings included site / facility tours of each user-groups current operations, identification of current deficiencies, and the investigation of future space needs and staffing projections. Additionally, an evaluation of the existing site conditions was performed and alternative concept site plans were explored to determine the potential site improvements and development alternatives.

The information presented in this study is categorized by the following areas:

- Growth
- Existing Facilities
- Linkages and opportunities for Consolidation
- Space and Parking Needs
- Site Analysis
- Preliminary Project Cost Estimate
- Estimated Project Time Frame

Additionally, our team has provided project scope and budget alternatives to further assist in the understanding of the potential solutions available to the County.

In conclusion, our teams analysis of the Laraway site indicates that it is a viable site to accommodate the various potential needs of the departments evaluated. The closing portion of this document is the Appendix which provides the supporting documentation that has been identified, researched and utilized in the development of the recommendations presented.

THE PLAN.

GROWTH

All county public safety facilities have, to one degree or another, been stressed by the rapid growth of Will County. This growth has not only resulted in fundamental space deficiencies but the fracturing of operations into multiple facilities at multiple locations. This has made public safety operations less efficient, less public-friendly, and less prepared for the significant growth to come.

To illustrate the county's dynamic growth consider that the county had only 324,460 people in 1980, grew 109% to 677,560 people in 2010, and is expected to grow another 74% to 1,200,000 people by 2030.

While space deficiencies and fracturing is the bad news regarding growth, there is some good news. Not all public safety elements are expected to grow at the same rate as the county population. Indeed, for some elements low growth is expected and the real issue is simply catching up to current needs (although this itself is sometimes a significant challenge). The following table illustrates the conclusions reached about growth rates after extensive interviews with users about the nature of their functions and the factors that might generate future growth.

GROWTH

Will County: 677,000, 2010 Census; 1,200,000 by 2030.

	NONE - MODEST	MODERATE	COUNTY PACE
CORONER			X
EMERGENCY MANAGEMENT		X	
FOREST PRESERVE POLICE	X		
SHERIFF'S OFFICE:			
ADMINISTRATION			
- Administration	X		
- Sex Offender Registry			X
ENFORCEMENT/PATROL			
- Patrol	X		
- Traffic (incl. special events)		X	
- Arrestee Holding	X		
- Communications Center		X	
- Crime Scene Investigations	X		
- Investigations (incl. Forensics)		X	
- Evidence		X	
- Impound Lot		X	
- Gang Suppression Unit			X
- Records Management		X	
- Special Operations Group		X	
- Warrants Division			X
SUPPORT SERVICES			
- Training & Ranges			X
- Fleet maintenance		X	
- Mechanical and custodial		X	
- Payroll & budget		X	
- Merit Commission		X	
- Internal Affairs		X	
PUBLIC AFFAIRS			
- Public Affairs Section	X		
- Triad for Seniors	X		
Information technology		X	

EXISTING FACILITIES

The consultants toured the following public safety facilities to better understand problems, potential needs, and opportunities for co-location/consolidation: Sheriff's Office Facilities, Emergency Management Agency (EMA) Facilities, Coroner's Morgue, and Forest Preserve Police (FPP) Facilities.

Observations follow.

SHERIFF'S FACILITIES

1. The sheriff's operations are scattered across more sites (6) and facilities (10) than the consultant's have ever seen in a single agency, thus making operational administration extremely difficult and intra-agency coordination unnecessarily challenging.

2. There was a sense of severe crowding in many spaces, punctuated by a significant lack of storage and support space capabilities. At Laraway the Sheriff's Office has 11 outdoor steel containers and four (4) sheds to accommodate severe deficiencies in storage space for ammunition, evidence, supplies, and equipment.

3. The facilities present a poor image to the public, and are, in virtually every respect, difficult for the public to access and use.

4. The physical condition of some of the facilities was poor at best, and most of the facilities appeared energy inefficient, and thus quite, "un-green."

5. In some cases the physical security of the facilities and key areas within some of the facilities, was strikingly deficient. Some of the areas appeared to the consultants to be unsafe to operate.

6. Compliance with the Americans with Disabilities Act (ADA) and Illinois accessibility standards is a major problem in some of the buildings.

7. Expensive special vehicles (24) and important vehicle evidence are left outside to deteriorate, and be vulnerable to vandalism, due to a lack of garage storage space. As a result of storage shortages, the outdoor premises at Laraway resemble a junkyard.

All operations in the Sheriff's Office will grow, some at the rapid pace of the county, and some at a slower pace. Notable areas of growth will be in special services unaffordable to municipal jurisdictions, such as the Special Operations Group. Growth will only worsen already severely sub-standard conditions.

EMERGENCY MANAGEMENT AGENCY FACILITIES

The Emergency Operating Center (EOC) in the County building has good quality office space. However, it primarily suffers from an inadequately sized emergency operations room. That room has too few places for critical participants, has rigid, inflexible work stations, and has views obscured by a column. Support and meeting space is also lacking.

Garage storage for critical vehicles is barely adequate and scattered among three remote sites. Two of the sites are rental properties on which the county perpetually pays. The EMA Radio Repair operation, which serves multiple county agencies including the Sheriff's Office and the

Highway Department, is significantly undersized. Its radio repair workstations are inappropriately located in dusty, cold garage space, and storage inadequacies cause them to use unsafe high shelving.

CORONER'S OFFICE

The Coroner lacks sufficient office space and has his office at a different location than the morgue thus creating inherent inefficiencies. The morgue is too small and lacks key service components. It lacks body storage capacity, lacks a respectful public viewing room, and lacks a private garage for body transfer. Instead it uses the highway department garage in and among highway workers. Odors from the autopsy room are transferred to highway department offices, much to the dismay of the county's highway staff.

FOREST PRESERVE POLICE FACILITIES

The FPP has adequate facilities on the south of the Laraway site and should remain where, and as, they are. What it lacks is proper evidence storage space (essentially a moderately secure closet) and training space. Both can be accommodated at a new sheriff's facility.

LINKAGES AND OPPORTUNITIES FOR CONSOLIDATION

1. Sheriff's operations should vacate the Eagle's building, the County Annex, and the Farm Bureau Building and be consolidated at the Laraway site thus creating far more efficient and public-friendly facilities.

2. At the Sheriff's Laraway site, the existing main facility, the patrol trailer, and the training building ought to be demolished and replaced with consolidated parking lots.

3. Garage rentals for EMA and the Sheriff's office ought to be terminated in lieu of new consolidated garage facilities. The EMA's emergency operations center could share the main Sheriff's Office building though its connections to sheriff's operations are not as strong as they are to general government/public services.

4. Efficiency in investigations could be enhanced by locating a new morgue at the Laraway site. Coroner's offices could be linked to the Morgue (Coroner's preference) or be located in a main Sheriff's Office building.

5. FPP security and services could be enhanced by providing better evidence storage capabilities at a central Sheriff's evidence room, and by sharing new training facilities. Otherwise, their facilities are fine where they are.

6. The Highway department services far different types of vehicles than the Sheriff's Office and appears to require differently trained staff. While consolidating garage space is certainly feasible, and would require abandoning existing Sheriff's garage space, the consultants are uncertain regarding the degree of staff savings feasible, and how staff may be blended and managed because of differing union agreements.

SPACE & PARKING NEEDS

After observing the existing facilities and interactively reviewing long-term needs with users the following is the consultant's assessment of long-term space and parking needs.

Space in Square Feet (sf)

Base Sheriff's Office Needs	99,254 sf
Sheriff's Special Operations, Training, Maintenance & Garages	58,781 sf
Coroner's Office*	7,200 sf
Coroner's Morgue	5,756 sf
EMA Emergency Operations Center*	12,000 sf
EMA Radio Repair	2,848 sf
EMA Garages & Training	10,800 sf
TOTAL NEEDS (with additional building gross factors added)	199,529 sf

space list vs programming

** recent schematic designs by others identified the amount of space needed.*

Parking Needs

Sheriff's Office	187 cars
Sheriff's Training	85 cars
Public	85 cars
Impounded Vehicles	240 cars
Sub-total	597 cars
Special Operations Group	40 cars
Vehicle Maintenance	12 cars
Total Sheriff's Office Need	52 cars
Sub-total	
Coroner's Office & Morgue	20 cars
Public Parking	10 cars
Sub-total	30 cars
EMA / EOC	14 cars
Emergency Team	40 cars
EMA Garage	10 cars
EMA Radio & Visitors	6 cars
Sub-total	70 cars
Grand Total	749 cars

SITE ANALYSIS

An analysis of the existing Laraway sheriff's site suggests that estimated space and parking needs are best accommodated by:

1. Developing the main Sheriff's Office facility on the existing site and potentially combining with it the EMA Emergency Operations Center and the Coroner's Office. Another option for the Coroner would be associating the his Office space with Morgue space elsewhere on the site.

2. Replacing the sheriff's training building with a separate new facility in close proximity to the firing ranges and attaching new Special Operations Group space to it.

3. Associating the sheriff's Special Operations Group garage and training facilities with the training building.

4. Demolishing the highly inadequate Laraway Main, Patrol trailer, and metal training buildings to make way for new parking.

5. Expanding the existing Vehicle Maintenance facility rather than abandoning it.

6. Developing all other garage, EMA, and Coroner facilities south of the firing ranges.

7. Locating outdoor vehicle impound south of the firing ranges.

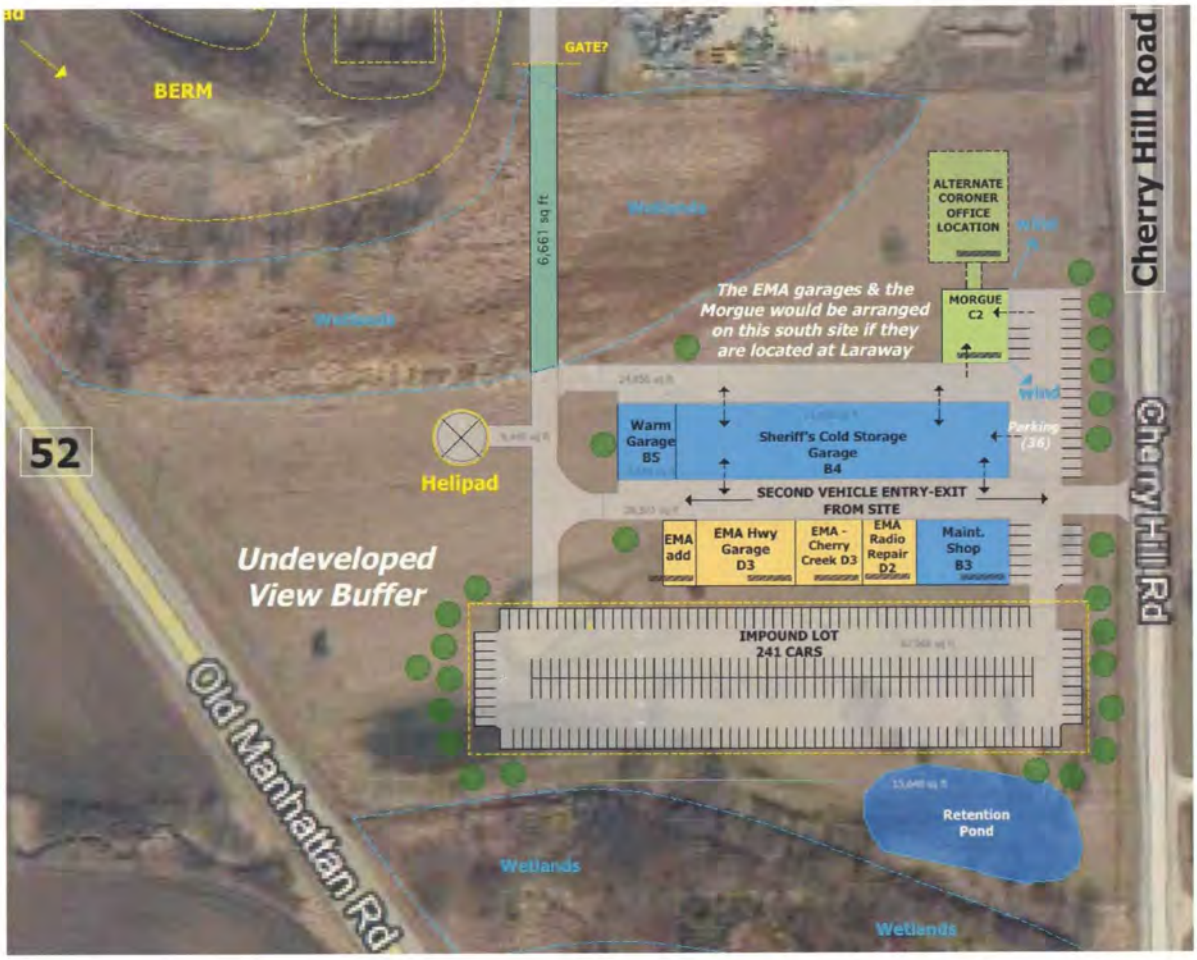
8. Providing a second access to the site and access to new Coroner and garage facilities by a new entry on the relatively low traffic Cherry Hills Road, with a possible 3rd access point to the far busier Route 52.

Below is a diagram that illustrates a basic analysis of how the Laraway Road site would best be zoned to meet projected public safety needs. The key elements in shaping the zoning are a.) the existing public access off of Laraway Road, and b.) the existing features in the blue staff training and support zone which are unlikely, or unwise, to try to move: rifle range, pistol range, earth mounds (berms) to secure the ranges, and the vehicle maintenance building.

The following three diagrams show a test concept for the development of the Laraway site using the preceding space and parking estimates and zoning concepts. The first diagram shows the overall site, and the next two close-in on the north and south parts of the site development. It is assumed that the main new sheriff's office facility is a three-story building. All else is assumed to be single-story.

Above: Overall site concept.

Above: North part of the site featuring a new main public safety office building, an expanded Sheriff's Office vehicle maintenance building, and a new Sheriff's Office training and Special Operation Group building associated with the ranges. Significant amounts on new paved parking is also shown.



Above: Central part of the site south of the ranges for the development of EMA and Sheriff's Office garages and a Sheriff's Office vehicle impound lot. The morgue is also located here with room to add the Coroner's offices if that is preferred over placement in the main office building.

PRELIMINARY PROJECT COST ESTIMATE

Main Office Building (Sheriff, EOC, Coroner)	$30,800,000
Sheriff's Training/Special Operations Building	$3,300,000
Sheriff's Vehicle Maintenance Expansion	$1,525,000
Sheriff's Garages and Facility Maintenance	$3,350,000
Coroner's Morgue (excluding equipment)	$1,100,000
EMA Radio Repair	$525,000
EMA Garages & Briefing	$1,425,000
TOTAL ESTIMATED BUILDING CONSTRUCTION COSTS	$42,025,000
SITE & UTILITIES	$4,200,000
DEMOLITION	$250,000
PROFESSIONAL FEES (AE & CM)	$9,500,000
FIXTURES, FURNITURE & EQUIPMENT	$1,575,000
CONTINGENCY (15%)	$8,500,000
TOTAL PROJECT ESTIMATE	$66,050,000

ESTIMATED PROJECT TIME FRAME

The earliest that the project would be completed would be around April 2016. This assumes that the process continues into the design phase shortly after the completion of this phase of the work, and that no extraordinary schedule compression measures are adopted. Based upon the thorough site analysis and detail space programming just completed, the project is "design-ready".

The time needed for each of the final facility development phases is as follows:

Design: 10 months
Bidding: concludes 2 months after design
Construction: 24 months
Total Time: 36 months.

ALTERNATIVES.

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TOTAL PROJECT COSTS

	sub-COSTS	COSTS
Main Office Building (Sheriff, EOC, Coroner)		$30,800,000
Sheriff's Office	$24,800,000	
Emergency Management Agency Office	$4,000,000	
Coroner's Office	$2,000,000	
Sheriff's Training/Special Operations Building		$3,300,000
Training	$2,200,000	
Special Ops Group	$1,100,000	
Sheriff's Vehicle Maintenance Expansion		$1,525,000
Sheriff's Garages and Facility Maintenance		$3,350,000
Facility Maintenance Building	$790,000	
Cold Storage Building - Specialized Equipment	$2,205,000	
Warm Storage Building - CSI, Investigations (excl. S	$355,000	
Coroner's Morgue (excluding equipment)		$1,100,000
EMA Radio Repair		$525,000
EMA Garages & Briefing		$1,425,000
TOTAL ESTIMATED BUILDING CONSTRUCTION COSTS		$42,025,000

SITE & UTILITIES	$4,200,000
DEMOLITION	$250,000
PROFESSIONAL FEES (AE & CM)	$9,500,000
FIXTURE, FURNITURE & EQUIPMENT (FFE)	$1,575,000
CONTINGENCY (15%)	$8,500,000

TOTAL PROJECT ESTIMATE **$66,050,000**

ALTERNATIVE 1	sub-COSTS	COSTS
Main Sheriff's Office Building		$24,800,000
Sheriff's Garages and Facility Maintenance		$3,350,000
Cold Storage Building - Specialized Equipment	$2,205,000	
Warm Storage Building - CSI, Investigations (excl. S	$355,000	
Sheriff's Training/Special Operations Building		$3,300,000
Training	$2,200,000	
Special Ops Group	$1,100,000	
TOTAL ESTIMATED BUILDING CONSTRUCTION COSTS		$31,450,000

SITE & UTILITIES	$3,150,000
DEMOLITION	$250,000
PROFESSIONAL FEES (AE & CM)	$6,970,000
FIXTURE, FURNITURE & EQUIPMENT (FFE)	$1,286,000
CONTINGENCY (15%)	$6,273,000

TOTAL PROJECT ESTIMATE	**$49,379,000**

ALTERNATIVE 2	sub-COSTS	COSTS
Main Office Building (Sheriff, EOC, Coroner)		$24,800,000
Sheriff's Office	$24,800,000	
Sheriff's Training/Special Operations Building		$3,300,000
Training	$2,200,000	
Special Ops Group	$1,100,000	
Sheriff's Vehicle Maintenance Expansion		$1,525,000
Sheriff's Garages and Facility Maintenance		$2,560,000
Cold Storage Building - Specialized Equipment	$2,205,000	
Warm Storage Building - CSI, Investigations (excl. S	$355,000	
EMA Radio Repair		$525,000
EMA Garages & Briefing		$1,425,000
TOTAL ESTIMATED BUILDING CONSTRUCTION COSTS		$34,135,000

SITE & UTILITIES	$3,780,000
DEMOLITION	$250,000
PROFESSIONAL FEES (AE & CM)	$7,633,000
FIXTURE, FURNITURE & EQUIPMENT (FFE)	$1,354,000
CONTINGENCY (15%)	$6,869,700

TOTAL PROJECT ESTIMATE	**$54,021,700**

ALTERNATIVE 3	sub-COSTS	COSTS
Main Office Building (Sheriff, EOC, Coroner)		$26,800,000
Sheriff's Office	$24,800,000	
Coroner's Office	$2,000,000	
Sheriff's Training/Special Operations Building		$3,300,000
Training	$2,200,000	
Special Ops Group	$1,100,000	
Sheriff's Vehicle Maintenance Expansion		$1,525,000
Sheriff's Garages and Facility Maintenance		$2,560,000
Cold Storage Building - Specialized Equipment	$2,205,000	
Warm Storage Building - CSI, Investigations (excl. S	$355,000	
Coroner's Morgue (excluding equipment)		$1,100,000
EMA Radio Repair		$525,000
EMA Garages & Briefing		$1,425,000
TOTAL ESTIMATED BUILDING CONSTRUCTION COSTS		$37,235,000

SITE & UTILITIES	$4,200,000
DEMOLITION	$250,000
PROFESSIONAL FEES (AE & CM)	$8,337,000
FIXTURE, FURNITURE & EQUIPMENT (FFE)	$1,383,000
CONTINGENCY (15%)	$7,503,300

TOTAL PROJECT ESTIMATE	**$58,908,300**

APPENDIX.

APPENDIX I – FACILITY EVALUATIONS

A. WILL COUNTY SHERIFF'S FACILITIES EVALUATION

1. INTRODUCTION

On Friday, November 9th and Tuesday, November 13th Dennis Kimme and Robert Deichman of Kimme & Associates toured the Sheriff's Office facilities in Will County. Their goals were to a.) become more familiar with the sheriff's operations and b.) better understand the problems and issues that need to be resolved in future sheriff's facilities. The tours were augmented by the completion of a Problem Identification exercise initiated by K&A and completed by a large variety of sheriff's staff. The idea of the exercise was to identify problems to avoid while establishing priorities for solutions that would serve the Sheriff's Office and county citizens well for decades to come.

The tours left the consultants with several strong impressions.

1. The sheriff's operations are scattered across more sites (6) and facilities (10) than the consultant's have ever seen in a single agency, thus making operational administration extremely difficult and intra-agency coordination unnecessarily challenging.

2. There was a sense of severe crowding in many spaces, punctuated by a significant lack of storage and support space capabilities. At Laraway the Sheriff's Office has 11 outdoor steel containers and four (4) sheds to accommodate severe deficiencies in storage space for ammunition, evidence, supplies, and equipment.

3. The facilities present a poor image to the public, and are, in virtually every respect, difficult for the public to access and use.

4. The physical condition of some of the facilities was poor at best, and most of the facilities appeared energy inefficient, and thus quite, "un-green."

5. In some cases the physical security of the facilities and key areas within some of the facilities, was strikingly deficient. Some of the areas appeared to the consultants to be unsafe to operate.

6. Compliance with the Americans with Disabilities Act (ADA) and Illinois accessibility standards is a major problem in some of the buildings.

7. Expensive special vehicles (24) and important vehicle evidence are left outside to deteriorate, and be vulnerable to vandalism, due to a lack of garage storage space. As a result of storage shortages, the outdoor premises at Laraway resemble a junkyard.

Overall, the consultants were surprised at the severely sub-standard nature of some of the facilities and how unprofessional some of the environments appeared. The consultants suspect that such conditions are harmful to morale and destructive of positive public image.

The consultants will attempt to convey some of what they observed in the paragraphs which follow. These conclusions should serve as a guide to the consultant, the Sheriff's Office, and the

County as to the significant issues that must be addressed during the development of future facilities.

2. MULTIPLE BUILDING LOCATIONS & FACILITIES

Excluding the Adult Detention Facility and the various patrol sub-stations distributed across the county, there are six (6) main locations where Sheriff's Office law enforcement operations occur:

1. The Will County Courthouse
2. The Courthouse Annex (old EMCO Building) - 1 block from the Courthouse
3. The Farm Bureau Building - 1 mile from the Courthouse
4. The Eagle Building - Across the street from the Courthouse
5. Storage facilities for the Special Operations Group (SOG) on Cherry Creek Court
6. The main Laraway Road campus - 5 ½ miles from the Courthouse (15 minutes)

At the Laraway Road campus there are five (5) separate Sheriff's Office buildings.

1. The original Laraway station building
2. Temporary trailer for patrol
3. A vehicle maintenance building
4. A metal training building
5. A firing range training building

All told, the Sheriff's Office operates out of ten (10) separate buildings at six (6) different locations, and this extraordinary number excludes the Crete sub-station and various other local

facilities where district patrol staff do report writing. It is hard to imagine a more scattered and disassociated set of facilities within which to run a single cohesive organization.

In addition, the Laraway Road site has eleven (11) portable storage containers and four (4) sheds scattered around the grounds to make up for a lack of storage space. These units contain important items such as ammunition and evidence, items that need a much higher degree of security and environmental protection than a hodge-podge of portable outdoor units and sheds can provide.

Additionally, due to a lack of vehicle storage space the Laraway site has 24 special vehicles parked at various locations outdoors, thus hastening the deterioration of these investments. The vehicles include special crime vans, traffic radar trailers, tow trucks, platform lifts, and flat bed trailers.

With respect to the fundamental problems caused by separate facilities, the Problem Identification exercise provided some very revealing commentary from the staff.

> *"The offices are spread out throughout the county, which causes a communication problem especially between investigations and CSI [Crime Scene Investigations]. We should be in the same building next to each other."*
>
> *"Hopefully more of our divisions will be under one roof rather than spread out in locations that makes communication difficult (patrol, investigations, warrants, etc.)."*
>
> *"We not only have lack of communication between officers, we have lack of communication in administration due to separate buildings."*

Frankly, though the consultants have generally been aware of the Will County Sheriff's Office situation through its work on the Adult Detention Facility and Juvenile Criminal Justice Center projects, they were still nonetheless surprised how scattered, disorganized and sub-standard the facilities are. It strikes the consultants that it must take an excessive amount of additional effort and work to keep things organized because the physical environments seem to work so hard against attaining normal, professional-feeling operations. It is unclear how the public can identify where it needs to go to attain the services they pay for through their tax dollars.

On the following pages the consultants will attempt to illustrate issues and concerns with each of the facilities as well as some of the characteristics of the facilities. While we will focus on the many problems which exist, we should point out that the quality of some selected individual spaces is good. However, the overwhelming majority of spaces are sub-standard. It is hard to see how the Sheriff's Office will continue to function effectively as rapid county growth stresses the limits of already stressed facilities.

3. THE LARAWAY CAMPUS

Main Building at Laraway

The main, and original, building at Laraway faces onto Laraway Road and was built in the mid-1960's. it has been added to and modified multiple times. This building is in poor physical condition, is energy inefficient, and requires constant maintenance and repair. It is a very crowded facility that is very unprofessional in its public presentation. This is a poor quality facility that would appear to have no useful future in the long-term. Once new facilities are developed it would appear that this facility is an excellent candidate for demolition.

The building houses, communications, traffic, crime scene investigations, evidence, records, and the public lobby. There is a small public parking lot at the front (north) of the building.

The following are more detailed observations about the facility.

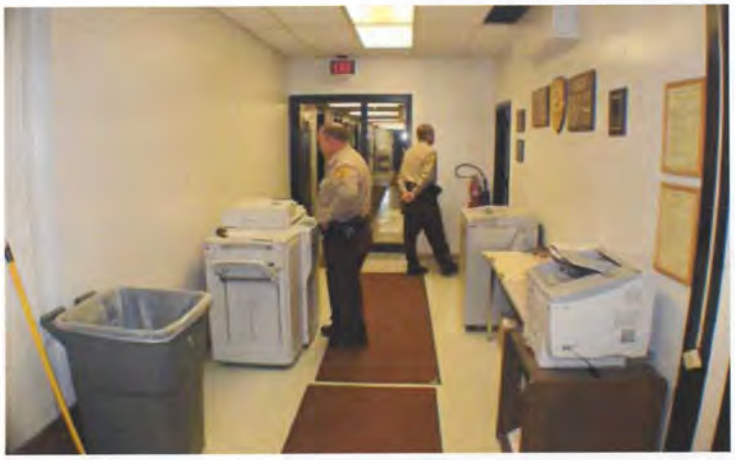
1. A great example about how inefficient and over-stressed this facility is, is the fact that a small narrow storage compartment behind the male staff toilet provides an essential records storage capability. When female officers in the Records Division needs to access these files, they must find a male officer to verify that no male staff are using the bathroom facilities. Once the coast is clear, they can access the floor-to-ceiling records, some of which are too high to reach without assistance. The picture on the left on the next page shows the access through the bathroom while the picture on the right shows the storage room itself.

2. In order to meet the heating, cooling and energy needs of the facility there are many window and localized roof top air conditioning units, and a wide assortment of roof top equipment some of which is inactive or out of service. Still, ventilation and temperature control is very uneven in the building, and is subject to constant random manipulation by staff.

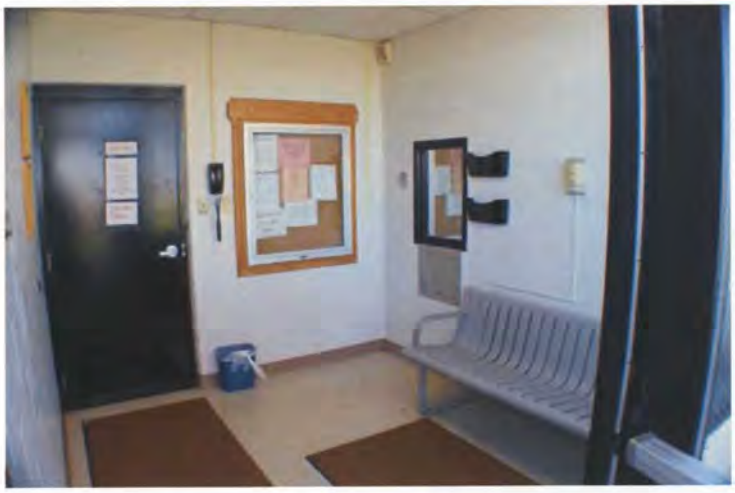
The picture below shows the rooftop equipment and the picture on the next page shows how staff react to the substandard and confusing mechanical systems.

3. Storage is so limited that furnace space is inappropriately used to store items. No such storage should occur in furnace or boiler room spaces.

4. Space for basic office equipment is so short that it is placed in the main corridor of the facility. This blocks movement and is very unprofessional. See the picture below.



5. The public is received by a lobby, the entry to which is not particularly noticeable in the first place. However, once the public finds the lobby they are greeted by a tiny, cold space that is, at a minimum, unwelcoming. The public interacts with staff through a small obscured window such that they are unable to see the person to whom they are speaking. Seating is quite nominal and harsh, and there are no public washrooms.



6. When the public does have to directly meet with staff it is done in a small, dark, crowded and windowless public report room immediately adjacent to the lobby. It's character is very much that of an interrogation room. This room is unwelcoming to the extreme, and is not conducive to a positive interaction in what can easily be a difficult or stressful situation. See the picture on the next page.

   Additionally, a microfilm storage room is beyond and accessible only through the public report room. Thus, when being used staff cannot access certain historical records. The second picture below shows that access.

7. The facility has had, and continues to have, issues with roof leaks, plumbing leaks, and other damage as illustrated by the pictures below.

8. Evidence rooms are among the most critical to a Sheriff's Office operation and to successful criminal case prosecution. It is where evidence must be securely stored and a clear legal chain of custody established. However, utilizing evidence at Laraway Road is difficult and only nominally secure because of the limitations of the existing physical plant. Evidence storage is deficient and the space is crowded. Further, the later release of evidence or confiscated items to the public is made difficult because there is simply no good and secure place to do it.

9. The entry to evidence is through a very narrow corridor that is just door width wide (non-ADA compliant). Part of that corridor includes critical pass-thru evidence lockers. The corridor's narrowness makes it difficult to utilize and access these lockers compounded by the fact that there is no nearby area where to prepare the evidence for transfer.

10. The main and subsidiary evidence offices are crowded, small windowless spaces lacking in adequate storage capabilities.

11. Storage is so lacking that some of it is insecurely done in closets with high voltage electrical boxes.

12. The floor area of the evidence room is so limited that the storage is dangerously high. Staff must climb on step ladders to reach upper bins and physically lift the bins with two hands while balancing themselves 5 to 6 feet above the floor. This is fundamentally unsafe.

13. Evidence lab and processing areas are extremely crowded and lack adequate storage space. As a consequence work surfaces that should be clear for use at all times are cluttered with equipment and supplies.

14. The records division office is very crowded. Not only are the work stations small and limited, but the space must be shared with paper supplies, equipment, and break area provisions.

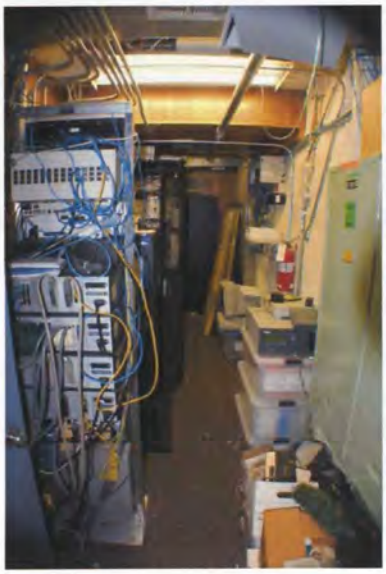
15. The traffic office is extremely crowded and difficult to move around in. The lack of storage space causes boxes of supplies to be in circulation routes and to obscure access to work stations.

16. The traffic reconstruction office is excessively crowded and difficult for officers to use or even move around in. It lacks space for work stations and lacks storage for necessary equipment and materials. Additionally this function should be close to the criminal investigations office which, unfortunately, is 5-1/2 miles and 15 minutes away in the Eagle building.

17. The Communications area is full and can accommodate no growth in the number of work stations provided. Its low ceiling and raised floor gives it a confined feeling. It presents the practical problem of being too low for some of the features on the work stations when they are raised to their highest position.

18. The Communications Center's server room is several doors down from the Communications area rather than adjacent to, and accessible from within, it, as it should be for reasons of serviceability and security. The server room also inappropriately accommodates a ATT phone rack, and racks for new surveillance equipment, simply because there was no other place to install it.

19. The smallest of the two electronics equipment rooms adjacent to, and accessible from within Communications, houses E-911 equipment for other agencies. It is far too small (picture on the left below) and is inadequately ventilated which potentially shortens the life of the equipment and increases the chance of equipment failure. Storage is so limited that the main radio equipment room is cluttered with boxes that obscure access to the racks (picture on the right below).



20. The Communications Director's office is too small, cluttered with equipment and supplies, is windowless, and is inappropriately distant and separated from the Communications Center.

Laraway Patrol Trailer

The patrol trailer is actually more adequate in terms of space than the main building at Laraway (see the picture on the left below). However, it lacks office and conference space, and lacks necessary toilet fixtures. Toilet rooms were designed into the trailer but never outfitted. Instead, the toilet spaces were converted to needed private interview space and storage rooms (see the picture on the right below). Thus, to access toilet facilities the officers must leave the patrol trailer and go to the main Laraway building. This is an inconvenient and highly unprofessional accommodation.

Perhaps the biggest long-term problem with the trailer is that it was not meant to be a permanent building. As a consequence, its physical condition is deteriorating.

Laraway Training Building

The Laraway Training Building is just a standard metal warehouse building originally built for the Auxiliary. It now houses the training classroom, training staff offices, and ammunition storage and weapons cleaning facilities. This building is crowded to the extreme. It is woefully inadequate and conveys an image that is run-down and unprofessional.

1. The training room is old and too small for the number of individuals that participate in training of varying types. It lacks modern technologies and limits the effectiveness of training activities.

2. The break room that supports up to 40 trainees, as well as training staff, is tiny, inconvenient and woefully inadequate.

3. There are no weather vestibules at the entries to the facility and its overall energy efficiency is poor.

4. Building entries are not clearly identified and the training director is not easy to find within the building. Signage is required to point the way.

5. Training offices are densely overcrowded, particularly that of the range officer, because training materials must be stored within the office (see the picture on the left below). They are stored there because other storage space is so inadequate (see the picture on the right below).

6. Ammunition storage space is severely lacking, and results in the open storage of ammunition within this relatively insecure facility.

7. Much of the storage is well above normal standing height and must be accessed by step ladder, which is not the safest condition to routinely subject employees.

Laraway Vehicle Maintenance Building

This is an older facility that serves a significant purpose for the Sheriff's Office. It provides all basic vehicle maintenance needed, and provides a towing service. The vehicle maintenance building is in generally good shape but is at its maximum capacity. It needs additional parts and equipment storage space and lacks office space. From a security standpoint, its needs greater security because the keys for all departmental vehicles are stored there. Site-wise, it occupies the center of Laraway's complex of sheriff's buildings. See the pictures on the next page depicting the maintenance bay and parts storage.

Laraway Weapons Range Facilities

The range building is a basic metal building that is fully open on one side so that officers can shoot under shelter during inclement weather. The space is adequate but could use physical improvements in that it is not very sophisticated space from which to execute weapons practice. Like most facilities on campus, it could use a much higher degree of organized storage space to unclutter the area and to give it a much more professional appearance. See the pictures on the next page.

This range is complemented by an adjacent, open rifle range that has no building serving it and no access control.

Laraway Parking and Other Site Elements

This large site accommodates many on-site elements in addition to buildings. It accommodates staff parking, a secure impound lot, and parking of damaged vehicles which must be processed and disposed of. The site also accommodates official vehicles and a variety of outdoor storage units required because of the extreme lack of storage within existing buildings. Unfortunately, the wide variety of outside elements scattered across the site combined with old and in some cases, cheaply built facilities, give the site the character of a junk yard.

1. Staff parking is inadequate with every space utilized, and additional space created by parking in non-paved areas.

2. An impound lot has just been created to address some of the security problems of the campus. This lot will be of great benefit to the Sheriff's Office but needs to be considerably larger to meet future needs.

3. Many departmental vehicles representing considerable county investments are left out in the open. They are exposed to the deterioration caused by harsh weather conditions in Illinois due to a lack of garage storage space.

4. Most of the vehicles not impounded are open and exposed to vandalism because of the lack of general campus security.

5. The lack of campus security makes all buildings, including evidence and ammunition storage units, vulnerable to vandalism and theft. Overall physical security is lacking. The consultant, for example, was able to deeply penetrate the campus perimeter and take photographs unannounced for some time before finally being halted (politely) by diligent sheriff's staff just happening to be in the parking lot at the same time.

6. All items that cannot be stored inside are strewn outside as needed or accommodated by sheds. This is what gives the site the feeling of a junk yard. The pictures below illustrate.

4. THE EAGLES BUILDING

The Eagles Building got its name from the Fraternal Order of Eagles which built the three-story facility to accommodate their meetings and activities, including dances. It has undergone multiple renovations over past decades in an attempt to satisfy part of the Sheriff's Office needs. Its condition was so poor in the mid-1980s when the consultants were planning for the new Adult Detention Facility that it was slated for abandonment at that time.

The consultants examined the lower and second levels of the facility, which accommodated Budget and Payroll, Information Technologies (I.T.), and Criminal Investigations. The Undersheriff is also headquartered here. These functions are within the scope of the consultants' study. The Tri-County Auto Task Force on the third floor is not within the scope of this study and thus was not evaluated.

The facility is quite old and energy inefficient. It has ancient equipment and requires constant maintenance. The facility is significantly non-compliant with the ADA and Illinois accessibility requirements. It has been on the county's hit list ever since the consultant began working with the county in terms of a desire to replace it with more modern, functional, and energy efficient facilities that were not such high-maintenance accommodations. It is on valuable land much better used by the county for other things including additional parking.

The facility provides adequate square footage for some activities but essentially presents the county with a scattered and disorganized first floor operation, and a second floor criminal investigations operation that is overcrowded and has substandard work space for the tasks staff must complete.

1. The facility is not ADA accessible. All movement into and around the building requires movement via stairways.

2. The building is not very accommodating to the public or visiting personnel, presenting poor exterior identification and energy-inefficient access through a non-weather protected entry. Access requires stair movement down one half of a floor (non-ADA compliant) at which point the visitor must identify a sign that indicates they should pick up a telephone, dial a certain number, and then wait to get a response. They are not greeted by anyone they can see and have to await someone to acknowledge them. In some cases, executive staff whose time is better spent on far more weighty matters must answer the call.

3. The boiler room features old equipment that requires constant maintenance and repair. On the day the consultants toured, water leaks filled a substantial part of the boiler room floor. Equipment in the room is clearly aged.

4. Air leaks, disparities in temperature and comfort, and other environmental deficiencies plague the facility.

5. The Budget and Payroll operation is somewhat scattered within the lower level although the individual spaces are generally adequate in square footage if not always in professional quality.

6.To reach Criminal Investigations, the public must notice a directory and sign which indicates they should go upstairs. Once upstairs they pop into a corridor that is filled with water bottles, cleaning equipment, some chairs and a soda machine; not exactly a professional image.

7. Space for the Criminal Investigations staff is cramped. Investigators do their critical work in tiny, open work stations that lack any privacy whatsoever. To compound the privacy problem there are no small meeting or conference rooms to which staff can retreat if sensitive calls need to be made.

8. Storage is lacking for criminal investigations leading to over-stuffed storage spaces.

9. A lack of storage for criminal investigations results in boxes of supplies littering the work areas of the open office area.

10. Informants or detainees are brought into a back door but must also move down or up stairs to gain access to investigative facilities. There is no ADA compliant access for anyone.

11. Informants or witnesses must go into what appears to be a storage area, and then up several steps to reach an interview/interrogation room. The impression is very poor and very unprofessional, as well as being inaccessible to those in wheelchairs.

12. Emergency egress from the lower level is through a narrow corridor, up several steps, and past stored materials.

13. Forced air systems push air in uncomfortable ways which causes staff to superimpose screens over air diffusers.

14. Over the years, contaminates within the forced air system have dirtied and stained ceilings.

15. Ceiling leaks are visible and contribute to the run-down, unprofessional environment.

16. The Information Technology area is extremely crowded with inadequate work stations. Storage is also inadequate.

17. The Computer Forensic Lab is one of the nice areas of the second floor Criminal Investigations area. It was largely constructed by county maintenance staff who have done a marvelous job of creating cabinets and woodwork to facilitate investigative activities.

18. The energy efficiency of the building is significantly under-cut by the necessity to create special window air conditioning units, air filtering units, and other localized devices like space heaters and floor fans since the HVAC systems of the building are so inadequate.

19. While the Forensic Lab is very effective, the attorney review room is inadequate and too deep into the perimeter of the forensic facility for security and safety reasons.

20. Parking is extremely limited at the Eagle facility and is certainly inadequate from a public point-of-view.

5. COUNTY ANNEX (former EMCO Building)

The Sheriff's Office has its facilities on the fifth floor in three different locations. While the space quality is newer and better by far than that at the Laraway Road and Eagle facilities, the facilities here are also inadequate in significant ways.

The problems with the spaces starts with the difficulty one has in gaining access to the areas. Because of the secure court activities in the building all public visitors must pass through a security check-point that would otherwise be unnecessary. Prohibition against camera cell phones sends many a visitor back to their cars. A security checkpoint would not typically expected as a requirement to gain access to the Merit Commission, Internal Affairs, Elderly Services, Public Affairs, or the Sheriff's Office Social Worker. Yet, that is the case because these offices happen to be in this particular building.

Once someone reaches the fifth floor, they then more-or-less have to hunt for the functions to which they need access. The fifth floor is a floor connecting two different buildings through a

spaghetti soup of corridors that operate on slightly different floor heights. The elevator dumps out into a dead-end corridor with no clear visual clues as to where one goes from there. Way-finding is aided by paper signage taped to the walls within facility corridors.

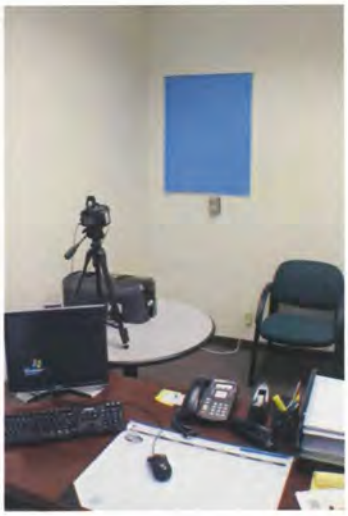
People frequently go to the wrong place which then necessitates another type of ad hoc signage, such as the one at the Public Affairs Office re-directing people who errantly come to them looking for attorney security passes.

There are two primary clusters of sheriffs' spaces, one of which serves the Merit Commission, Internal Affairs, and Elderly Services (Triad). The other cluster serves Public Affairs and the Sheriff's Office Social Worker. In both clusters at least one function is not identified to the public as being there. In the case of the first cluster noted above, the Elderly Services or Triad, is located next to Internal Affairs but is not noted as being located there. It is an awkward fit for that office, because there is no particular sense to Elderly Services being there other than there was space available.

In the case of the other cluster the Social Worker has the back office of the Public Affairs area and, again, its presence is unnoted. It too was located there because it was the only space available, not because it is a related function.

Within the Internal Affairs office movement (shown on the left below) is extremely awkward in that one has to pass through the Merit Commission offices, make a sharp U-turn to find the Internal Affairs office tucked into the corner. The Internal Affairs secretary actually shares space with a modest break room used by everyone in the cluster, a contradictory pairing of functions and activities (see the photo on the right below). It is also in the midst of a circulation path. This is inherently distracting to the secretarial position. In general, storage space and records storage space in this cluster is inadequate.

Merit Commission office space is limited and fully occupied. One of the two available offices must also serve as the attorney pass production and photographing because there is no other place for it. The picture on the left shows the records area. On the right is the office/pass production station.



The Public Affairs section is likewise stressed for space with inadequate storage in the offices and in central work station area.

The waiting area for the Merit Commission and Internal Affairs is too small and does not have adequate seating.

Additionally inconvenient is the fact that the video production studios for Public Affairs is not within the office cluster but is found in a third location on the fifth floor. This space, while adequate in square footage, is not properly delineated between computer work stations and studio space. It is, in essence, one big open area that is difficult to organize. The various activities occurring within can often conflict with each other.

6. FARM BUREAU BUILDING

The Farm Bureau rents space to the Sheriff's Office to accommodate its Gang Suppression Unit and its Fugitive Warrants Unit. The DEA also occupies space in this building in the same cluster of spaces that the Sheriff rents.

The square footage of the facility seems adequate with the stark exception of the shared space for staff officers of the Gang Suppression Unit (which we did not photograph for security reasons). This space is woefully inadequate for the number of officers which use this space and which require a place to meet. The Gang Suppression space is essentially a tight four work station area that sometimes has to serve the needs of 10 officers. They are in immediate need of meeting space outside the work stations and find that none is available within the Farm Bureau building, making for awkward and inefficient meeting activities.

The Fugitive Warrants and Gang Suppression Unit are inappropriately lumped into a single area whereas they should be distinct and separate from each other. This is not possible within the layout of the Farm Bureau space. The main central work area is shown on the next page.

The size of individual office spaces is adequate, although the shared office is minimally sized.

Parking is ample in the number of spaces, but is inadequate in the sense that the Gang Suppression Unit vehicles cannot be hidden from public view as they should be.

7. RENTAL GARAGE STORAGE AT CHERRY CREEK COURT

This rental garage provides fairly new space used for storing and preserving the valuable special vehicles and equipment associated with the Sheriff's Office's Special Operations Group (SOG). The SOG serves multiple police agencies in addition to non-incorporated county constituents.

The space is adequate for current needs but will be unable to accommodate additional vehicles, in particular, the new 48' long SOG command center vehicle that is about to be delivered to the county.

8. COUNTY COURTHOUSE

The sheriff, civil process and court security are located in the Courthouse. However, since these functions will remain where they are they were neither evaluated nor photographed by the consultant team.

9. CONCLUSION – SHERIFF'S OFFICE FACILITIES

Generally speaking, but with some exceptions, the facilities out of which Will County Sheriff's Office staff are expected to function are severely sub-standard, energy inefficient, broken-down, unprofessional, badly overcrowded, and scattered to the point that they work against the successful functioning of the agency and against the interests of the public. As the county grows, demand increases, and technology advances, these woeful facilities will only further inhibit Sheriff's Office operations.

The county master plan developed by Wight & Company and the county were correct to prioritize the replacement of these facilities in the public interest and in support of long-term effectiveness and efficiency. The result of new facilities will be that the county gets more production out of existing staff, all citizens will find their facilities far more accessible, and the citizenry will receive increased public safety as a result.

B. EMERGENCY MANAGEMENT AGENCY FACILITIES

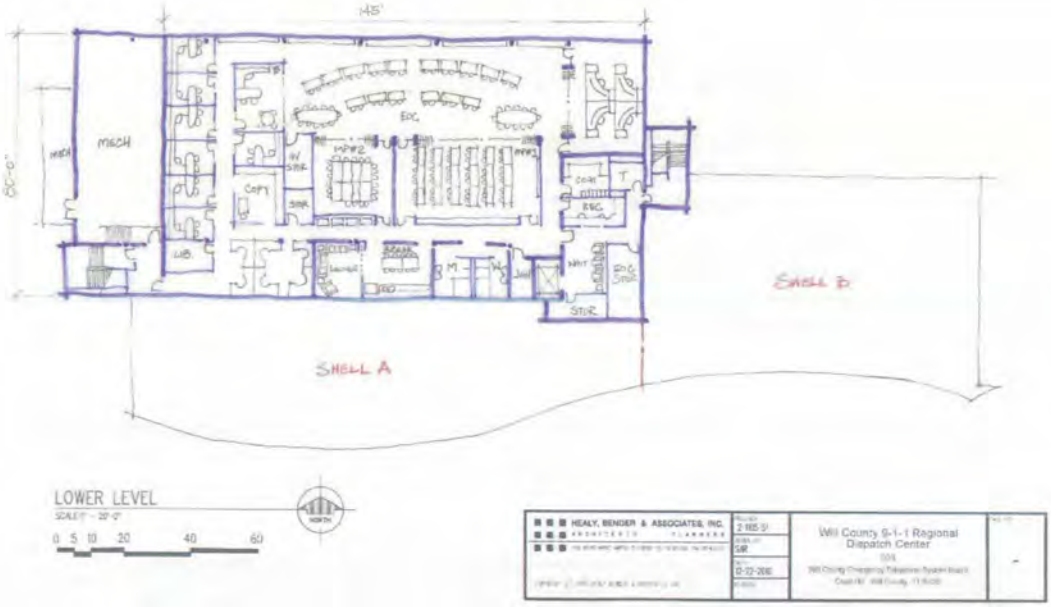
Like the Sheriff's Office, the Emergency Management Agency (EMA) is scattered among four (4) different facilities at four (4) different locations.

1. EMA Offices & Emergency Operations Center (EOC)
   - Basement of the County Office Building
2. Garage Facilities
   - Highway Department site on Laraway Road
3. Rental Garage Facilities
   - on Cherry Creek Court
4. Rental Radio Repair Facilities
   - on W. Edison Drive

1. OFFICES & EOC

The Emergency Operating Center (EOC) in the County building generally, but not universally, has good quality office space. However, it primarily suffers from an inadequately sized emergency operations center (EOC). That key room is too small, has too few places for critical participants, has rigid, inflexible work stations, and has views obscured by a column. Support and meeting space is also lacking. See the photo of the EOC below.

The county recognized these deficiencies and commissioned a schematic design for new facilities in 2010. The design encompassed about 12,000 gsf, or about 2.5 times the current square footage at the county building (4,800 gsf). See below.



2. GARAGE AT THE LARAWAY HIGHWAY DEPARTMENT

The EMA shares this garage building with the Highway Department. Garage storage space for critical vehicles housed here, as well as the training/briefing facilities here, are barely adequate at the allotted 5,400 gsf. Since the county master plan calls for adding about 8,000 gsf of Highway Department storage space at the Laraway site, the construction of new and larger consolidated garage space for the EMA makes sense for them, and provides much of the projected Highway Department need after EMA vacation.

Below are photos of the EMA garage space at Laraway Road. Note that the Emergency motor home vehicle barely fits in the facility, thus making it hard to service and access the vehicle.

3. RENTAL GARAGE AT CHERRY CREEK COURT

While it is extremely valuable to have storage space that protects these valuable vehicles, the space available is barely adequate to accommodate current vehicle storage needs. Storage space is limited and a separate emergency staff dress-out and clean-up area is unavailable. See the pictures below.

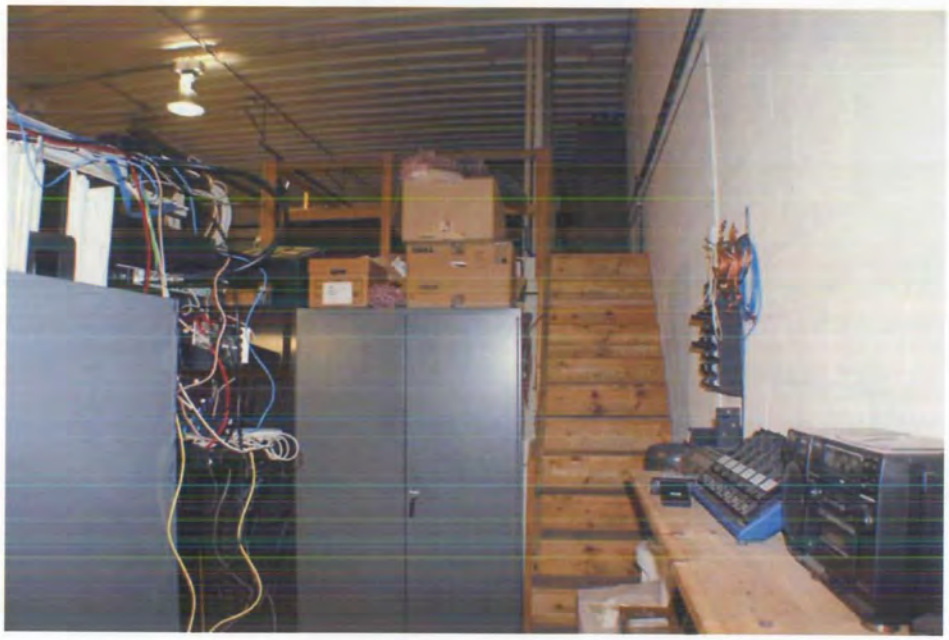
4. RENTAL GARAGE FOR RADIO REPAIR

The EMA Radio Repair operation, which serves multiple county agencies including the Sheriff's Office and the Highway Department, is significantly undersized. It also lacks sufficient separate rooms to accomplish disparate functions, instead placing all but one office space and a toilet in an open garage area.

The radio repair workstations and all of the computers and sensitive electronic equipment involved are inappropriately located in dusty, cold garage space rather than in separate, climate controlled technical work space.

Storage inadequacies cause staff to use unsafe high shelving with large boxes reachable only by tall step ladder.

Server and radio equipment racks are also exposed in the garage, and an upper level storage space is accessible only via a narrow stairway with steps (treads) that are far too shallow for safe use.



C. CORONER'S OFFICE

The Coroner lacks sufficient office space at the Court Annex facility (EMCO building). The Morgue is located several miles away on Caton Farm Road thus creating inherent inefficiencies. Though the Caton Farm location is central to the county, which is desirable, it is located at some distance from the sheriff's investigators who are often involved in observing autopsies as part of their investigations of suspicious deaths.

1. CORONER'S OFFICE SPACE

The space shortages of the Coroner's Office were recognized and acted upon in 2009 through a schematic design exercise. The drawings of the Coroner's Office are shown below.

2. MORGUE

The Morgue shares a metal building with the Highway Department and a Sheriff's Office patrol sub-station. In general, it is too small and lacks key service components.

Primarily, the Morgue lacks body storage capacity, and lacks autopsy work space, a situation that will only worsen as the county grows since the Morgue serves the entire county.

The Morgue lacks a respectful public viewing room and adequate public waiting, inappropriately combining public waiting (2 chairs under a clothes rack), body viewing and staff work stations all in one limited space. Access to the space is through a non-weather protected single door entry.

The Morgue lacks a private garage for body transfer. Instead it uses the highway department garage in and among highway workers.

The garage also inappropriately, and unsecurely, maintains a body freezer and other items in the highway garage.

Much to the dismay of the county's highway staff odors from the autopsy room are transferred to highway department offices.

D. FOREST PRESERVE POLICE (FPP)

The FPP has adequate facilities on the south of the Laraway site and should remain where, and as, they are. What it lacks is proper evidence storage space (currently essentially a moderately secure closet) and training space. Both can be accommodated at a new Sheriff's Office facility.

APPENDIX II. SHERIFF'S STAFF PROBLEM IDENTIFICATION EXERCISE

As part of the consultant's learning process, and given the scale and complexity of sheriff's operations, the consultants asked staff to respond to a Problem Identification Exercise.

This was done because an important part of any project is to identify the operational and facility problems most needing resolution. Once identified, these problems can form the basis for a checklist that will help insure that basic issues are not left unresolved and that old problems are not re-created in new facilities.

The purpose of the exercise then, was to give staff the opportunity to contribute to the creation of such a checklist by sharing their detail, on-the-ground observations with us.

A key point about their responses. The consultants asked them to identify *problems*, not solutions. Therefore, while it is useful to describe a problem for the consultants, for example, that "we have insufficient staff training space," it is not as helpful to respond instead with a solution, i.e., "we need a 25' x 40' training room." At this early stage the consultants wanted to avoid pre-judgments on solutions that could actually limit county options and inadvertently be to its detriment.

User responses are organized by category. The consultant made no attempt to edit user responses and cited everyone that was offered. As a result, the reader will notice some redundancy in comments. While perhaps making for more reading than one would like it is instructive regarding the importance of an issue if several staff have made the same point.

Will County Sheriff's Facility
Staff Responses to the Problem Identification Worksheet
November 6, 2012
KIMME & Associates, Inc.

GENERAL

1 We need all personnel in one space. We have lost communication and also divided the department due the separate buildings.
2 All divisions of the Sheriff's Office in the same building and not spread out over several locations.
3 All divisions should ideally be under the same roof.
4 Overall space for everything that operates out of the Laraway Road station, from the front lobby to the training buildings and everything in between.
5 Hopefully more of our divisions will be under one roof rather than spread out in locations that makes communication difficult (patrol, investigations, warrants, etc.).
6 Handicapped ready - building and parking.
7 The facility needs: overall office space, storage space, natural lighting and climate control/HVAC system.
8 The addition of an employee break room/kitchen, physical fitness area, roll call/public meeting room, holding cells, bigger lobby for walk-in complaints, locker rooms, training rooms.
9 The facilities are terrible.

ADMINISTRATION

1 Undersheriff and Sheriff need an office at the new station. We not only have lack of communication between officers, we have lack of communication in administration due to separate buildings.
2 Adequate office and storage space for supervisory personnel assigned to Laraway. Sergeant's or Lieutenant's office must be new or next to roll call, training facility.

COMMUNICATIONS

1 The enlargement of, or addition to, the Communication Center.
2 We only have one way in and out of the room.
3 Only one point of exit in Communications Center. There is only one way in and out of Communications center, is something was to block that door there would be no exit.
4 Our radio stations are too "in the open"; difficult to hear.
5 Consoles on top of each other in the Communications Center. If something breaks on a console, sometimes the easiest way to access the problem equipment is from the back of the console. Currently the consoles are backed up to the wall or to each other.
6 Equipment rooms off Communications Center are extremely cramped and insufficiently cooled. One equipment room has county phone equipment, county network equipment, 911 phone and network equipment, and radio equipment. All equipment is right next to each other with only a narrow aisle for access and to work in. The county IT server room has AT&T equipment in it.
7 Radio room: separate area or wall or curtain? For emergency PSAPS that need to use our radio room when their system is down. Too many people in small area, verbal congestion.
8 Need bathrooms inside radio room.
9 Our water supply is not in room with us and the supply is 5 feet away from mouse feces.
10 911 backup, air conditioning system to keep server cool.
11 Our radios stick and do not work consistently.
12 Communications Center carpet doesn't get vacuumed as frequently as it should due to vacuum making too much noise. Either get rid of carpet on walls and floor or central vacuum.

CONFERENCE

1 Conference room area for new hire orientations.
2 Separate conference rooms.
3 No conference room. The only area that we have is in our trailer, where it's a report writing room/break room/conference room/training room, etc. Training does have a classroom but it is normally booked.
4 Area currently used as "Conference Room" at back of building in trailer. If meeting is occurring where outside public is in attendance, they are brought through main building. Separation of public from office and secure areas.
5 We have insufficient conference room.

COURTROOM

1 We need a room (such as roll call room) which we could turn into a courtroom once a month or hold public meetings in it. This room should be accessible to the public in the lobby without access the secure portion of the building so we don't have to search everyone who uses it. We began issuing local ordinance tickets which are not heard at the courthouse. The hearings are at the County Office Building. Those facilities are terrible for security. Officers are hired back on overtime for that duty. If there was a courtroom in the new station you would have "built in" security with the officers at the station.

CRIME SCENE UNIT

1 Back in the Crime Scene Unit - a more state of the art vault with a special room that is ventilated properly for the storage of cannabis.

EVIDENCE

Relationships

1 Evidence is located in five different locations: temporary storage locations used as permanent locations. Using storage trailers for storing of evidence.
2 Not being able to communicate with detectives other then e-mail. I realize that this is more of a solution but being able to walk into a detective's office would be easier and more beneficial to each case that the crime scene tech and detective area working on. Opposite of that I'm sure it would be more beneficial for the detective to walk down the hall and view evidence rather than driving across town.

Evidence Storage/Vault

3 The enlargement of the impound/evidence storage area.
4 Larger evidence room and vault.
5 We need a large vault capable of containing all our evidence in one place.
6 The current evidence vault is too small to hold evidence. Nor does the vault comply with CALEA standards.
7 Inadequate space for evidence storage. We have evidence placed all over the county which makes it difficult to locate, retrieve and secure.
8 No place to secure large amounts of large evidence, i.e., multiple, large bags of marijuana, that poses health hazard.
9 A large evidence storage area where all evidence can be stored and be secured from the outside. A viewing area for attorneys, detectives or other personal and a secure place to release items to the general public. Also if drugs will be stored there in this large area we need to have it ventilated. With that in mind as we move evidence into the secure location it would be nice to be already secured in a locked garage. Example; bringing in a large amount of money from the outside. Right now a deputy is required to drive up to the rear door and walk back and forth to a secured area via using one door. If someone wanted that money back it wouldn't be hard for the bad guy to ambush those deputies.

10 No empty room for future growth of evidence, particularly homicide evidence.

Vehicular Evidence

11 The enlargement of the evidence unit and their storage/vault needs. Sally port for vehicles.

12 We need an enclosed, climate controlled area to process and store vehicles. This area should include a car lift.

13 There is insufficient room to securely maintain and/or process vehicles and large items of evidence. The entire facility lacks sufficient space for clerical/office functions to storage and processing.

14 We have no garage area specially designed for evidence to process vehicles. We use the maintenance garage now which disrupts their work.

15 Vehicles that need processing for evidence have to be placed in the garage, leaving potential for contamination.

16 Processing and securing of vehicles. We also need a lift for processing the under carriage of vehicles.

17 There are no provisions for ETs to process vehicles or large items. Current, vehicles are taken into the fleet maintenance garage which evidence security, chain of custody and evidence integrity will always be questionable. Additionally, due to space availability, there have been occasions when vehicle and large item processing were conducted outdoors.

Ventilation

18 Large evidence area that is temperature and humidity controlled.

19 There is no ventilation for the storage of drugs or bio-hazard type evidence.

20 Poor/dangerous air quality in evidence storage areas poses health risk for employees. No negative air flow in evidence vaults. Aspergillus mold in storage trailers. At least one employee suffers from splitting headaches after acute exposure to noxious marijuana odors. At least one employee is concerned about the long term health risks of chronic exposure to noxious vapors/poor air quality.

21 Poor ventilation, air circulation. Vault/office has the odor of marijuana or other "smells" from evidence.

22 The facility lacks proper ventilation. Certain items of evidence emit odors and fumes that present potential health hazards.

23 Ventilation - standard dilution ventilation exchange ratio used in evidence vault do little to combat build-up of fugitive emission and odors. The area should be classified as an industrial laboratory and not a standard office.

24 Lack of storage space for physical evidence. Physical evidence is currently being stored in six different storage locations. Waste of resources (time, fuel) moving evidence between storage areas. Lack of adequate security for several of those areas. Storage for bulk items is very limited as the laws regarding evidence retention grow more restrictive. Items stored in outside containers become damaged from water and mold. Cross contamination occurring between property due to lack of adequate and appropriate storage space.

Evidence Entry & Protection

25 There are no provisions for ETs (Evidence Techs) to protect or shelter items of evidence being brought into the facility creating situations that are deleterious and detrimental to the integrity of evidences. Currently, noxious and/or (bio) hazardous items are brought in through the main entrance and paraded through hallways of the facility.

26 Lack of designated secure areas where ETs can stage pending lab work.

Office Space

27 We need more office space

28 Lack of individual office work space.

29 Share the same workspace with three other co-workers.

ENVIRONMENTAL / QUALITY OF SPACE

Natural/Artificial Light

1 We have improper lighting.
2 Poor lighting - no natural lighting (windows). There are no windows in most offices. Most offices have overhead florescent lighting that creates glares on computer screens and work surfaces. An attempt was made in the Community Center to install indirect florescent lighting along the length of the room, however due to the low ceiling the light from the bulbs is directly visible in users line of sight. The newer indirect lighting that was installed is indirect and individually controlled for each console - however several employees still insist on the side lighting for more light.
3 No windows.
4 Windows/Natural light.
5 Windows!
6 We have no fresh air - can't open windows.

Ventilation-Air Quality

7 Windows and better ventilation system.
8 We have no climate control. Thermostats that control officers are located in different offices.
9 Better ventilation system.
10 Poor air quality. Several times one walks into a room or works in a room where there is no air circulation. Not only does this provide an uncomfortable work environment, this also contributes to illnesses if multiple people share the same room.
11 Even when smokers stand the required distance away from the back door the smokes sometimes comes in the back door or accumulates at the door.
12 911 backup, air conditioning system to keep server cool.

Privacy

13 No privacy. Doors, walls and ceilings are not soundproof. You can hear the chief's conversations through the ceiling in the men's bathroom.
14 Need privacy of having enclosed officers for each of the payroll staff.

Other

15 No potable tap water, only bottled water. Septic system that clogs/smells regularly.
16 Space, we are all crowded in our offices and work areas.
17 Our facility smells like raw sewage.
18 We have carpeted walls which are covered in dust.
19 we have carpet that is never vacuumed.
20 Our chairs are uncomfortable.

HOLDING-BOOKING

1 No holding cells or booking facility. Minor offenses which need photos and fingerprints have to be taken to the county jail which takes up to one hour to get in and out.
2 No detention room. There have been occurrences when prisoners (both adult and juvenile) are brought to our facility. Adults are handcuffed to secure rings in the main hallway where personnel have to move from one office to another (normally right next to the Communication Center entrance). Juveniles are normally brought into trailer (same used for breaks/meetings/training) where they are watched by the arresting deputy. No only are both arrangements not safe for personnel, there are escape risks involved.
3 Juvenile booking/processing site. Ex: adequate space for deputy, juvenile officer, fingerprint station, photographing, and security and safety of deputy and juvenile in custody. Ex. live scan machine, cameras, photograph booth.
4 Temporary juvenile holding facilities.
5 The Detective Unit needs to have a temporary lockup to accommodate suspects detained by the Investigation Unit. For ex: extended period of time.
6 Temporary lock-up cells to secure suspects.
7 We do not have any temporary lock up cells to hold investigation holds. The jail will not hold/house investigative holds.

8 Sally port with temporary booking/holding.

IMPOUND LOT

1 Larger enclosed lot for traffic to hold impounded vehicle and the lot to be enclosed so the vehicles cannot be seen by public.
2 Parking (pretty obvious) along with impound lot issues.

INVESTIGATIONS

1 Office space/area for investigations to work side-by-side with patrol division.
2 Investigative space needs - current head count versus future head count. Foresee the need for larger units.
3 Investigations area needs an entrance/exit that is separate from main public entrance to facilitate the interviewing of witnesses and suspects.
4 The Detective Unit needs to be accessible to the Patrol Division for better communication.
5 The Detective Unit needs a semi-secure reception area away from any other activity.
6 The Detective Unit needs to be able to bring a suspect into the unit undetected by public view.
7 The Detective Unit needs to be under constant surveillance - i.e. digital recording.
8 The Detective Unit needs soft interview rooms for witness statements.
9 Hard and soft interview rooms with the needed video and audio recording systems.
10 We have insufficient number of interview rooms (hard and soft interview rooms).
11 The Detective Unit needs a large conference room - high tech equipped - i.e. Smart Board, Wi-Fi, conference calling capability.
12 Need additional file storage for cold case files.
13 Detective Unit's management needs to have their own offices.
14 The Detective Unit needs to have its own locker room.
15 Suspects within the Detective Unit need to have their own restroom facility (secured).

LOBBY-RECEPTION

1 The Reception area needs soft interview room, one to accommodate a large group.
2 Reception area soft interview rooms need to be accessible into the secured area of the Investigation Unit bypassing the Reception area.
3 Reception area needs its own restrooms.

MAINTENANCE

1 Work area and storage area for craftsman, 5900 sq.ft. if possible.
2 Storage for custodials, craftsman, evidence, garage, training, etc.
3 Pipe chases must have adequate space.
4 Install roof hatch and stairs from inside building for roof access.

MISCELLANEOUS

1 Please allow all craftsman to view prints before construction.
2 Garage area 2500 sq.ft. Upstairs area can be made into defensive tactics room. Near range with temperature controlled storage area for ammunication, 500 sq.ft. Alarmed.
3 More office space.
4 Security for property on all sides.
5 Larger work space with more filing and larger desk area.

NEW FUNCTIONS

1 Additional personnel added to the warrants unit and a transport unit created to handle all jail and prison transports.

PARKING

1 Not enough parking space.
2 More parking needed for both employees and the public. Employee parking should be secure.
3 Larger parking lot. There is never enough parking space for all of the vehicles.
4 Inadequate parking for employee's vehicles, squad cars, pool vehicles, seized or impounded vehicles. A gated secured perimeter around the facility to prevent unauthorized access to our parking lot/facility. A separate entrance to the range in order to provide a security parking lot/facility. Overall security of the interior and exterior of the building. Ex. fence, gate and cameras.
5 Key card with gate and secured lot.
6 Adequate lighting for parking lot.
7 Our parking lot is not safe.
8 Secured staff parking for 350 vehicles, visitor parking for 50 vehicles.
9 More parking at Laraway.
10 Parking (pretty obvious) along with impound lot issues.
11 Designated garage for unit vehicles, i.e., CSI response vehicle.

PATROL

1 A roll call, on-shift training room with computer access for deputies to plug their laptop into for reports, training, etc.
2 No dedicated report room. If a meeting is taking pace, deputy doesn't have a place to work on report. Sometimes a deputy that is training someone needs a place where he can sit and talk over the report process - if a meeting is going on in the same room this isn't possible. Report room needs to have a few network drops for deputies to be able to plug their computers into the county network, or a reliable Verizon connection for their network card to work.

PROPERTY

No comments

PUBLIC

1 Lobby is too small and communication is poor. Dispatch should be near the lobby (which they were prior to the radio room renovation) so they can deal with the public after 4pm when records is gone.
2 Room for the public at the front of the building to be used for public information meetings, press conferences, adjudication hearings, etc.
3 Records division to have a better service window with one way see through.
4 Public rest rooms in lobby.
5 Public washrooms outside of secure area.
6 Public in the lobby constantly asks for a public bathroom. If personnel area available, people are sometimes escorted to the employee bathroom. Other times they are told to go across the street to the gas station. When they are referred there sometimes the deputy called in to talk to them then has to wait until they get back. When females are shown to the women's bathroom they have access to employee lockers that are sometimes left open.
7 Larger bathroom, locker room and public restrooms.
8 Intercom system/CCTV for the building and for Tele-Communicators to monitor the lobby area.
9 Gift shop in front: police things to sell and promote in county sheriff's office.

RADIO TOWER

1 Radio tower is sometimes left unsecured, no camera monitoring tower and equipment building at base of tower. Equipment building has several divisions' equipment in very close proximity. Numerous times, a tech or vendor for one division inadvertently bumps another divisions' equipment causing it to go off line.

RANGE

1 Too much clutter on the rifle range. It should be a 100 yard range, at least, not a range and parking lot.
2 Armory with weapon rack storage. Needs to be located near range and training. For inventory and issue purposes. Alarmed. 500 sq.ft.
3 Offices, 3, 12 x 12 near range if not in separate building near range.
4 3, 12 x 12 offices. If range master and deputy 2, 10 x 10 offices.
5 Range classroom, if not a separate training building near ranges. Allows outside agencies to check-in and availability to range officer. If entire training is housed here.
6 Range separate parking but capable of holding 60 vehicles with separate entrance.

SECURITY / SAFETY / MOVEMENT CONTROL

1 Modem intercom system. Ability to "buzz" people in from a couple different locations in building; radio room, records and/or watch commander's offices.
2 No buzzer for back door/front door. If someone needs to be let in, Communications personnel have to leave Communications Center and let them.
3 Only some of the doors are operated by swipe cards. The doors have to be programmed by physically touching each lock. Access to several other doors would benefit from key card/swipe card where they are currently keys.
4 Insufficient CCTV system. If there are buzzers for front and back door, there should be tilt-pan-zoom cameras to see who is at the door. None of the cameras are tilt-pan/zoom.
5 Insufficient intercom system. The intercom controller is on top of a tall cabinet next to one console. There are only 3 or 4 speakers spread out thru building and trailer. Normally if someone hits the call button on one of the speakers it's ignored due to the tele next to it being busy or due to it being someone walking by pressing it to be funny. There is no speaker at the back door. If personnel are at the back door and can't get in, they pound on the door or call on their cell phone if they have one. The lobby used to have a speaker where the telecommunicator could announce something in the lobby or could listen in if something didn't look right on the camera.
6 Training/Range is "open to the public." Various agencies outside the Sheriff's Office are driving/walking around employee parking and knocking on back door of our building looking for the training division/range, frequently on Saturday or Sundays when there are no sworn personnel in the building. While the training building/range is used by our staff, it is also used by other personnel who shouldn't have access to the secure parts of our agency.
7 Better surveillance/security cameras surrounding all sides of the facility.
8 Building is not a "hardened structure." We are in a tornado area, the building will be housing our Communication Center as well as computer equipment that needs to be able to stay safe/operating. Even if the entire building is not designed to withstand a tornado, certain parts should be.
9 Limited smoke detectors. No sprinkler system (fire retardant system) in key areas. Records division file cabinet area houses all original reports. Cabinets are not fire safe. If a fire was to occur in that area, at least a year's worth of original reports would be lost. Some of the reports would still be accessible in the records computer system, however associated paperwork not computerized would not be. Smoke detectors are few and far between and are battery operated.

SPACE RELATIONSHIPS

1 Better facility layout; computer/server/mechanical rooms in a completely separate section from main office areas. Long term and short term paperwork storage not in washrooms.

2 No separation between public and secure areas. Public frequently comes into employee area and either walks around or tries to enter the back door or interacts with personnel on break. There have been times when vendors have propped the back door open and if someone wasn't on break the public would've entered our building.

3 Mishmash of office locations. Personnel's offices are set up where they will fit, not where they make the most sense. Traffic is in two different parts of the building (not next to each other). Watch commander is in the trailer instead of near the Communication Center. If they need to check on something they heard, they have to either walk inside and into the Communication Center or try and call the Communication Center where personnel might be busy answering 911 calls. Communication supervisor is not near the Communication Center. LEADS coordinator has filing spread out between 4 rooms causing her to have to constantly walk around (most of her filing is in the Communication Center and her office is at the other end of the building). Several offices are insde other offices, and the 2 offices are not related. Even if they are related, this causes unnecessary foot traffic thru someone's office to get to the other.

4 Mailboxes are in two locations. Supervisor's mail is out in the trailer, personnel has to leave main building and go to the trailer just to put a piece of mail in their mailbox.

5 Communications Center personnel sometimes do not have the time to run to the other end of the building to use the bathroom. Sometimes, if there's a critical incident going on, personnel will have 5 minutes to take a bathroom break, get their food (if not in the mini fridge), get something to drink, and smoke if they are smokers. If it's during the day, there's frequently a line due to only 2 stalls.

6 Operationally, the current office locations (Laraway/Eagle) fosters a lack of communication between all levels of the agency.

7 The offices are spread out throughout the county, which causes a communication problem especially between investigations and CSI. We should be in the same building next to each other. All of our CSI techs share a desk in a small office which is also difficult.

8 Lack of communication between State's Attorney's Office, judges, and Sheriff's Department. Property Manager is having difficulty purging search warrant evidence or aged evidence on closed cases that are no longer needed. Seems no one is on the same page regarding returning firearms that are seized pursuant to Orders of Protection. A more efficient way of obtaining court orders to destroy evidence would reduce space needs moderately.

SPACE SHARING

The Detective Unit and the Crime Scene Investigation Unit need to share the same office space for better communication.

STAFF SUPPORT

Break Area

1 Larger break room for staff and personnel.
2 Proper indoor break room with a kitchenette and outside secure break area.
3 We have no break room.
4 Adequate break room area.
5 Lunch room, sink, stove, basics.
6 Lunch area, break room.
7 A break room.
8 Insufficient break room. There is an apartment size refrigerator and microwave as our "kitchen equipment" in the trailer - which is our break room and conference room. Communications has a mini-fridge and microwave to store/heat their food since sometimes they don't have time to leave the room to go to the break room to warm food, sometimes they need water but don't have time to run down the hall to the water cooler.
9 We do not have an adequate break room or kitchen.
10 Employee lunch room would be nice.

Outdoor Break Area

11 Unsecured outside break area. We frequently have public walking up to personnel outside on break.
12 We need a dedicated kitchen. Right now everyone eats in their office or the trailer which is also the roll call room.

Kitchen

13 We have no kitchen - no oven, fridge, freezer, running water, cabinets, hot water to wash dishes in sinks, working vending.

Fitness

14 Workout room 1000 sq.ft.
15 Gym work out room with lockers and showers.
16 Running track around facility.
17 Fitness room.
18 No fitness facility. Personnel have expressed an interest in being able to work out before or after work, or be able to walk on a track during their break.
19 We do not have a workout facility.

Lockers

20 We do not have accessible lockers for our personal items.
21 Locker room type facilities with showers/changing room.
22 Locker room and storage for personnel assigned to Laraway.
23 Only some females have lockers and they're in the bathroom. Enough lockers/personal storage for all personnel. Also, most Communication Center personnel carry their headsets back and forth with them. There is no storage inside the Communication Center where they could store their headsets and reference book. They don't normally use the locker in the bathroom for their headset due to it being at the other end of the building.
24 No locker room/shower area. The women's bathroom has some lockers. No place to wash up if they get forced to work a long shift, or as we've had personnel stuck here due to a blizzard. If there was a fitness facility a shower area would be needed to be able to wash before work.
25 Larger bathroom, locker room and public restrooms.
26 We do not have a locker room or showers.

Sleeping-Bunk Room

27 Since this is a 24 hour facility, bunks/sleeping rooms.
28 No place to rest if personnel are stranded here. It seems the past couple of years we've had personnel stranded here due to a blizzard.

SUPPORT SERVICES

1 Support Service Office space for 20.

STORAGE

1 Storage, need room for files, equipment, issued gear. Preferably caged room for issued equipment 650 sq.ft. Capability to scan documents for storage.
2 Storage space must be adequate, otherwise electrical areas are used for storage.
3 Storage space area.
4 More dedicated storage needed for everyone; long term and short term.
5 Better storage management for physical paperwork. Rolling shelves.
6 There is not enough storage - both short term and long term. Inadequately small rooms are being used by multiple divisions. One storage room is inside the men's bathroom. The female personnel that uses that, uses it for long term storage to limit the need to continuously block the only men's bathroom. The men's bathroom has had leaks causing the floor of the closet to get wet. Luckily most papers stored in there on the floor are in plastic bins, but not all. Long term storage can be somewhat inconvenient to get to, while storage used every day should be conveniently located.
7 Supply storage for the Records Office.

TECHNOLOGY

1 Need enough data room space. Need more than enough data drops.
2 Connectivity: The distance between the site area and locations in downtown have presented problems maintaining communication between computer networks. Several key systems (such as timekeeping) have their servers housed at the county building. There is a need for design to accommodate primary and backup communication systems for the computer network.
3 Space: I.T. currently lack sufficient and/or space to perform needed duties. Space requirements: daily work area for 4-8 staff members; secured storage area(s) for all inventories (new/Surplus); work space for computer repair, configuration, staging, etc.; secured wire closets throughout compound.
4 Secure Server Room: Currently the server rooms have multiple issues that include proper security and climate control. Server rooms rely on exterior air units that run year around. This configuration is not green, resulting in increased operational costs as units operate throughout winter. This configuration is problematic in units shutting down in extreme weather resulting in overheating of server rooms. There are multiple server rooms that should be consolidated, the challenge is to maintain proper physical security for servers housing evidence.
5 Server Room and main IT Equipment will need to be on the backup generator power.
6 Central Combination **Smart Rooms**: There is a need for multiple rooms configured as smart rooms. These are rooms capable of functioning as general meeting rooms, training rooms, classrooms, and control centers. Such rooms would require capability of running multiple computers and phones. The room would also need to handle overhead displays, large monitors, and advanced electronic equipment. Current issue has been scheduling existing rooms based on configuration and different locations in the department.
7 Inadequate Drops: Currently, the number of data drops has been inadequate for operation, resulting in the need for addition and less reliable switch devices. Most administrative offices require data lines for a work station, network printer, fax, telephone, and camera access. Many drop points have not been installed in functional areas and repurposed areas lack open conduit to run additional power and data lines.
8 Power: Work stations designed as critical will need to be on the backup generator power.
9 Switch Rooms: Will require backup power to keep critical workstations in service.
10 IT work area should be in the same area as server room(s).
11 Server Room should be configured in a manner to efficiently reconfigure equipment and network lines.
12 Wireless Access: Currently, building construction has limited or prohibited the installation of a wireless option for computer systems.
13 Need for facility to have central printer/fax/scanner rooms based on area needs.

14 Secure climate control storage area for sensitive computer commodities.
15 Access control and monitoring of all IA work areas including switch rooms and service room.
16 No work surface for techs. If a tech needs to work on a piece of equipment, they currently need to put it on the floor and work on it there. The floor where they put the equipment is the same floor used as the aisle. Only one phone in the room - if a tech needs to use the county phone due to cell not working, they have to bring phone as far as it will reach then stretch phone line to where they're working - sometimes causing the phone line to rub up against equipment/buttons.
17 Computer technology - all computer systems need to be updated.

TRAINING

1 Expansion of training division to have increased area for imperative training technology available. Ex. FATS trainer or simulator.
2 Classroom, 2500 sq.ft. with divider for room. 2 entrances into room. Break room with sink 150 sq.ft. Washrooms 600 additional square feet. Smart board, PowerPoint, comp. access all stations. 50 sq.ft. storage closet.
3 Defensive tactics room 900 sq.ft., 10 foot ceilings. Adjoining restrooms with training classroom.
4 Staff training room to site 30 multi-purpose CBT training stations for 10/same room, staff roll call room to set 30/same room.
5 We need a training room and roll call room.
6 Better training facility. More room, more storage and not in a pole building.
7 Training and meeting space is also an issue within the agency. As budget items continue to spiral downward, in-house training will need to increase as we will not be able to send deputies outside for training.
8 Larger training facility with all updated computer technology to hold classes.
9 We have insufficient classroom/training room.

UTILITIES / ENGINEERING / INFRASTRUCTURE

Sewer-Water

1 Modern update on all infrastructure.
2 Need city sewer and water.
3 To obtain city sewer and water. This will alleviate the septic field, septic shed and sewage odor.
4 Septic system needs improvement, keeps filling up.
5 No potable tap water, only bottled water. Septic system that clogs/smells regularly.
6 Plastic vent piping please.

HVAC

7 Any HVAC units above a dropped ceiling must be accessible from below and all sides for serviceability.
8 Zoned heating for balanced temps.
9 Multiple HVAC systems that fail frequently, poor design. Each heating or A/C unit controls various rooms spread out throughout the facility, so one room is cold the other being controlled by the same unit is hot. The duct work is poorly set up in rooms, the Communication Center for example, so one part of the room is hot the other cold (or vise versa). Numerous times the Communication Center A/C fails leaving the room to get unbearably hot due to all the computer equipment.
10 Depending on feasibility, gas forced air and split systems rather than boilers and chillers.
11 Upgrade all motors to ball bearing type on exhaust fans.

Electrical

12 Power adequate for heavy usage by each desk.
13 Power fluctuations. Whatever is also on our grid causes daily fluctuations. Com Ed has deemed these fluctuations within their acceptable range, however generator and UPS systems have to be in place to protect sensitive and mission critical computer equipment. Redundant power source, or a generator that can operate for long enough for Com Ed to fix a problem if it arises.

14 Insufficient outlets and power for offices. Personnel constantly tripping breakers when too many things are turned on. Four different locations (in main building) where breaker boxes are located, no rhyme or reason as to where the breakers are at. The coffee pot trips a breaker by the water cooler, have to go into the radio equipment room breaker box. Extension cords plugged into extension cords into extension cords.
15 Need adequate generator power.
16 Need enough power and circuits for space heaters (no way to ban them).
17 Need adequate clearances by all electrical panels.
18 Wiring nightmare. Phone and network wires running everywhere. No conduit to run new - new wires are just ran in drop ceiling. Old wiring not removed.

Telephone

19 Single point of failure for phone lines. AT&T did install fiber which has increased the reliability of our phone service, however all lines are coming from the same home office. As we just recently found out, all it took was one misplaced dig and all phones (911 and administration) were out for several days. Redundant phone lines, preferably from different home offices so if a main line is cut only half out lines would be affected.
20 Poor cell phone coverage. BDAs are installed to extend some of the carrier's signals, however not all carrier's signals are covered. Not only does this cause a problem for employees who either will miss phone calls or as soon as their phone rings they are running for the back door so they can hear the caller, but also technicians/technical vendors who rely on their cell phones normally have to talk to their operations when they're next to the equipment.
21 Please avoid all mortar filled door frames, these limit electrical options and both ways.

Fire Alarm

22 Fire alarm system.
23 Fire prevention system for server room which can eliminate the need or overhead water sprinkler systems.

Miscellaneous

24 Time clocks: Need to have a dedicated power source with a backup power supply.
25 We pay monthly for Dish Network TV to be able to view the news channels in the event of a national event that might affect the county (homeland security issues). When the Communications Center was updated we inquired of Comcast if it was available - it isn't (as of 2008). It's run to across the street and Comcast was asking somewhere around $14,000 to extend their line to us. The majority of the cost was due to having to tunnel. If we are going to have to tunnel under the roadway for other utilities, could we maybe approach Comcast to see if they would be interested. Unless it's changed, Comcast provides free channels to government agencies if there is connectivity. Our network has been upgraded to microwave which has helped, it would be nice to have a fast backup option (Comcast Internet) if the microwave goes down.

VEHICLE SALLY PORT

1 A sally port is needed to secure SWAT and other important vehicles.
2 Need an evidence sally port so vehicles can be processed.
3 Sally port with temporary booking/holding.
4 The enlargement of the evidence unit and their storage/vault needs. Sally port for vehicles.

VEHICLE MAINTENANCE

1 Larger vehicle maintenance garage.

APPENDIX III. SPACE LISTS

The space lists for each component of the proposed new Will County Public Safety buildings appear in this part of the report. Design will be done from these lists. They are the "instruction book" for the project indicating every space needed and in what clusters of space they belong.

Organizationally, the detail component lists are preceded by a space list summary. The summary tallies the net and gross square feet total for each component. It then multiplies the sum of the component gross square foot totals by a building wide gross factor to provide a "bottom-line" tally of space need. The building gross factor accounts for all mechanical space, corridors, elevators, stairways, and miscellaneous elements un-attributable to any particular component but necessary to the functioning of the building.

The difference between "net" and "gross" square footage is important. "Net" square footage (nsf) refers to actual useable space within the walls of a room or area. For example, a 10' x 10' office has 100 net square feet. However, that net figure does not account for the floor area built beneath the office walls nor the square feet of corridor required to get to the office.

"Gross" square feet (gsf) accounts for those other floor area considerations. It equals net square feet *plus* the actual built square footage covered by walls and taken up by general corridors, stairways, elevators and miscellaneous mechanical chases not identified in the program. "Gross Factors" (GF) are normally applied to the net square feet total of a component to get the estimated gross square feet that must actually be built. See the illustrations below.

NET and GROSS SQUARE FOOTAGE and
GROSS FACTOR Calculation Example

10' x 10' room =
100 NET Square Feet (nsf)

15'-3" x 10'-10" area =
165 GROSS Square Feet (gsf)
Gross Factor (G.F.) =
165 gsf/100 nsf = 1.65

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Please note that there is a hierarchy to how spaces are listed. If there is a name indented under another room name with a Capital letter it means that the indented item is a distinct, enclosed room that opens into the space it is listed under, as opposed to opening into a corridor or circulation area. Example:

Communications Room
Staff Toilet

If there is a name under a room and that name is preceded by a hyphen ("-") and is not capitalized then it is an area within a larger space or room, not a room itself. Example:

Records Room
- open office work stations
- reception counter

In this case, the square footage of the area is noted parenthetically (#) in an "Area S.F." column preceding the column denoting the number of spaces.

The example space list below might be helpful. In it, the "Staff Toilet" listed under the "Communications Room" is an enclosed room that opens only into the Communications Room.

The "open office work stations" area listed under the "Records Room" space is actually part of the Records Room square footage, not another room. Of the 455 nsf listed for the Records Room, 256 nsf of it is estimated to be for the work station portion of the room as noted by the parenthetical (256). Totaling all the areas noted paranthetically results in the room size.

Rooms that open into the Communications Room

SPACE/AREA NAME:	AREA S.F.	NUMBER OF SPACES	NET S.F. OF EACH	TOTAL NET S.F.
Communications Room		1	800	800
Staff Toilet		1	50	50
Radio Equipment Room		1	200	200
Supervisor's Office		1	120	120
Closet		1	12	12
Records Room		1	455	455
- open office work stations	(256)			
- reception counter area	(36)			
- public waiting area	(72)			
- circulation	(91)			
Conference Room		1	240	240
Offices		4	120	480
Supplies Storage		1	54	54

Many spaces and/or areas have additional information recorded in the "Remarks" section of each space list. This is to conveniently provide key, but not necessarily all, data regarding features and characteristics of the space or area.

The space lists for the Sheriff's Office do not address every aspect of the sheriff's operations. Some functions will remain where they are and will not be addressed here in the context of space

solutions and consolidation at Laraway Road. Though this is the case no one should infer from this that those functions have adequate space.

The checklist below identifies which aspects of the Sheriff's Office operations are addressed and where each function currently exists.

SCOPE of PROJECT
WILL COUNTY SHERIFF'S OFFICE
DLR/Kimme/S&D/HR Green

	Included in Space Lists & Currently at Laraway	Not now at Laraway but included in Space Lists	NOT in Space Lists	WHERE LOCATED?
ADMINISTRATION				
- Administration			Staying at C/H	Courthouse
- Civil Process Division			Staying at C/H	Courthouse
ENFORCEMENT/PATROL				
- Patrol	X			At Laraway
- Communications Center	X			At Laraway
- Crime Scene Investigations	X			At Laraway
- Criminal Investigations Section		X		Eagle Building
- Evidence	X			At Laraway
- Impound Lot	X			At Laraway
- Auxiliary		X		*Not located anywhere, uses whatever is available*
- Explorer's Post 911		X		*See Auxiliary*
- Gang Suppression Unit		X		Farm Bureau Building
- Property Room - Citizen's Property		X		***Uses vestibule at Laraway***
- Records Management	X			At Laraway
- Archival records	X			At Laraway
- Special Operations Group (SOG)		X		Garage at Cherry Creek Court - No offices exist
- Tri-County Auto Theft Unit			Staying at Eagles	Eagle Building
- Warrants Division		X		Farm Bureau Building
SUPPORT SERVICES				
- Support Services Bureau		X		Eagle Building
- training	X			At Laraway
- ranges	X			At Laraway
- fleet maintenance	X			At Laraway
- mechanical and custodial		X		At ALDF
- payroll & budget		X		Eagle Building
- Merit Commission		X		Court Annex
- Internal Affairs		X		Court Annex
- Information technology		X		Eagle Building
- Other:		Community Service room/s		*NO Current space*
PUBLIC AFFAIRS				
- Public Affairs Section		X		Court Annex
- Triad for Seniors		X		Court Annex
COURT SECURITY			Staying at C/H	Courthouse
ADULT DETENTION			Staying at ALDF	ALDF
Other Possibilities:				
- CALEA area/space		X		*NO Current Office space*
- Arrestee Waiting-interview		X		*NO Current space*

SPACE LISTS SUMMARY

SUMMARY

WILL COUNTY, IL PUBLIC SAFETY PROGRAMMING

2/26/13

I. MAIN FACILITY:

COMPONENT/AREA:	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
A SHERIFF'S OFFICE					
1 Administration & Related Functions	36	127	4,562	1.40	6,386
2 Public Affairs	14	134	1,869	1.40	2,617
3 Merit Commission - Internal Affairs	14	176	2,460	1.35	3,321
4 Records	5	305	1,523	1.25	1,904
5 Communications	20	221	4,418	1.25	5,523
6 Information Technology	12	126	1,506	1.30	1,958
7 Evidence & Property	15	683	10,242	1.15	11,778
8 Gang/Drug Unit	13	239	3,112	1.25	3,890
9 Criminal Investigations	41	260	10,679	1.25	13,348
10 Crime Scene Investigations	8	230	1,837	1.25	2,296
11 Traffic, Auxiliary	7	299	2,092	1.20	2,510
12 Patrol	21	200	4,191	1.25	5,239
13 Arrestee Waiting-Interview	12	253	3,035	1.25	3,794
14 Warrants & Transport	8	230	1,843	1.25	2,303
15 Staff Facilities	9	470	4,229	1.10	4,652
16 Lobby-Public	10	229	2,290	1.20	2,748
17 Shared - Miscellaneous	8	513	4,106	1.15	4,722
18 Maintenance	10	263	2,632	1.15	3,027
19 Mechanical	13	549	7,143	1.15	8,214
	276	267	73,769	1.22	90,231

x General Building Gross Factor (G.F.)** : x 1.10

TOTAL G.F.: 1.35 — 99,254 TOTAL G.S.F.

II. ADDITIONAL FUNCTIONS THAT COULD SHARE THE MAIN FACILITY:

COMPONENT/AREA:	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
C1 CORONER'S OFFICE ***					7,200
D1 EMA OPERATIONS CENTER ***					12,000
					19,200

x General Building Gross Factor (G.F.)** : x 1.10

21,120 TOTAL G.S.F.

	TOTAL GROSS S.F.
TOTAL POTENTIAL MAIN FACILITY DEMAND (I & II):	120,374

III. TRAINING/SPECIAL OPERATIONS GROUP (SOG) BUILDING (next to Ranges):

COMPONENT/AREA:	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
A 20 Training	27	328	8,852	1.15	10,180
B 1 Special Operations Group (SOG)	10	651	6,506	1.10	7,156
	37	415	15,358	1.13	17,336

x General Building Gross Factor (G.F.)** : x 1.05

TOTAL G.F.: 1.19 — 18,203 TOTAL G.S.F.

IV. ADDITIONAL SHERIFF'S FUNCTIONS THAT COULD BE ON OR OFF-SITE:

COMPONENT/AREA:	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
B SHERIFF'S OFFICE					
2 Added Vehicle Maintenance	4	2,313	9,252	1.075	9,946
3 Maintenance Building (per 2005 program)					5,000
4 Cold Storage Building - Specialized Equipment					21,000
5 Warm Storage Building - CSI, Investigations (excl. SOG)					2,700
					38,646
x General Building Gross Factor (G.F.)** :					x 1.05
					40,578
					TOTAL G.S.F.

NOTE: *Existing* Vehicle Maintenance has 5,432 gsf and 5 occupants.

	TOTAL GROSS S.F.
TOTAL POTENTIAL SHERIFF'S DEMAND AT LARAWAY (I, III, & IV):	158,035

V. ADDITIONAL FUNCTIONS THAT COULD SHARE THE LARAWAY SITE AND/OR FACILITY:

COMPONENT/AREA:	# OF SPACES	AVERAGE Space Size	TOTAL NET S.F.	GROSS FACTOR*	TOTAL GROSS S.F.
C2 Coroner's Morgue	12	369	4,428	1.30	5,756
D2 EMA RADIO REPAIR	7	354	2,476	1.15	2,848
D3 EMA GARAGES & TRAINING					10,800
					19,404
x General Building Gross Factor (G.F.)** :					x 1.05
					20,374
					TOTAL G.S.F.

	TOTAL GROSS S.F.
TOTAL POTENTIAL BUILDING DEMAND AT LARAWAY (I - V):	199,529

* The "Gross Factor" accounts for circulation corridors, wall thicknesses, mechanical chases, and the like, that is, all "unusable" or "unassigned" square feet that must be provided to attain the net square feet programmed within a given component.

** The General Building Gross Factor accounts for general corridors, wall thicknesses, stairways, elevators, and mechanical chases, that is, all "unusable" or "unassigned" square feet that must be provided in addtion to component square footages to attain a complete building.

**** estimates derived from previously drawn schematic designs*

EXTERIOR ON-SITE ELEMENTS:

- Radio Antenna (existing) & NEW Equipment room
- Impound Lot
- Helipad
- Obstacle Course (1/2 acre)
- Sniper Tower
- Existing Pistol & Rifle Ranges
- Second way on/off of site.
- On-grade parking: staff, public, protected undercover, agency trainees.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Administration & Related Functions
includes Payroll & Finance, CALEA, TRIAD

A 1

2/26/13

ACCESSIBLE FROM LOBBY; ADJACENT TO PUBLIC AFFAIRS; NEAR MERIT COMMISSION & INTERNAL AFFAIRS

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Sub - Lobby		1	200	200	• Waiting for 10; adjacent to main public lobby.
1	2	Secretary - Reception (Carol)		1	166	166	• 2 work stations plus circulation. Mailboxes.
	3	Coat Closet		1	14	14	
1	4	Sheriff's Office		1	308	308	• incl. conference table seating for 6.
	5	Closet		1	10	10	
	6	Toilet		1	56	56	• ADA compliant
1	7	Undersheriff's Office (Marty)		1	280	280	• incl. conference table seating for 4.
	8	Closet		1	10	10	
1	9	Sheriff's Executive Secretary (future)		1	120	120	
1	10	Chief - Support Services (Nate)		1	192	192	
1	11	Finance Director (Allison)		1	180	180	
	12	Finance Records Storage		1	64	64	
1	13	Research/Grant Officer (Dan)		1	160	160	
1	14	Payroll Supervisor (Vicki)		1	100	100	
	15	Payroll - Open office		1	571	571	
4	16	- work stations (4)	(256)				• 4, 8' x 8' open office work stations
	17	- file area	(70)				• 12, 4 drawer file cabinets; work-sorting surface
	18	- circulation	(245)				
	19	Archival Records		1	108	108	• For boxed records (now behind stage at Eagles)
1	20	Human Resources Officer (future)		1	120	120	
	21	Personnel Files Room		1	53	53	• 4, 4 drawer lateral files. Lockable room.
1	22	CALEA Accreditation Officer		1	120	120	
	23	CALEA Work Room		1	120	120	
1	24	Social Worker		1	140	140	• work station, file cabinets, credenza, visitor seating for 4.
1	25	TRIAD Officer		1	120	120	
	26	Storage		1	70	70	• Supplies, hand-outs, pamphlets, etc.
2	27	Future Offices		2	120	240	
	28	Interview Rooms		2	80	160	• Small table, 3chairs. For new employee meetings.
	29	Administrative Conference		1	392	392	• Conf. table w/ seating for 16, sink & counter; smart board, marker board, pin board, variable lighting, ample outlets, data ports.
	30	Storage		1	20	20	
	31	Supplies Storage		1	84	84	• Locakble room for selected supplies; shelving.
	32	Copier/Mail Sorting/Supplies Room		1	126	126	• full-size floor copier, work surfaces, above and below surface cabinets for supplies; fax, printers, collator, scale, high-speed/high-volume shredder.
	33	Toilet Privacy alcove		1	39	39	
	34	Male & Female Toilets		2	56	112	• ADA compliant
	35	Break alcove		1	60	60	• an alcove off of a corridor; 6' counter w/cabinets above and below; sink; microwave, mini-fridge.
	36	Janitor Closet		1	48	48	
18 Occupants		**SUB - TOTALS:**		**36** Spaces	**127** Avg. NSF per Space	**4,562** TOTAL N.S.F.	
			X Gross Factor of:		**1.40 =**	**6,386** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Public Affairs **A 2**

2/26/13

ACCESSIBLE FROM LOBBY; ADJACENT TO ADMINISTRATION; NEAR COMMUNITY SERVICE ROOM

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Waiting		1	120	120	• Waiting for 6; adjacent to main public lobby. Displays, monitor with Public Affairs info & images.
2	2	Public Affairs Specialists (Kathy + 1)		1	218	218	• 2, 8 x 8 work stations plus equipment
	3	Copy-printer-supplies room		1	108	108	• Floor Copier, laser printer, fax, collator, shredder, work surfaces with cabinets above and below.
1	4	Media Director (future)		1	160	160	
1	5	Web Master (Steve)		1	140	140	
	6	Storage		1	36	36	
	7	Toilet privacy alcove		1	25	25	
	8	Toilets		2	56	112	• Principally for guests
	9	Miscellaneous Storage		1	70	70	
1	10	Production Room & Tech (Alex)		1	160	160	• U-shaped work surface; view panel directly to studio; ample above and below desk power outlets; studio lighting controls; if on exterior with window, dark shades. Audio connection to studio. 3 seats for observers.
	11	Studio		1	480	480	• Sound isolation needed including control of Air Conditioning; AC should blow on walls, away from middle of room where microphones are mounted. *No windows* to outside. View panel to production room. Variable lighting controlled from production room. Ample power outlets. Ceiling/wall clips from which to suspend background props. Cable feeds thru wall to exterior for media.
	12	Studio Storage		1	160	160	• For props and equipment. Adjustable metal shelving. Open floor space for odd-sized items.
	13	Break Area		1	80	80	• Water cooler, counter w/sink for coffee, microwave, mini-fridge; small table and 4 chairs.
	14						
	15						
	16						
	17						
	18						
	19						
	20						
5 Occupants		**SUB - TOTALS:**		**14** Spaces	**134** Avg. NSF per Space	**1,869** TOTAL N.S.F.	
				X Gross Factor of:	**1.40 =**	**2,617** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Merit Commission - Internal Affairs

A
3

2/26/13

ACCESSIBLE FROM LOBBY; ADJACENT TO ADMINISTRATION

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Sub - Lobby		1	200	200	• Waiting for 10; adjacent to main public lobby.
2	2	Clerical - Reception		1	208	208	• 2, 8' x 8' work stations plus circulation. Mailboxes.
	3	Merit Commission File room		1	162	162	• Lockable room. Room for 20, 4 drawer file cabinets (or high-density storage), several other small cabinet & sorting surface. *See Diagram.*
	4	Merit-Internal Supply-equipment room		1	90	90	• Floor copier, large shredder, laser printer, other table top equipment. Work surface with cabinets above and below for supplies.
	5	Merit Commission Meeting Room		1	792	792	• Accessible from sub-lobby. For routine Merit Commission meetings and limited testing. Large scale staging at the Community Room. Wide enough for 5 Merit Board members sheriff, states attorney and 2 staff at front of room in semi-circle. Table and seating for 12 spectators. (Current space roughly 16 x 32 or 512 sf).
	6	Storage		1	80	80	• For extra tables and chairs.
	7	Interview Room		1	80	80	• Shared by Internal Affairs and Merit Commission. Audion recording capabilities.
	8	Toilets		-	-	-	• *Use central staff or public toilet facilities*
	9	Break alcove		1	60	60	• an alcove off of a corridor; 6' counter w/cabinets above and below; sink; microwave, mini-fridge.
1	10	Merit Commision Chairman's Office		1	160	160	• Desk, computer/monitor, phone, 5 chairs.
1	11	Merit Commission Admin Asst. (Pam)		1	120	120	
	12						
1	13	Internal Affairs Clerical		1	104	104	• One 8' x 8' work station plus circulation.
1	14	Internal Affairs Sergeant		1	140	140	• Desk, computer/monotor, phone. 2 visitor chairs.
4	15	Internal Affairs Open Office		1	216	216	Open office; 3 work stations; computer, monitor, keyboard, phone, 2 drawer file cabinet. 2 Deputies and 1 Investigator.
	16	Internal Affairs file storage.		1	48	48	• Lockable room.
	17						
	18						
	19						• ***In the future, Attorney & Press I.D.s will be done at the Courthouse.***
	20						
10 Occupants		**SUB - TOTALS:**		**14** Spaces	**176** Avg. NSF per Space	**2,460** TOTAL N.S.F.	
			X Gross Factor of:		**1.35 =**	**3,321** TOTAL G.S.F.	

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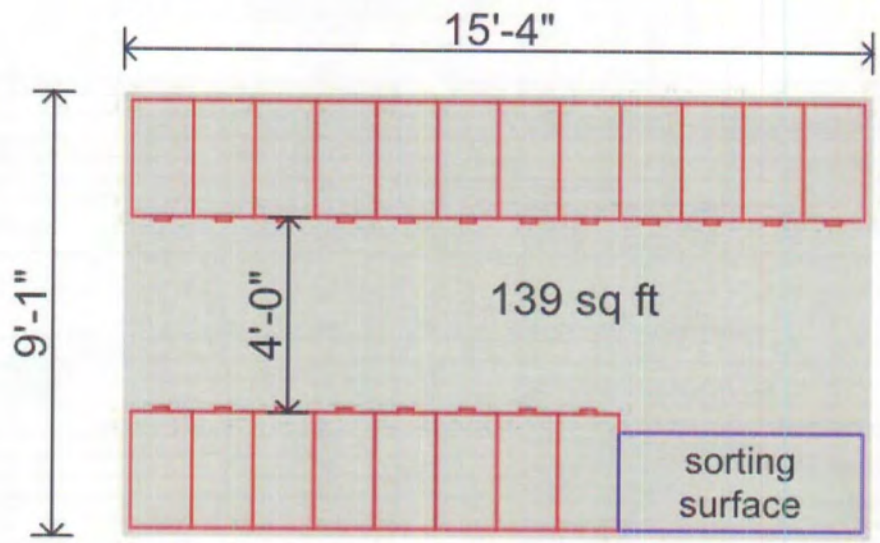


Merit Commission File Room

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Records **A 4**

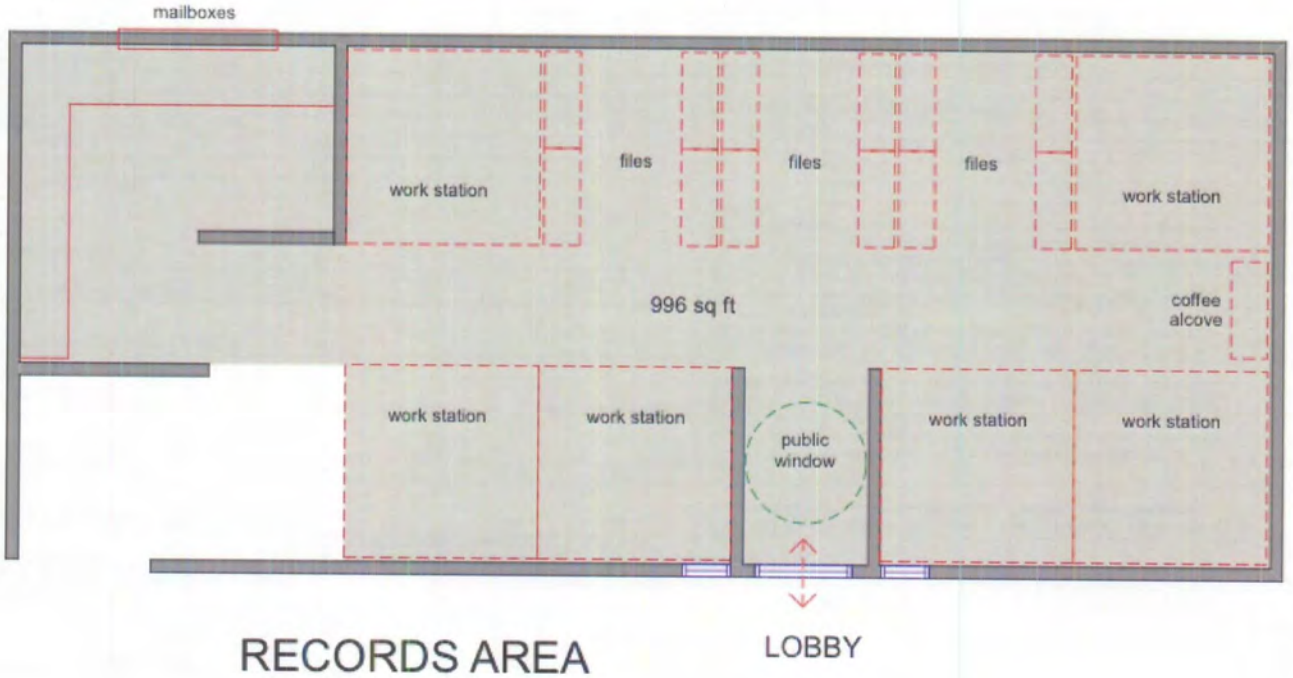
2/26/13

Central location; adjacent to Lobby, Patrol & Traffic.

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	1	Administrative Sergeant's Office		1	120	120	• U-shaped desk, computer, monitor, keyboard, telephone-intercom, 2 visitor chairs, 2, 4-drawer file cabinets, bookcase shelving for manuals, books, periodicals, etc.
	2	Records Staff Workroom		1	1,136	1,136	• Open Office. *See Diagram.*
6	3	- Data Entry Clerk Workstations	(384)				• 6, 8' x 8' open office work stations with partially glazed privacy partitions and lockable above-counter storage compartments. Stations include one, 4 drawer file cabinet. Computer, dual monitors, phone-intercom.
	4	- open files area	(240)				• Centrally located to clerk workstations; can be around perimeter of area. *County will increasignly digitize records.* Space for 16, 5 drawer tall, 4' wide lateral files.
	5	- public service counter - 1 station	(40)				• Alcove screening public view of records work room; secure glazing and frame with secure pass-through and communicator. Opens directly onto Lobby. Counter on both sides. ADA compliant.
	6	- copier/supplies work area	(144)				• View screened alcove immediately adjacent to workstations. Surface for collating, sorting, mail sorting; adjacent to backside of staff mailboxes.
	7	- staff mailboxes	(6)				• Mail received here and distributed to the Divisions. 66 pass-thru staff mailboxes as part of the copier/supplies work area for immediate staff. Shuttered door to close-off backside of mailboxes at night. Mail received here and distributed to the Divisions.
	8	- coffee/Sink Alcove	(24)				
		- forms storage	(36)				
	9	- circulation	(262)				
	10	Microfiche Equipment/Scanning Room		1	96	96	• One station for each.
	11	Secure Supplies Room		1	156	156	• Adjustable metal shelving units. Sorting surface.
	12	Storage/Coat Closet		1	15	15	
	13	Conference/Breakroom		-	-	-	• ***Will share conference rooms with others as needed.***
	14	Staff Toilets		-	-	-	• ***Will use central staff toilet areas.***
	15						
	16						
	17						
	18						
	19						
	20						
7 Occupants		**SUB - TOTALS:**		**5** Spaces	**305** Avg. NSF per Space	**1,523** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**1,904** TOTAL G.S.F.	

KIMME & Associates, Inc.

11 v x 6 h mailboxes = 66



RECORDS AREA

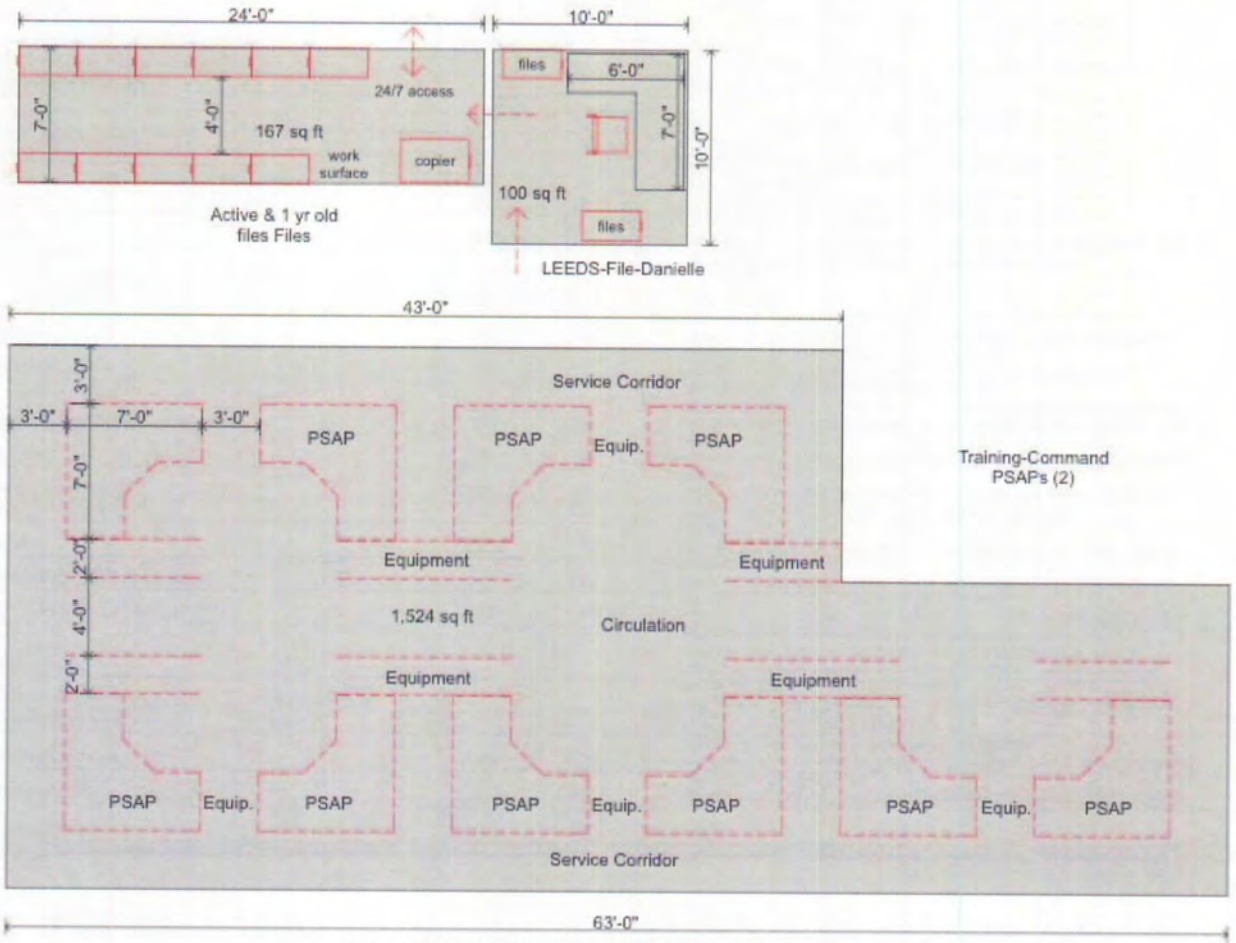
SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Communications A 5

2/26/13

NEAR RECORDS, NEAR EVIDENCE RETURN

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Entry/exit Vestibules		2	84	168	• Size allows for ramp up 8" if Comm floor is raised rather than recessed. Need two ways in and out of Comm area.
	2	Communications Center		1	1,524	1,524	• Natural light and view exposure desired. Provide ceiling fans. 8" raised or recessed computer floor for cable runs; all accessible. *See Diagram.*
10	3	- 10 Dispatch Consoles	(490)				• 10, 7' x 7' consoles (current consoles are 6' x 6').
	4	- Equipment zone	(252)				• Channel of space at front of consoles for bookshelves, files, maps, copiers, water coolers, etc. as staff require and needs evolve.
	5	- circulation	(782)				• includes 3' circulation perimeter around the consoles for service purposes, a 4' circulation corridor between the consoles and the equipment zone, and a 3' separation between adjacent consoles. Mailboxes in the circulation area
2	6	Training - Command Console Room		1	368	368	• Adjacent to communications center. For training, command, visiting PSAP functions. Glazing to Comm Center. 2 complete Comm consoles.
1	7	Communications Coordinators Office		1	140	140	• Adjacent to Comm Center. Glazing in wall between office and Comm Center with curtain or blinds.
	8	Workroom		1	132	132	• Work surfaces, shelving, ample power outlets above and below counter. Overhead and desktop task lighting.
1	9	LEEDS/File Room (Danielle)		1	100	100	• Desk area w/computer, keyboard, phone/intercom. 2 file cabinets.
	10	Active & 1 Year Old Files		1	168	168	Active & 1 year old files; 12, 4 drawer lateral files plus work surface. Large floor copier. 24/7 access.
	11	Archival Files		1	168	168	• 7 years of files; 7, 3' wide, 12, 4-drawer lateral files plus sorting surface (replaces men's bathroom storage)..
	12	Communications-Data Equipment Room		*1*	*600*	*600*	• ***Can be either adjacent to, or immediately below, the Comm Center.*** Main communications racks. Cooled with air movement designed to move through and past equipment. *Rack numbers and final size YTBD.*
	13	RF Equipment Room		*1*	*300*	*300*	• Separate room for radio racks to isolate RF signals. Accessible from within equipment room. *Rack numbers and final size YTBD.*
	14	UPS Room		*1*	*64*	*64*	• Room for dedicated Uninterrupted Power Supply units; in place of small at-desk units. *Number and size of units YTBD.*
	15	E-911 equipment		*1*	*108*	108	
	16	Phone (AT&T) equipment		*1*	*64*	64	
	17	Conference Room		-	-	-	• *Not needed, will use Community/Training Room for large meetings*
	18	Break Room		1	160	160	• Only 1 or 2 occupants at a time; 4-person table with chairs; counter/cabinets, sink, convection microwave, refrigerator w/freezer, water cooler.
	19	Locker Alcove		1	90	90	• Lockers: 14 full-height, 24" deep, 15" wide lockers.
	20	Lounge-Overnight Room		1	100	100	• Couch with pull-out bed.
	21	General Storage		1	60	60	• Miscellaneous storage room. Includes cots, air mattresses.
	22	Male and Female Toilets		1	56	56	• ADA compliant.
	23	Janitor closet		1	48	48	• Cleaning cart, vacuum, brooms, miscellaneous supplies
	24						
	25	***OUTDOOR BREAK AREA***					• *Accessible from within the Comm Center.*
	26	***RADIO BUILDING NEXT TO TOWER***					• *New 20' x 30' heated and cooled building needed. Style to match that of new building.*
14 Occupants		**SUB - TOTALS:**		**20** Spaces	**221** Avg. NSF per Space	**4,418** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**5,523** TOTAL G.S.F.	



WILL COUNTY COMM CENTER

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Information Technology

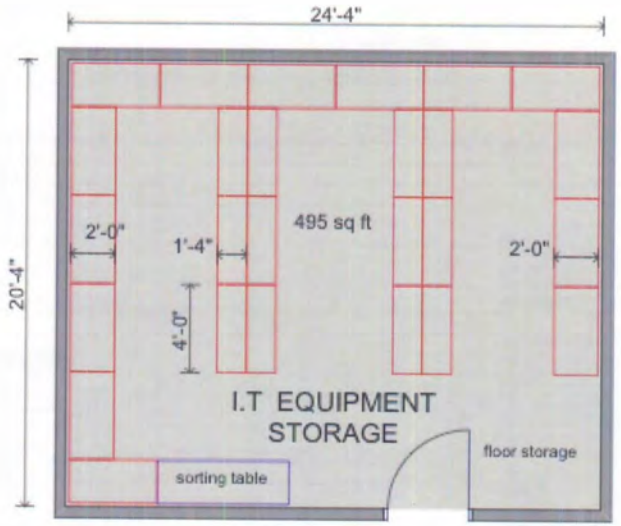
A 6

2/26/13

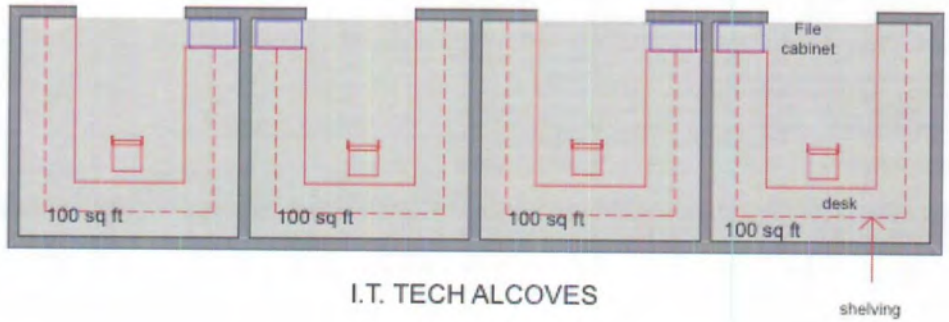
NEAR COMMUNICATIONS-DATA EQUIPMENT ROOM; CLOSE TO FORENSICS UNIT

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Public Entry Sub-Lobby		1	90	90	• Waiting for 3 people. Secured access via telephone with card access & remote unlocking from Tech staff position. Operable pass-through window.
4	2	Technical Staff Alcoves (4 techs)		4	100	400	• 10' x 10' alcoves defined by three solid walls; open on one end to general circulation. Across from breakdown room and equipment storage. U-shaped 30" wide desks with ample work surface and above and below counter power outlets and data ports. Desk surface raised to 40' for standing or stool-sitting. 14" deep above counter open shelving at least 24" above work surface. One, 4-drawer file cabinet. *See Diagram.*
	3	Hardware Storage		1	500	500	• Adjustable industrial Shelving. 12, 16" deep, 4' wide shelves; 15, 24" deep, 4' wide shelves; 6' wide sorting table. 42" wide door. Close proximity to I.T. Breakdown Room and Tech Staff Alcoves.
	4	I.T. Breakdown Room		1	160	160	• For receiving, breaking down and preparing new computers for use. 3 people working at 42 inch high, 5' wide countertop work stations. Overhead shelving for fixed monitors and wire raceway above countertop. Adjacent to hardware Storage room. Across from Tech work alcoves.
1	5	I.T. Director Office (Jackie)		1	160	160	• U-shaped work station with ample work surface, computer, double monitors, phone, 1, 4-drawer lateral file cabinet, typewriter, small desk printer, marker board, pin board, 4 chairs for visitors. Wall hung storage compartments. Wall hung storage compartments above desk surfaces.
	6	Closet		1	10	10	• 2'-6" deep x 4' wide w/shelving
1	7	Project Manager (Don)		1	140	140	• U-shaped work station with ample work surface, computer, double monitors, phone, 1, 4-drawer lateral file cabinet, marker bpoard, pin board, 2 chairs for visitors. Wall hung storage compartments above desk surfaces.
	8	Closet		1	10	10	• 2'-6" deep x 4' wide w/shelving
	9	Conference Room		-	-	-	• ***Willing to share common conference room.***
	10	Communications-Data Equipment Room		-	-	-	• ***See Communications Space List***
	11	Coffee alcove		1	36	36	• Countertop area with sink. Small microwave. Counter with cabinets above an below.
	12						
	13						• ***Connectivity****: Currently have a non-line-of-sight microwave link to courthouse on existing radio tower; have wireless and wi-fi at garage and patrol trailer, have fibre connection to Training, EMA storage and hoighway department; all through Laraway Main; need to consolidate and unify systems.*
	14	IDF Rooms.		-	-	-	• *See Mechanical space list*
	15						
	16						
	17						
6 Occupants		**SUB - TOTALS:**		**12** Spaces	**126** Avg. NSF per Space	**1,506** TOTAL N.S.F.	
			X Gross Factor of:		**1.30 =**	**1,958** TOTAL G.S.F.	

KIMME & Associates, Inc.



CORRIDOR



I.T. TECH ALCOVES

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	**a. Evidence Storage**					
	2	Bulk Evidence Shelving/Pallet Space		1	576	576	
	3	Hi-Density Evidence Shelving		1	3,000	3,000	
	4	Long Term Homicide Evidence		1	3,000	3,000	
	5	Weapons Vault		1	144	144	• alarmed, locked area separate from main storage.
	6	Drugs Vault		1	48	48	• alarmed, locked area separate from main storage.
	7	Cash/Valuables Vault		1	10	10	• alarmed, locked area separate from main storage.
	8	Refigerated Evidence Storage		1	128	128	
	9	**b. Evidence Processing**					
1	10	Evidence/Property Manager Office		1	120	120	
	11	Evidence Records Files		1	96	96	• include 4-36" X 4 drawer lateral file cabinets
	12	Computer/Scanner Workroom		1	96	96	• include key control cabinet
	13	Deputy Evidence Processing		1	144	144	• include work table, supply coops, paper rolls and 14 lin. ft. of pass-thru evidence lockers
	14	**c. Property Storage and Vehicle Processing**					
	15	Found and Confiscated Property Storage		1	800	800	• include open floor area, large item shelving and 60 bike racks.
	16	Large Vehicle Garage		1	960	960	
	17	3 bay Vehicle Garage		1	1,040	1,040	
	18	Property Return Closet		1	80	80	• locate adj. to public lobby
	19						
	20						
1 Occupants		**SUB - TOTALS:**		**15** Spaces	**683** Avg. NSF per Space	**10,242** TOTAL N.S.F.	
				X Gross Factor of:	**1.15 =**	**11,778** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Gang/Drug Unit **A 8**

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	1	Lieutenant's Office		1	140	140	
1	2	Secretary/Reception Office		1	260	260	• Mailboxes.
2	3	Sergeant Offices		2	120	240	
	4	Conference Room		1	250	250	• Conference Room for 8.
	5	Investigative Deputies Office		1	1,534	1,534	
6	6	- invest Workstations	(384)				• 6, 8' x 8' work stations w/partitioning.
6	7	- tactical workstations	(384)				• 6, 8' x 8' work stations w/partitioning.
	8	- open office files area	(48)				
	9	- work/meeting tables	(320)				• 2, 160 sf areas
	10	- circulation	(398)				
	11	Confidential Files Room		1	80	80	
	12	Investigative Files		1	240	240	
	13	Evidence Processing Room		1	140	140	
	14	Short-Term Evidence Holding		1	48	48	
	15	Printing Equipment		1	100	100	• includes copier, printer, fax and shredder
	16	Staff Toilets		2	40	80	
	17	K-9 Kennel		-	-	-	• include 1-4' X 8' dog crate and adj.floor sink in patrol garage area
	18						
	19						
	20						
16 Occupants		**SUB - TOTALS:**		**13** Spaces	**239** Avg. NSF per Space	**3,112** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**3,890** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Criminal Investigations

A
9

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	1	Bureau Deputy Chief		1	192	192	
	2	Closet		1	12	12	
1	3	Secretarial/Reception Office		1	325	325	• include 4 cubical work stations. Mailboxes.
	4	Printing Equipment		1	100	100	• includes copier, printer, fax and shredder
1	5	Lieutenant's Office		1	140	140	
5	6	Sergeant Offices		5	120	600	
1	7	School Resource Coordinator		1	180	180	
	8	Large Conference Room		1	600	600	
26	9	Investigative Deputy Office		1	3,175	3,175	
	10	- deputy workstations	(1,664)				• 26, 8' x 8' open office work stations w/partitions.
	11	- work table/meeting areas	(640)				• 4, 160 sf work table/meeting areas distributed among the stations.
	12	- hi-density files area	(48)				
	13	- circulation	(823)				
2	14	Hi-Tech. Computer/Forensics Lab.		1	1,190	1,190	
	15	- deputy/tech. workstations	(288)				• 8, 6' x 6' open office work stations w/partitions.
	16	- work tables	(480)				• 10, 6' x 8' work stations
	17	- circulation	(422)				
	18	Computer System Servers		1	108	108	
	19	Bulk Computer Equipment Storage		1	160	160	
12	20	Task Force Office		1	1,408	1,408	
	21	- deputy workstations	(768)				• 12, 8' x 8' open office work stations w/partitions.
	22	- work table/meeting areas	(640)				• 4, 160 sf work table/meeting areas distributed among the stations.
	23	- circulation	(493)				
1	24	Supervisor's Office		1	120	120	
	25	Copier/Mail Sorting Room		1	120	120	
	26	StaffLockers		1	630	630	
	27	M/F Toilets		2	100	200	
	28	Break Room/Kitchenette		1	80	80	• an alcove off of a corridor
	29	Audio/Visual Tapes and CD Storage		1	100	100	
	30	Supplies Storage		1	80	80	
	31	Janitor Closet		1	48	48	
	32	**Public/Attorney/Suspect Interview Suite:**					
	33	Visitor Sub-Lobby		1	240	240	• locate adjacent to reception and with secure window/pass-thru
	34	Attorney/Visitor Viewing Room		2	60	120	
	35	Victim/Witness Interview Rooms		3	60	180	
	36	Soft Interview Room		1	120	120	
	37	Uinisex Toilet - ADA Accessible		1	40	40	
	38	Secure Holding/Interrogations Rooms		5	50	250	
	39	Secure Toilet - ADA Accessible		1	40	40	
	40	Recording Equipment/Viewing		1	120	120	• include separate AC/Exhaust ventilation
50 Occupants		**SUB - TOTALS:**		**41** Spaces	**260** Avg. NSF per Space	**10,679** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**13,348** TOTAL G.S.F.	

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Crime Scene Investigations

A
10

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
10	1	Deputy Workstations		1	864	864	• 10, 8' x 8' work stations. Mailboxes.
	2	Evidence Processing Workroom		1	432	432	
	3	Evidence Drying		1	200	200	• vent to exterior
	4	Fume Hood Area		1	60	60	• vent to exterior
	5	Evidence Transfer Bins		1	65	65	
	6	Equipment/Supplies Storage		1	80	80	
	7	Copy/Sink Counter		1	80	80	
	8	Staff Toilet		1	56	56	• ADA compliant
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
10 Occupants		**SUB - TOTALS:**		**8** Spaces	**230** Avg. NSF per Space	**1,837** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**2,296** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Traffic, Auxiliary

A
11

2/26/13

Central location; adjacent to Records & Patrol.

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	1	Deputy Chief's Office		1	192	192	• U-shaped desk, computer, monitor, keyboard, telephone-intercom, 4 visitor chairs, 2, 4-drawer file cabinets, bookcase shelving for manuals, books, periodicals, etc.
1	2	Traffic Sergeant Office		1	120	120	• U-shaped desk, computer, monitor, keyboard, telephone-intercom, 2 visitor chairs, 2, 4-drawer file cabinets, bookcase shelving for manuals, books, periodicals, etc.
1	3	Spare Office		1	120	120	• same as above
15	4	Traffic/Accident Investigation Workroom		1	1,292	1,292	• Open office plan for 12, 6' x 6' deputy work stations; 2, 8' x 8' work stations for secretaries; area for plotters, printers and files; central conference/work table. Mailboxes. *See Diagram.*
	5	Traffic Storage		1	96	96	• Drawings, Boards, easels, accident investigation supplies, plotter supplies, etc.
	6	Conference/Breakroom		-	-	-	• ***Will share conference rooms with others as needed.***
	7	Staff Toilets		-	-	-	• ***Will use central staff toilet areas.***
	8	Auxiliary Office		1	224	224	
	9	Storage		1	48	48	
	10						
	11						
	12						
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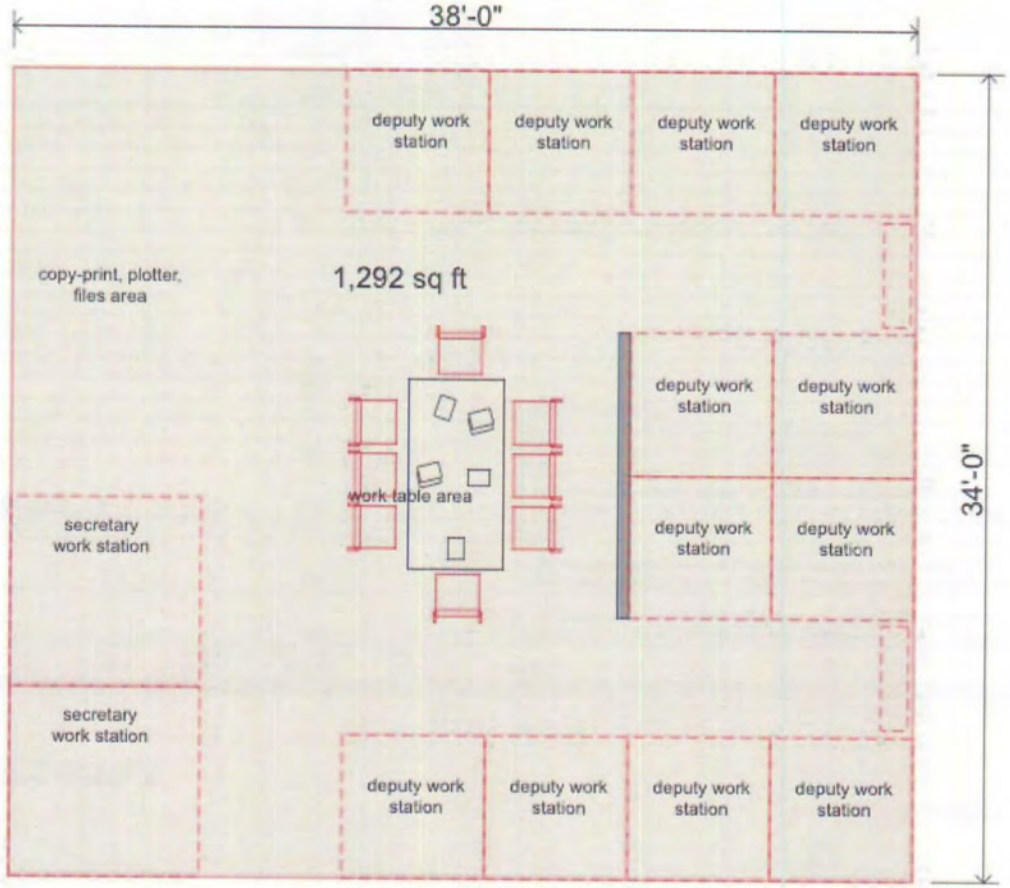
	20						
18 Occupants		**SUB - TOTALS:**		**7** Spaces	**299** Avg. NSF per Space	**2,092** TOTAL N.S.F.	
				X Gross Factor of:	**1.20 =**	**2,510** TOTAL G.S.F.	



Traffic Workroom

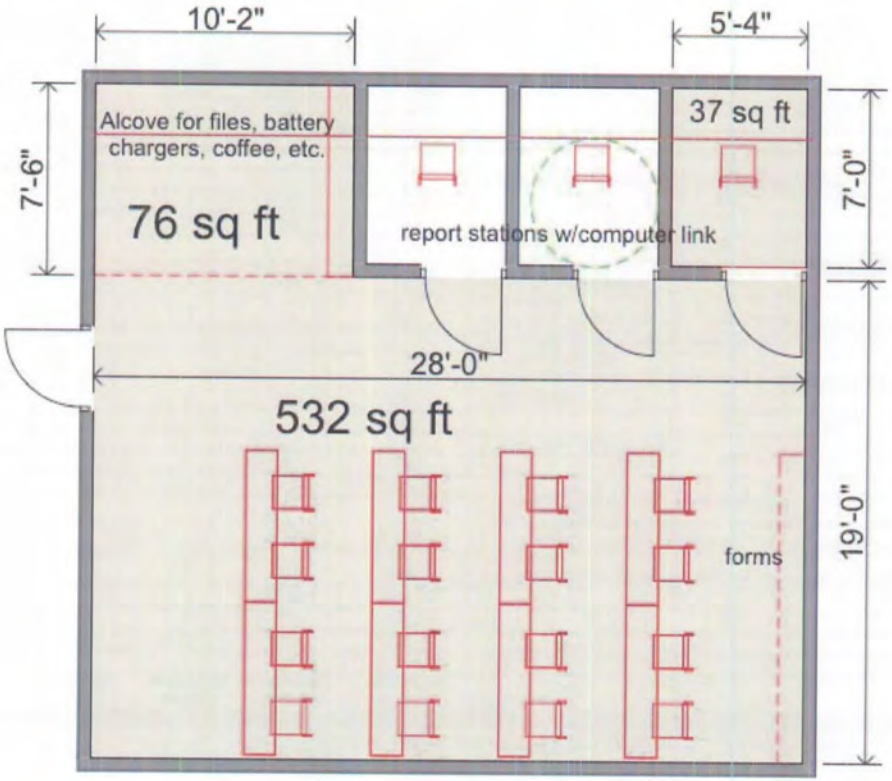
SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Patrol **A 12**

2/26/13

In close proximity to 1.) Traffic, 2.) Records, 3.) Investigations, 4.) Evidence

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	**a. Patrol Offices**					
1	2	Deputy Chief		1	192	192	
1	3	Deputy Chief Enforcement		1	192	192	
1	4	Administrative Lieutenant		1	140	140	
2	5	Shift Lieutenant Offices		6	140	840	• Includes 12 pistol lockers for temporary use by officers involved in shootings.
7	6	Shift Sergeants Open Offices		1	1,512	1,512	• 20 sergeant's work stations, provide 6' x 6' work stations w/computer port for laptop, phone, 1, 3 drawer file cabinet. Use modular plug-in furniture. 2 secretary stations; 3 work tables .
1	7	Special Events Coordinator		1	120	120	
1	8	Executive Secretary		1	108	108	
1	9	Clerical Work Area		1	108	108	• See Traffic - Records area.
1	10	Spare Sergeant Office (K-9, Marine)		1	100	100	
	11	Briefing/Roll Call		1	608	608	• *See Diagram*
	12	- roll call area	(532)				• table seating for 15; TV monitor with DVD player for short training videos. Mailboxes.
	13	- alcove	(76)				• for forms, battery charging, coffee counter
	14	Report Writing Booths		3	37	111	• 24" deep counter surface with power outlet and data link above. Telephone.
	15	Storage		1	40	40	• Miscellaneous supplies.
	16	Special Event Briefing		-	-	-	• ***In Multi-purpose Meeting Room - See Shared-Miscellaneous space list. (Up to 75 personnel)***
	17	K-9 Kennels		1	24	24	
	18	General Storage		1	96	96	
	19	Copy-Equipment Room		-	-	-	• ***Use the equipment in the Records-Traffic area.***
	20						
16 Occupants		**SUB - TOTALS:**		**21** Spaces	**200** Avg. NSF per Space	**4,191** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**5,239** TOTAL G.S.F.	



Patrol Roll Call - Briefing Room

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Arrestee Waiting-Interview

A 13

2/26/13

In close proximity to 1.) Patrol, 2.) Traffic, 3.) Investigations

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Vehicle Sally Port		1	1,790	1,790	• Drive-thru & 3 cars parking. Accommodates transport van.
1	2	Storage		1	165	165	
1	3	Juvenile Waiting Rooms		2	60	120	• Fixed seating.
1	4	Adult Waiting Rooms		2	60	120	• Fixed seating.
2	5	Group Waiting		1	160	160	
2	6	Interview Rooms		2	80	160	
	7	Fingerprint-photo station		1	80	80	
	8	General circulation area; check-in desk.		1	400	400	
	9	Janitor Closet		1	40	40	
	10						
	11						
	12						
1	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
8 Occupants		**SUB - TOTALS:**		**12** Spaces	**253** Avg. NSF per Space	**3,035** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**3,794** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Warrants & Transport

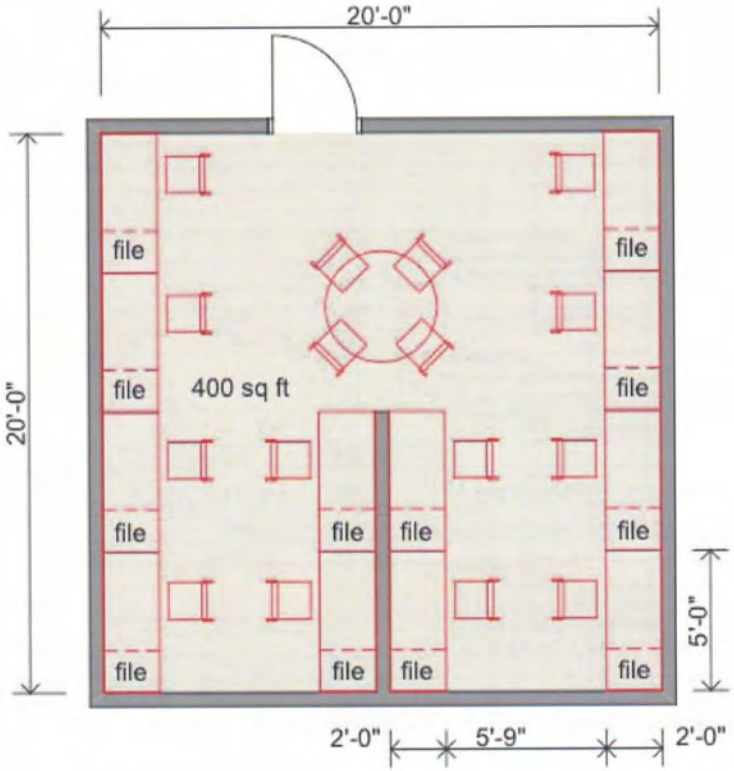
A
14

2/26/13

In close proximity to 1. Patrol, 2. Records, 3. Communications.

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
4	1	Reception Sub-Lobby		1	80	80	• four chairs, counter with window to warrants area.
6	2	Data Entry Clerks		1	700	700	• 6, 8' x 8' open office work stations & circulation. Mailboxes.
	3	Secure File Room		1	135	135	• Sufficient for 8, 4' wide, 5 drawer high lateral file cabinets & sorting surface.
6	4	Deputy Open Office Work Area		1	400	400	• 12, 5' wide x 2' deep work surfaces for each deputy with desk, computer, monitor, telephone, 2 drawer file cabinet; shelves/storage above. *See Diagram.*
1	5	Lieutenant's Office (future)		1	160	160	
1	6	Sergeant's Office		1	140	140	
	7	Break Alcove		1	120	120	
	8	Copy-Equipment Room		1	108	108	• Shared fax, copier, printer, shredder. Work surface with cabinets above and below for supplies storage. Scanner for scanning photos.
	9	Conference Room		-	-	-	• ***Can share common space***. Only meet once every month or two months.
	10	Toilets		-	-	-	• ***Can use common staff facilities.***
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
18 Occupants		**SUB - TOTALS:**		**8** Spaces	**230** Avg. NSF per Space	**1,843** TOTAL N.S.F.	
			X Gross Factor of:		**1.25 =**	**2,303** TOTAL G.S.F.	

KIMME & Associates, Inc.



Warrants Deputies work stations

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

2/26/13

Occupants

	SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Male Staff Locker Room		1	2,047	2,047	
2	- field officer lockers	(1,784)				• 132, 24"w X 24"d X 60"h. lockers with sloped tops. Based on 25% increase in overall male staffing.
3	- un-assigned staff lockers	(263)				• 30, 15"w X 24"d X 60"h. lockers with sloped tops; to be used by office/non-deputy staff wanting to exercise. Based upon 25% of projected staff.
4	Privacy vestibule		2	48	96	
5	Male Toilet/Showers		1	360	360	• 4 showers, 2 toilets, 2 urinals, 4 lavatories; 1 each ADA compliant. Hand dryers
6	Physical Conditioning Room		1	768	768	• Located between the male and female lockers, and accessible from each.
7	Female Staff Locker Room		1	647	647	
8	- field officer lockers	(450)				• 30, 24"w X 24"d X 60"h. lockers with sloped tops. Based on 25% increase in overall male staffing.
9	- un-assigned staff lockers	(197)				• 18, 15"w X 24"d X 60"h. lockers with sloped tops; to be used by office/non-deputy staff wanting to exercise. Based upon 25% of projected staff.
10	Privacy vestibule		2	48	96	
11	Female Toilet/Showers		1	216	216	• 2 showers, 2 toilets, 2 lavatories; 1 each ADA compliant. Hand dryers.
12						
13						• ***If possible create a movable wall between the male and female lockers so adjustments can be made as the balance between genders changes.***
14						
15						
16						
17						
18						
19						
20						
	SUB - TOTALS:		**9** Spaces	**470** Avg. NSF per Space	**4,229** TOTAL N.S.F.	

Occupants

X Gross Factor of: **1.10 =** **4,652** TOTAL G.S.F.

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Lobby-Public **A 16**

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Vestibule Entry		1	120	120	
	2	Main Public Lobby		1	1,200	1,200	• Seating for 30; historical display, public counter with forms, video update monitor, public phone, internal phone, info kiosk.
1	3	- lobby officer desk	(80)				
	4	Male Toilets		1	248	248	• 2 toilets, 2 urinals, 4 lavatories, 1 each ADA compliant. Hand
	5	Female Toilets		1	248	248	• 4 toilets, 4 lavatories, 1 each ADA compliant. Hand dryers.
	6	Janitor Closet		1	56	56	
	7	Interview Room		1	100	100	• Table with 4 chairs.
	8	Soft Interview Room		1	140	140	• Comfortable couch/seating, coffee table.
	9	NON-contact Meeting Room (staff side)		1	42	42	• For meetings with Sex Offenders and others where security is an issue. Security glazing, secure (sanitary) speaking device, secure paper pass. ADA accessible. 18" deep counter. Phone.
	10	NON-contact Meeting Room (public side)		1	36	36	• ADA accessible. 12" deep counter.
	11	I.D. Center		1	100	100	• Includes Live Scan I.D. equipment.
	12						
	13						
	14						• ***Additional possibility exists for a shop off of the lobby.***
	15						
	16						
	17						
	18						
	19						
	20						
1 Occupants		**SUB - TOTALS:**		**10** Spaces	**229** Avg. NSF per Space	**2,290** TOTAL N.S.F.	
			X Gross Factor of:		**1.20 =**	**2,748** TOTAL G.S.F.	

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Shared - Miscellaneous

A 17

2/26/13

Occupants

	SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Large Conference Room		1	550	550	• ***Space shared by all.*** Conf. table w/ seating for 20-24, sink & counter; smart board-capable, marker board, pin board, variable lighting, ample outlets, data ports. Existing Meeting Room at Eagle's is 550 sf.
2	Storage		1	48	48	
3	Small Conference Room		1	260	260	• ***Space shared by all.*** Conf. table w/ seating for 10, marker board, pin board, variable lighting, ample outlets, data ports.
4	Staff Break Area		1	600	600	• Centrally located in Facility. 12' of counter w/cabinets above and below. Sink, refrigerator-freezer, convection microwave. 4 vending machines. 6, 4 person tables and chairs.
5	Multi-purpose Meeting Room		1	1,920	1,920	• Accommodates Ordinance Violation Court and multiple meetings; permanent court bench behind folding partition. Accessible from Lobby and, securely, from sheriff's office side. Provide folding partition wall in middle of room & dual access. 14" raised presentation platform on one side w/ADA lift. Audio system w/ceiling speakers. Uses narrow training-style tables with movable chairs. Variable lighting, projector, screen, and large monitor on both ends. White boards, and pin boards on both ends. One side, smart board-capable. Cable TV for training channels. Wireless connectivity. *See Diagram.*
6	Storage		1	108	108	• Double door. Carts with tables and chairs. Shelving.
7						***Multi-purpose Meeting Room serves special event briefings (like NASCAR), Auxiliary meetings, Explorer Meetings, Promotional tests, press conferences, Arbitration hearings, and other events involving large numbers of participants.***
8						
9	Staff Toilets - Male		1	310	310	• 2 toilets, 4 urinals, 4 sinks; one of each ADA compliant.
10	Staff Toilets - Female		1	310	310	• 6 toilets, 4 sinks; one of each ADA compliant.
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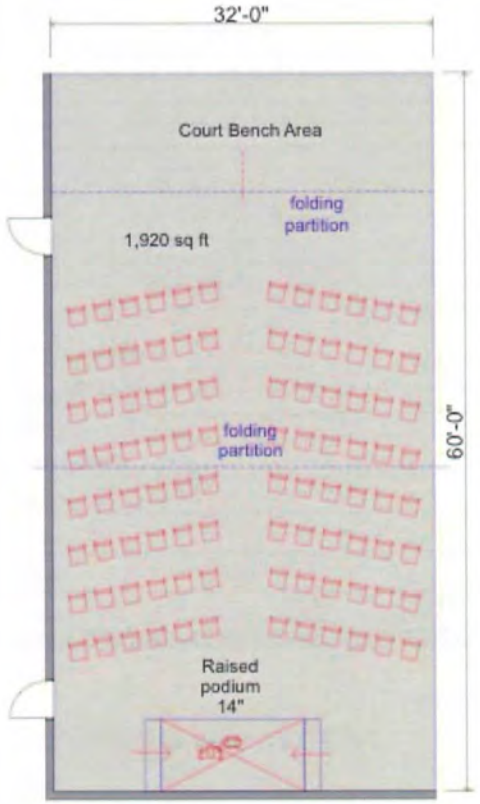
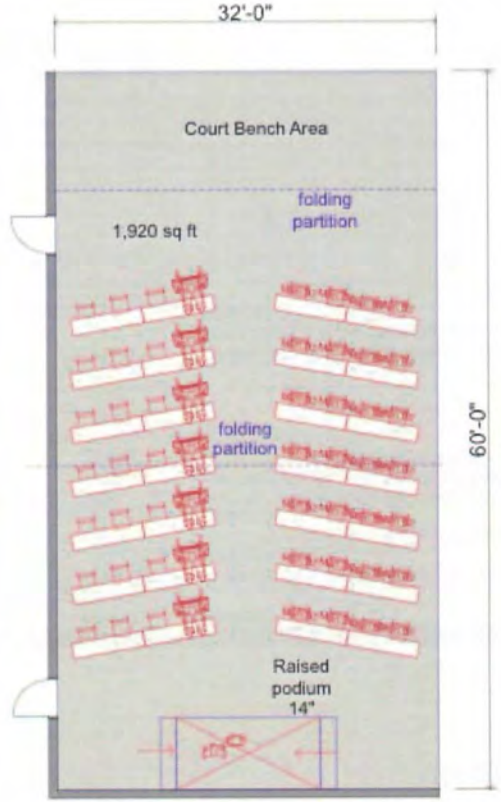
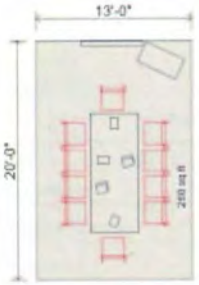
	SUB - TOTALS:		**8**	**513**	**4,106**	
	Occupants		**Spaces**	**Avg. NSF per Space**	**TOTAL N.S.F.**	
		X Gross Factor of:		**1.15 =**	**4,722**	
					TOTAL G.S.F.	



SHARED MEETING ROOM (off of Lobby)
96 occupancy layout



SHARED MEETING ROOM (off of Lobby)
56 occupancy layout



SHARED
SMALL
CONFERENCE

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

2/26/13

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
2	1	Custodian Office		1	250	250	• 2 work stations, drawing storage, bookcase shelving for manual storage.
	2	Tool/Woorkroom		1	300	300	• Dust control is essential. Includes space for a part-time locksmith.
	3	Craftsman Storage		1	550	550	• Secured space for light bulbs, wood, conduit, phase boxes, portable carts, etc. Adjustable metal shelving.
	4	General Building Storage		1	1,000	1,000	• Cleaning supplies, toiletries, paper towels, paper supplies, miscellaneous. Forklift.
	5	Receiving Dock		1	100	100	
	6	Receiving Storage		1	180	180	
	7						
	8	Miscellaneous Janitor Closets		4	63	252	• Miscellaneous locations throughout the facility. Slop sink, water supply, shelving, implement racks, room for carts storage.
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	19						
	20						
2 Occupants		SUB - TOTALS:		10 Spaces	263 Avg. NSF per Space	2,632 TOTAL N.S.F.	
			X Gross Factor of:		1.15 =	3,027 TOTAL G.S.F.	

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

2/26/13

Occupants

	SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
1	Mechanical Equipment Room		1	6,000	6,000	• *Estimate; To be Determined.*
2	Main Electrical Distribution Panals		1	160	160	
3	Telephone Switchgear		1	140	140	
4	Fire Protection Main		1	140	140	
5	Water Softener & Salt Storage Room		1	375	375	
6	Miscellaneous Electrical Closets		4	32	128	
7	Miscellaneous IDF rooms		4	50	200	
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	SUB - TOTALS:		**13** Spaces	**549** Avg. NSF per Space	**7,143** TOTAL N.S.F.	

Occupants

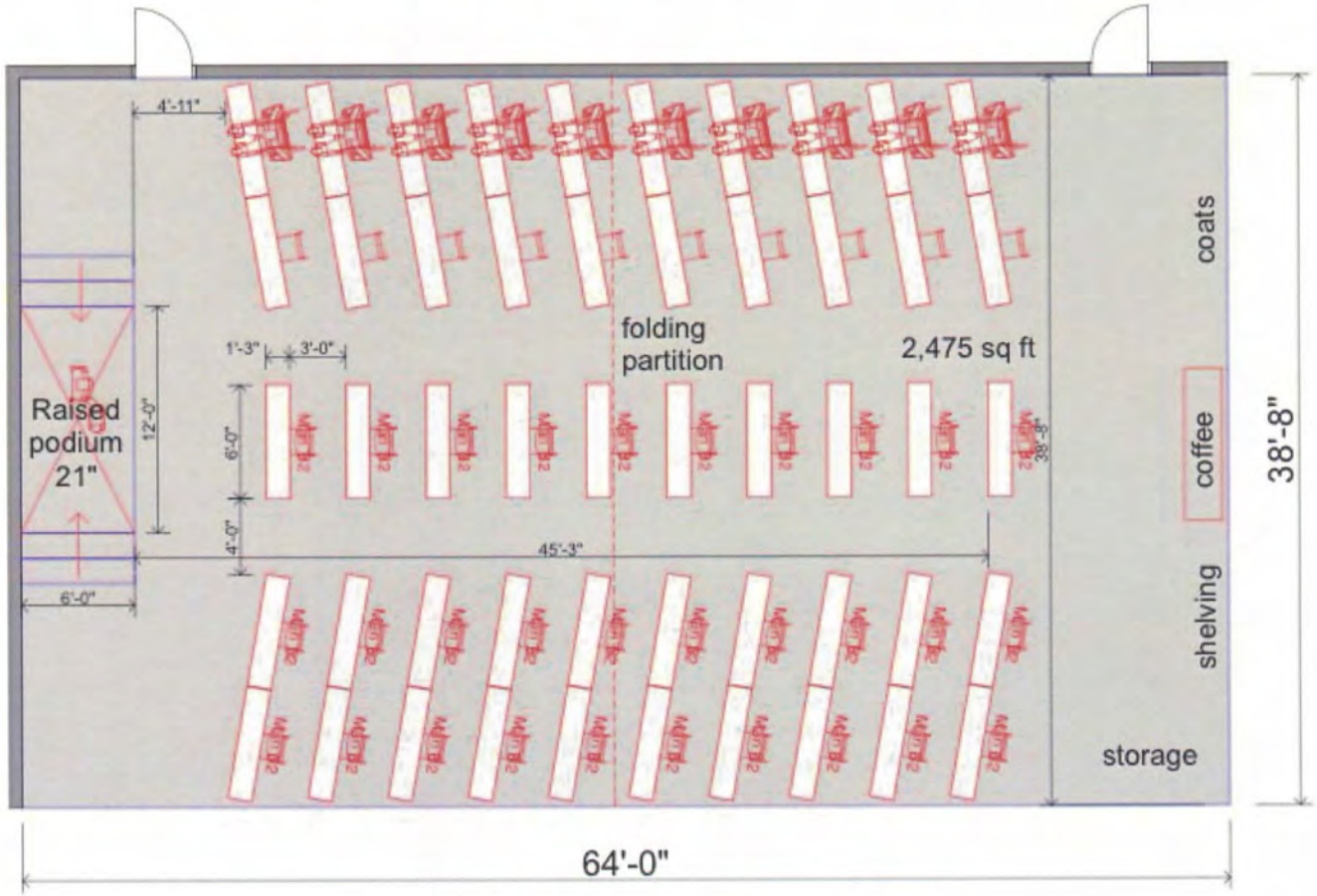
X Gross Factor of: **1.15 =** **8,214** TOTAL G.S.F.

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

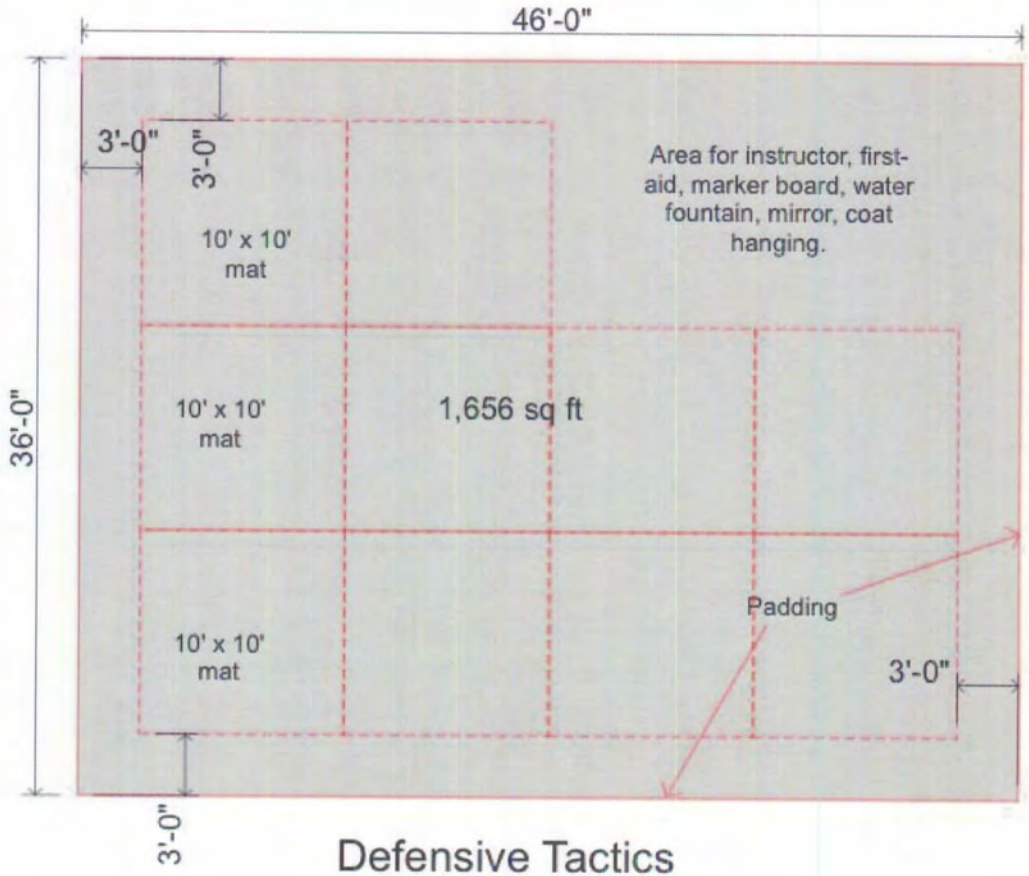
2/26/13

In close proximity to Range & Guest parking

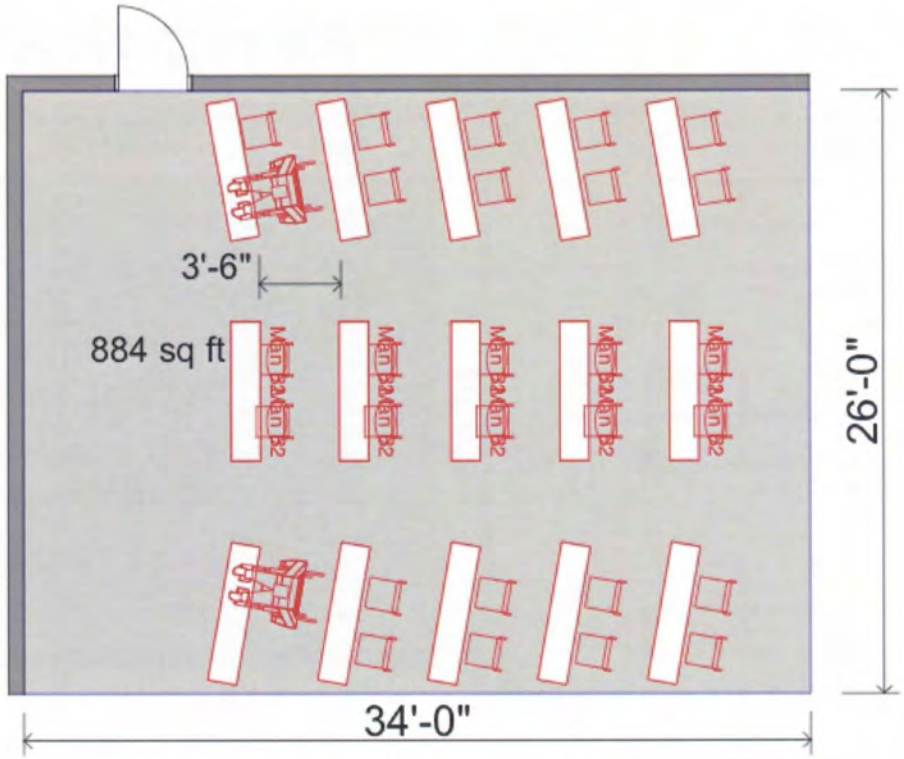
Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Training Sub-Lobby/Break Area		1	400	400	• Serves office and training zones. Allows weekend access when rest of facility is shut-down, and provides a coffe/break center. Counter with cabinets above and below. Sink w/gooseneck faucet. GFIC outlets above counter.
	2	Entry Vestibule		1	70	70	• Telephone.
	3	Male Toilet		1	310	310	• 2 toilets, 4 urinals, 4 sinks; one of each ADA compliant.
	4	Female Toilet		1	310	310	• 6 toilets, 4 sinks; one of each ADA compliant.
	5	**Training Zone:**					
54	6	Classroom Training		1	2,244	2,244	• Based on 40 in rifle armorer class with one trainee per table. Provide folding partition wall in middle of room & dual access. 14" raised teaching platform on one side. Audio system w/ceiling speakers. Uses narrow training-style tables with movable chairs. Variable lighting, projector, screen, and large monitor on both ends. White boards, and pin boards on both ends. One side, smart board-capable. Cable TV for training channels. Wireless connectivity. Current space is approximately 735 sq.ft. *See Diagram.*
	7	Chair and Table Storage		-	-	-	• ***Not needed, done within the Training space.***
1	8	Simulator Room		1	144	144	• For "Prism" training equipment.
22	9	Defensive Tactics Training		1	1,656	1,656	• 10 mat areas for 20 trainees at once. 3' border around mats. Alcove for instruction, marker board, water fountain, first-aid equipment, coat rack, mirror. 10' ceilings, break-resistant recessed light fixtures. Padded walls. Meeting room at Eagles is 550 sf. *See Diagram.*
	10	Storage		1	80	80	• For mats, protective gear.
8	11	Computer Classroom		1	884	884	• 30 students and instructor. Training sized tables, two students per 6' wide, 2' deep table, all accessible to power outlets. Wireless connectivity. *See Diagram.*
	12	Library		1	120	120	• For training publications. Table, 4 chairs, shelving for books, manuals, and periodicals.
16	13	Weapons repair and cleaning room		1	500	500	• 16, 42" high work stations for rifle & pistol cleaning; compressor with air cleaning capabilities at each station. Task lighting. Instructor station with white Board. Open storage shelves for cleaning supplies. Eye wash sink. *See Diagram.*
	14	Compressor Room		1	36	36	
	15	Chemical Storage		1	36	36	
	16	Ammunition (Ammo) Room		1	256	256	• Adjustable metal shelving. Ample ventilation, independent temperature control. 6' x 2-6" sorting table.
	17	Armory		1	200	200	• Accessible from within Ammo Room. Roughly twice the size of current Vault in Laraway main. Existing lockers plus new longer, rifle length gun lockers.
	18	Janitor Closet		1	80	80	• Cleaning supplies, buffer, sink, cleaning carts, buckets, etc.
	19	**Office Zone:**					
1	20	Sergeant		1	140	140	• U-shaped desk, computer, monitor, keyboard, telephone-intercom, 2 visitor chairs, 2, 4-drawer file cabinets, bookcase shelving for manuals, books, periodicals, etc.
3	21	Deputies		3	120	360	
1	22	Office/Reception (Mary Lou)		1	140	140	• Office adjacent to Training sub-lobby with pass-thru window. U-shaped desk, computer, monitor, keyboard, telephone-intercom, 2 visitor chairs, 2, 4-drawer file cabinets, shelving. Mailboxes.
	23	File/Equipment room		1	90	90	• 4, 4 drawer file cabinets, work surface with supply cabinets above and below, fax, shredder, copier, printer; storage for pamphlets and training materials.
	24	General Storage		1	96	96	• Miscellaneous trainign materials and supplies.
	25	Coffee alcove		1	24	24	
	26	Quartermaster Area		1	256	256	• For rotating stock; receiving, inventorying and issuing product. Roll-up receiving door, staff receiving area, storage shelving, clothes racks, boot storage.
	27	Mechanical room		1	320	320	
	28	Water softener/salt storage		1	100	100	
	29						• ***Future Needs: additional 25 yard range and shoot house.***
106 Occupants		**SUB - TOTALS:**		**27** Spaces	**328** Avg. NSF per Space	**8,852** TOTAL N.S.F.	
			X Gross Factor of:		**1.15 =**	**10,180** TOTAL G.S.F.	



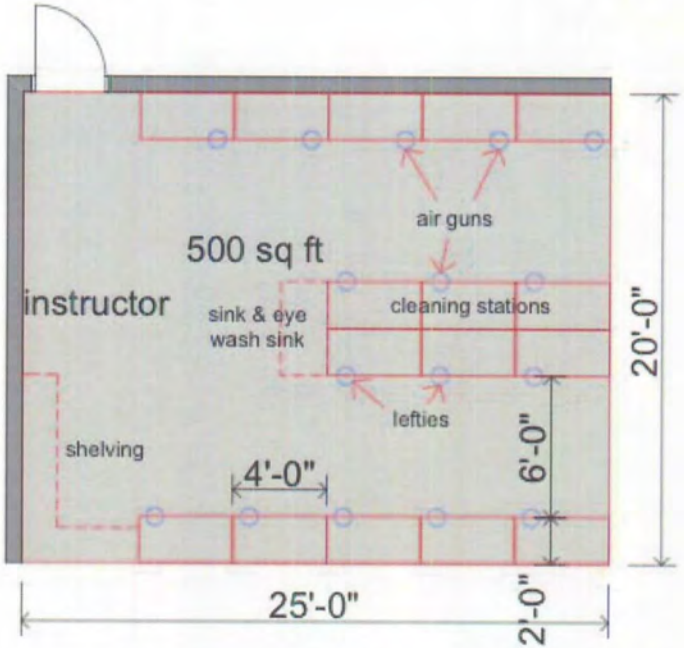
Main Training Room with 50
officers in rifle armorer class

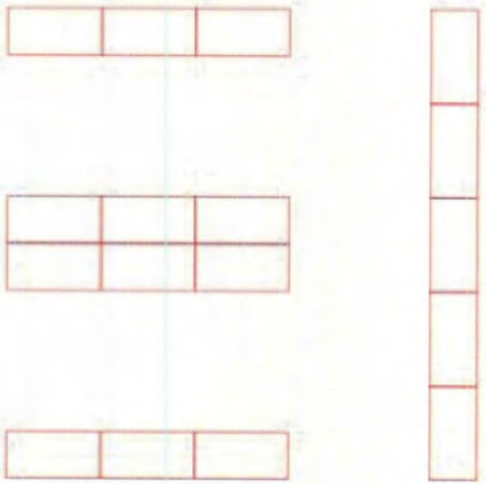


Defensive Tactics
Training Room



Computer Training Room w/ 30 students





Weapons Cleaning

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Special Operations Group (SOG)

B
1

2/26/13

May be separate building, preferably near ranges & training.

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
4	1	Office Area		1	323	323	• Shared open office space for 6. 6, 6' x 6' partitioned work stations with phone, computer, monitor.
	2	Locker/Dress-out area		-	-	-	• ***Not needed, officers come dressed.***
36	3	S.O.G. Training-Briefing Room		1	950	950	• 36 officers. Uses narrow training-style tables with movable chairs; variavble lighting, Projector, screen, and large monitor; white boards, smart board-capable, pin boards. Cable TV for training videos, weather/situational links. Floor outlets to accommodate laptops at tables. Alcove with counter, sink, cabinets, microwave, outlets. *See Diagram.*
	4	Storage		1	80	80	
	5	Ammunition (Ammo) Room		1	256	256	• Adjustable metal shelving. Ample ventilation, independent temperature control.
	6	Explosives Storage		1	144	144	• Reinforced walls, direct exterior access with security locked door.
	7						*Should this be separate from storage by training?*
	8						
	9	Vehicle Storage		1	4,300	4,300	• 4 bays for 48' rescue vehicle, 3 delivery truck-sized vehicles, 1 Hummer, 1 armored vehicle. Open storage for small trailers, three wheelers, other small vehicles, and other miscellaneous large equipment items on side of bays. Drive-through bays if possible. Secured area with restricted access. Eye wash station. Power drop chords, vehicle exhaust venting, vehicle washing. *See Diagram.*
	10						• ***Vehicle storage could be another building on another site, though the preference is to consolidate everything SOG needs in one place.***
	11						
	12	Male SOG Lockers					• ***Not needed, members come dressed.***
	13	Male Toilet/Showers		1	104	104	
	14	Female SOG Lockers					• ***Not needed, members come dressed.***
	15	Female Toilet/Showers		1	104	104	
	16	Mechanical room		1	144	144	
	17	Water softener/salt storage		1	100	100	
	18						
	19						• ***Currently have two, 8' x 20' outside storage containers; one with cothing/training aides, one with explosives.***
	20						
40 Occupants		**SUB - TOTALS:**		**10** Spaces	**651** Avg. NSF per Space	**6,506** TOTAL N.S.F.	
			X Gross Factor of:		**1.10 =**	**7,156** TOTAL G.S.F.	

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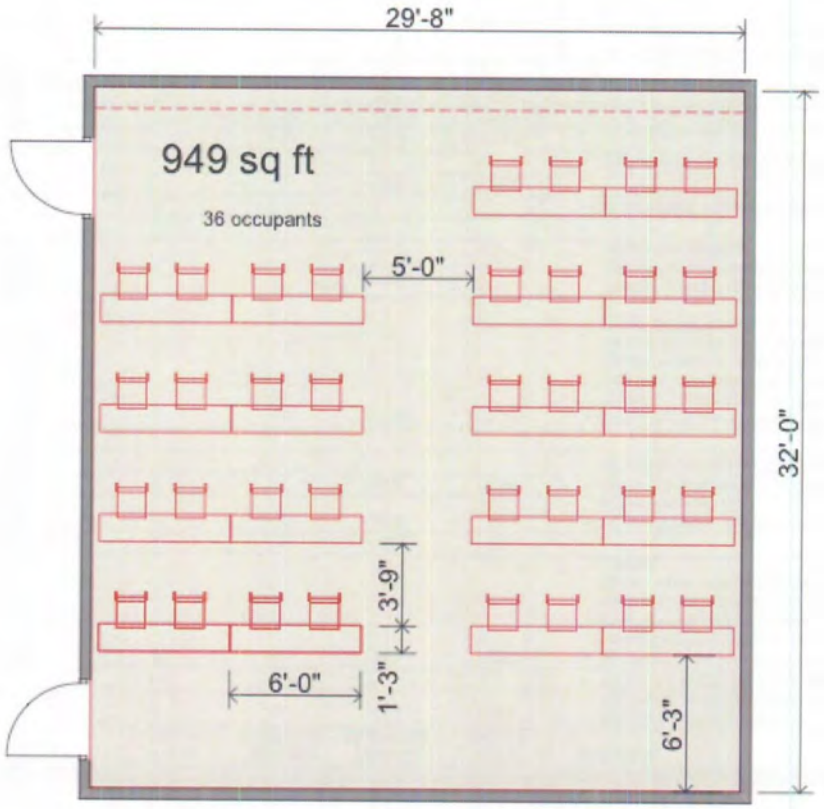
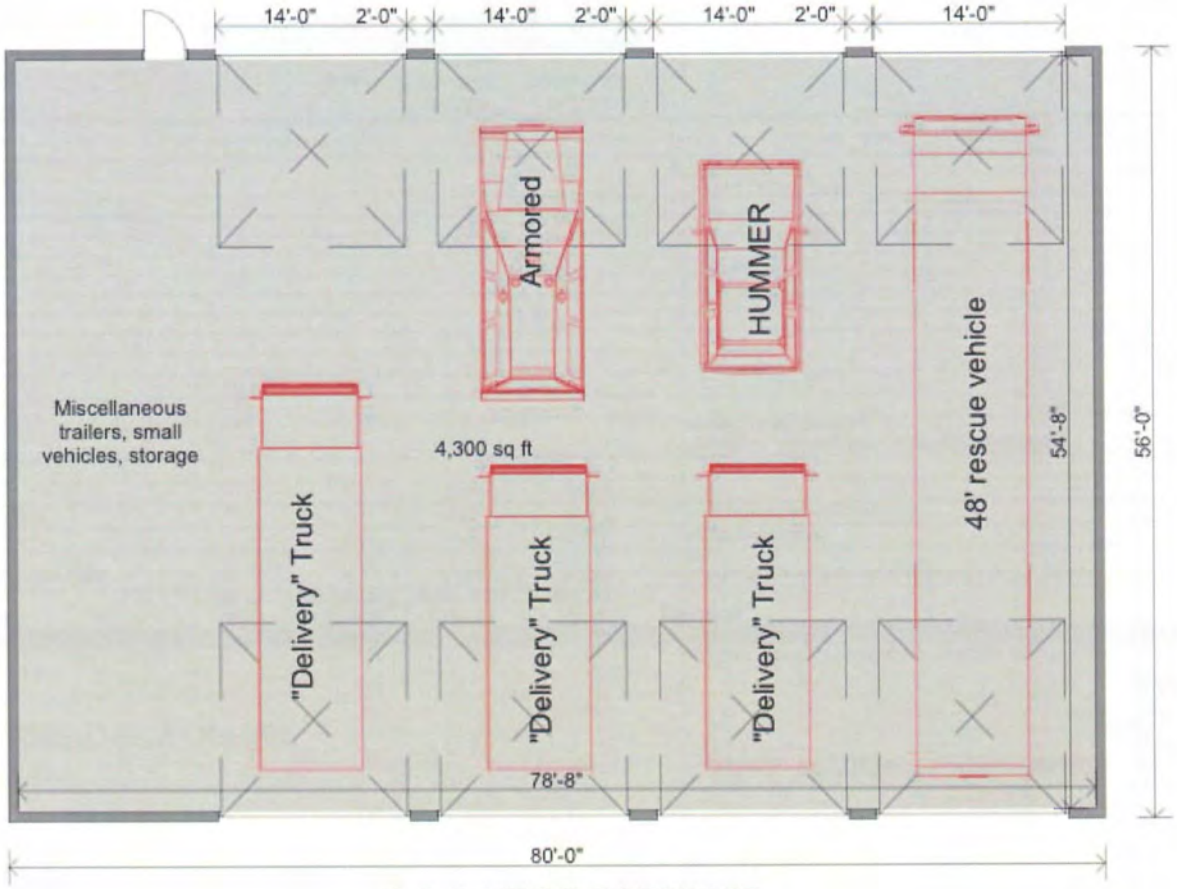


S.O.G. Training-Briefing Room



S.O.G. VEHICLE STORAGE

SPACE LIST
WILL COUNTY, IL SHERIFF'S OFFICE

Added Vehicle Maintenance

B 2

2/26/13

Existing Fleet Maintenance Building is 5,432 gsf

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
6	1	Fleet Maintenance - New Bays		1	7,200	7,200	• Additional six bays, four with underground lifts, two without lifts.
	2	Car Wash Bay		1	576	576	• Automated wash bay.
	3	New Mechanical Room		1	576	576	• For bulk tanks, air compressor, etc.
	4	New Parts Room		1	900	900	
	5						
	6						• ***Provide air conditioning to existing shop building; provide 75 kw service.***
	7						
4	8	*Existing Bays*					
2	9	*Existing Office*					
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
12 Occupants		**SUB - TOTALS:**		**4** Spaces	**2,313** Avg. NSF per Space	**9,252** TOTAL N.S.F.	
				X Gross Factor of:	**1.075 =**	**9,946** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY CORONER

Coroner's Morgue

C
2

2/26/13

Existing Morgue is roughly 1,650 gsf excluding Highway Dept. Garage Area

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Sallyport/Garage		1	1,872	1,872	• Drive-through garage (preferable) with door large enough for emergency ambulance vehicle (12' h x 12' w minimum). 3 cars internal parking. Provide ceiling-mounted hoist for the transfer of bodies from coroner table to funeral home gurney. Monitored door.
	2	Freezer		1	80	80	• Accessible from, or within, Garage. Walk-in freezer for 2 bodies.
	3	Autopsy Room		1	1,325	1,325	• 48" wide door from garage and exterior.
	4	- autopsy area	(480)				• Provide room for 2 dissecting tables (1 existing) separated by medical curtain with central sink and double side boards. Provide minimum ceiling height of 10'-0" so overhead pictures can be taken via a walk-up ladder. Provide base cabinets (approximately 20' in length) with a sink and stainless steel tops. Provide locked glass front cabinet for autopsy tools (24" x 48"). Provide a workstation for a CPU. Provide non-slip flooring and multiple floor drains. Provide residential sized refrigerator-freezer. Provide 2nd door to access back of building.
	5	- coolers	(480)				• Accessible from Sallyport and Autopsy Room. 2, 20' x 12' coolers with racks for vertical stacking (1 existing). Assume a maximum of 12 bodies each for 24 total.
	6	- supplies racks	(165)				• Provide adjustable stainless steel wall racks for supplies (30' in length vs. approximately 21' currently).
	7	- weighing area (scale)	(80)				• Provide Floor scale for weighing bodies.
	8	- curtained viewing area	(120)				• For family or official viewing of bodies from Family Observation Room.
	9	X-ray Room		1	100	100	• Storage of mobile x-ray equipment and x-ray developing equipment. Provide sink, base cabinets, and wall cabinets for storage.
	10	Toilet/Shower		1	104	104	• Provide shower for clean-up with linen storage and shelving. ADA fixtures.
	11	Property and Supplies Storage		1	160	160	• Storage shelves for supplies, secure propery storage, open areas for ladders, etc.
	12	Laundry Area		1	100	100	• Residential style washer and dryer for soiled clothing and linens with sorting surface and shelves above.
1	13	Office		1	120	120	• Desk, computer, monitor, keyboard, small printer, telephone.
3	14	Open Office Work Stations		1	219	219	• 3, 6' x 6' work stations with computer, keyboard, monitor & telephone. File cabinets. Area for printer, copier, fax, and shredder. Adjacent to entry vestibule w/pass-through window.
	15	Public/Staff Entry Vestibule		1	60	60	• lockable, monitorable door access.
10	16	Family Waiting		1	168	168	• Comfortable seating for 10 occupants.
	17	Family Observation Room		1	120	120	• Adjacent to Family Waiting and Autopsy Room. Large window, with curtain or blinds, looking into the curtained viewing area.
	18						
	19						• ***Area must be well-ventilated, particularly if it is part of a main building housing other functions. Needs back-up compressor, generator & alarms for refigerator.***
	20						
14 Occupants		**SUB - TOTALS:**		**12** Spaces	**369** Avg. NSF per Space	**4,428** TOTAL N.S.F.	
				X Gross Factor of:	**1.30 =**	**5,756** TOTAL G.S.F.	

KIMME & Associates, Inc.

SPACE LIST
WILL COUNTY EMA

EMA RADIO REPAIR

D 2

2/26/13

Existing Radio Garage / Repairs Area is 1200 gsf

Occupants		SPACE/AREA NAME:	Area Sq. Ft.	NUMBER OF SPACES	AREA OF EACH (S.F.)	TOTAL NET S.F.	REMARKS:
	1	Vestibule - Reception		1	80	80	• Seating for 4. Pass-thru window to repaiur work room.
1	2	Director's Office		1	140	140	• U-shaped work station with ample work surface and above desk power outlets & data ports. 2, 4-drawer file cabinets, bookshelves, 2 visitor chairs.
3	3	Repair Work Room		1	355	355	• 3, 8' x 8' u-shaped work stations with ample work surface, above desk power outlets and data ports, and shelving. Unassigned work surface. Storage shelving for small, routinely needed parts.
	4	Equipment Racks		1	81	81	• Cooled room for servers, radio equipment. Secure.
	5	Garage		1	1,296	1,296	• 54' x 24'; accomodates virtually any vehicle in the county fleet. 14' w x 14' h garage door. Pedestrian door. Heated/Cooled. Ample power outlets. Floor drain.
	6	Supplies Storage		1	468	468	• Assumes 6 industrial strength adjustable metal racks of approximately 6' wide and 3' deep. Assumes 7 adjustable metal shelves using 4' wide, 2' deep units. Assume standard height shelving (no ladders needed). *See Diagram*.
	7	Unisex Toilet		1	56	56	• ADA Compliant
	8						
	9						• ***New Radio Equipment Room needed at base of antenna.***
	10						
	11						
	12						
	13						
	14						
	15						
	16						
	17						
	18						
	19						
	20						
4 Occupants		**SUB - TOTALS:**		**7** Spaces	**354** Avg. NSF per Space	**2,476** TOTAL N.S.F.	
			X Gross Factor of:		**1.15 =**	**2,848** TOTAL G.S.F.	

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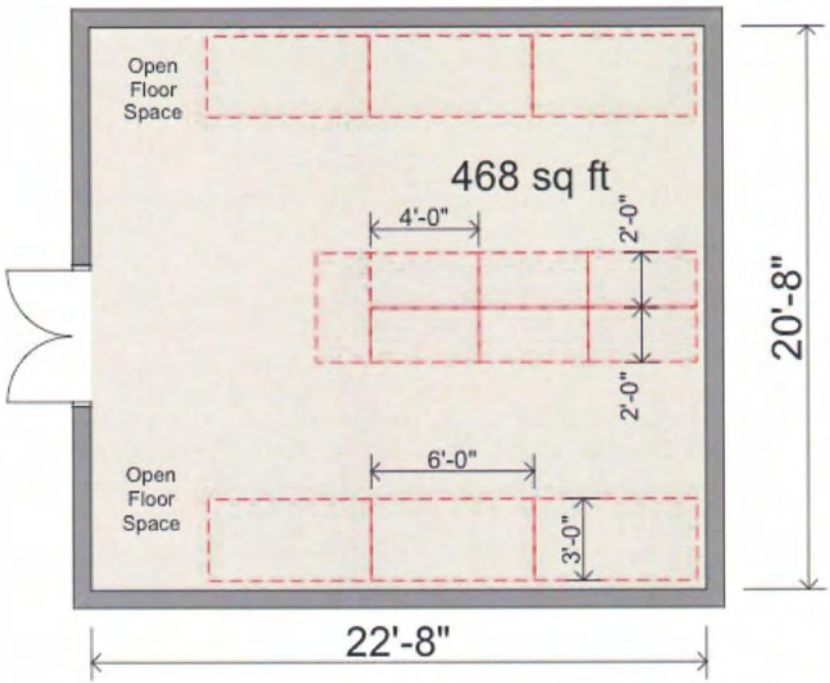

RADIO SUPPLIES
STORAGE

APPENDIX IV. PARKING

Parking is as crucial to site planning as is building area. For every 115 cars one can generally expect to need about one (1) acre of land for surface parking. Surface parking is generally preferred because it is a small fraction of the cost of parking decks and garages.

To estimate potential total parking needs at the Laraway site, the consultants identified long-term (2035) parking needs for each user. These needs were estimated per operational group because growth needs were different. Therefore, within the Sheriff's Office, for example, estimates were made for administration, investigations, patrol, and so forth.

Additionally, estimates were made on an hourly basis so that shift change overlaps could be accounted for. Regarding shift changes, the principal impact of these is on Patrol staff. At present patrol staff take their cars home and start their shift from home. Thus, there is very little shift change impact. However, if the county changes policy and has patrol officers hand-off a commonly used patrol car at shift change, the parking impact would be significant. Whereas, very few patrol staff are on-site at any given time today, shared patrol cars means there would be three cars on-site during shift change: the patrol car, and the private vehicles of the officer coming on shift, and the officer going off shift.

The detail parking estimates follow on two tables.

PARKING YR 2035 Page 1 WILL COUNTY, IL Category							SHIFT	OFFICE							SHIFT		OFFICE						SHIFT	
	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM	PM
	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30	10:30	11:30
	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30P	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30	10:30	11:30	12:30
A. SHERIFF - MAIN																								
1 Administration								18	18	18	18	18	18	18	18	18	18							
2 Public Affairs								5	5	5	5	5	5	5	5	5	5							
3 Merit Commission - Internal Affairs								8	8	8	8	8	8	8	8	8	8							
4 Traffic - Records	5	5	5	5	5	5	10	14	14	14	14	14	14	14	19	5	5	5	5	5	5	5	10	5
5 Communications	10	10	10	10	10	10	20	15	15	15	15	15	15	15	25	10	10	10	10	10	10	10	20	10
6 Information Technology								6	6	6	6	6	6	6	6	6	6							
7 Evidence								1	1	1	1	1	1	1	1	1	1							
8 Gang / Drug Unit (screened)	6	6	6	6	6	6	6	12	12	12	12	12	12	12	12	12	12	6	6	6	6	6	6	6
9 Investigations								50	50	50	50	50	50	50	50	50	50							
10 Crime Scene Investigations								10	10	10	10	10	10	10	10	10	10							
11 Patrol	8	8	8	8	8	8	16	8	8	8	8	8	8	8	16	8	8	8	8	8	8	8	16	8
12 Warrants Admin & Deputies								8	8	8	8	8	8	8	8	8	8							
12 Warrants Data Entry Clerks							6	6	6	6	6	6	6	6	6									
13 Staff Facilities																								
14 Public Reception								1	1	1	1	1	1	1	1	1	1							
17 Maintenance								2	2	2	2	2	2	2	2	2	2							
SUB-TOTAL	**29**	**29**	**29**	**29**	**29**	**29**	**58**	**164**	**164**	**164**	**164**	**164**	**164**	**164**	**187**	**144**	**144**	**29**	**29**	**29**	**29**	**29**	**52**	**29**
A. TRAINING																								
15 Training Staff								4	4	4	4	4	4	4	4	4	4							
Trainees							81	81	81	81	81	81	81	81	81	81	81	81	81	81	81			
SUB-TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**81**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**81**	**81**	**81**	**81**	**0**	**0**	**0**
A. PUBLIC																								
16 General Public	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5	5	5	4	4	4	4	4	4
16 Special Events								80	80	80	80	80	80	80	80	80	80	80	80	80	80			
SUB-TOTAL	**4**	**4**	**4**	**4**	**4**	**4**	**4**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**85**	**84**	**84**	**84**	**4**	**4**	**4**
A. IMPOUND																								
Outdoor Impound	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240	240
SUB-TOTAL	**248**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**	**240**
TOTAL BASE LARAWAY PARKING NEED	**281**	**273**	**273**	**273**	**273**	**273**	**383**	**574**	**574**	**574**	**574**	**574**	**574**	**574**	**597**	**554**	**554**	**435**	**434**	**434**	**434**	**273**	**296**	**273**

PARKING YR 2035 Page 2 WILL COUNTY, IL Category	AM 12:30 1:30	AM 1:30 2:30	AM 2:30 3:30	AM 3:30 4:30	AM 4:30 5:30	AM 5:30 6:30	SHIFT AM 6:30 7:30	OFFICE AM 7:30 8:30	AM 8:30 9:30	AM 9:30 10:30	AM 10:30 11:30	AM 11:30 12:30P	PM 12:30 1:30	PM 1:30 2:30	SHIFT PM 2:30 3:30	PM 3:30 4:30	OFFICE PM 4:30 5:30	PM 5:30 6:30	PM 6:30 7:30	PM 7:30 8:30	PM 8:30 9:30	PM 9:30 10:30	SHIFT PM 10:30 11:30	PM 11:30 12:30
B. SPECIAL OPERATIONS GROUP (SOG)																								
Staff	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Officers	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
SUB-TOTAL	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**	**40**
B. VEHICLE MAINTENANCE																								
Staff								12	12	12	12	12	12	12	12	12	12							
SUB-TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**12**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
TOTAL LARAWAY SHERIFF'S PARKING NEED	**321**	**313**	**313**	**313**	**313**	**313**	**423**	**626**	**626**	**626**	**626**	**626**	**626**	**626**	**649**	**606**	**606**	**475**	**474**	**474**	**474**	**313**	**336**	**313**
C. CORONER																								
Morgue Staff								2	2	2	2	2	2	2	2	2	2							
Coroner's Office								18	18	18	18	18	18	18	18	18	18							
Public/Visiting Officials								10	10	10	10	10	10	10	10	10	10							
TOTAL CORONER NEED	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**30**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
D. EMA																								
EMA Radio								4	4	4	4	4	4	4	4	4	4							
EMA Radio Vistors								2	2	2	2	2	2	2	2	2	2							
EMA Garage (30 for call-outs if EOC not on same site)								10	10	10	10	10	10	10	10	10	10							
Emergency Operations Center Staff (EOC)	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
EOC Emergency Team	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
TOTAL EMA NEED	**54**	**54**	**54**	**54**	**54**	**54**	**54**	**70**	**70**	**70**	**70**	**70**	**70**	**70**	**70**	**70**	**70**	**54**	**54**	**54**	**54**	**54**	**54**	**54**
GRAND TOTAL NEED	**375**	**367**	**367**	**367**	**367**	**367**	**477**	**726**	**726**	**726**	**726**	**726**	**726**	**726**	**749**	**706**	**706**	**529**	**528**	**528**	**528**	**367**	**390**	**367**

APPENDIX V –VEHICLE MAINTENANCE OPTION ANALYSIS

March 29, 2013

PURPOSE

The purpose of this study is to identify the costs associated with creating a consolidated vehicle maintenance facility so that the county can assess whether long-term savings could accrue to the county. The subjects for consolidation are the Sheriff's Office, the Highway Department, and the Forest Preserve District Vehicle Maintenance operations.

SQUARE FOOTAGE NEEDS & PROJECT COSTS

In the consultant's initial planning, only the expansion of the existing sheriff's maintenance building at Laraway Road was considered. To make up for existing deficiencies and to plan for future growth, the concept was to add 9,946 gross square feet (gsf) of space to the existing 5,432 gsf sheriff's garage, for 15,378 gsf total.

Using a $145/square feet construction cost basis, it was estimated that the addition to the sheriff's vehicle maintenance facility would cost approximately **$1,515,000**. Applying a project cost factor of **1.58** to this figure suggests a total project cost of **$2,395,000**. The project cost factor is the overall factor determined through the team's planning effort to cover the costs of a.) site and utilities work, b.) demolition, c.) professional fees (architects, engineers, construction manager), d.) Fixtures, Furniture & Equipment (FF&E), e.) site surveys, soil tests, permitting, and other miscellaneous costs, and f.) a 15% contingency on all costs to cover pre-design uncertainties regarding the nature of the final design, bid climate variations, and so forth.

If a consolidated Sheriff/Highway/Forest Preserve Maintenance Facility were to be created, a much larger facility would have to be built and paid for. To begin with, the existing sheriff's maintenance facility at Laraway Road would have to be replaced since there is insufficient room on the Laraway site to expand it once other sheriff's space needs are considered. Further, the existing facility should then be demolished since the land it occupies would be far more valuable for additional parking or other functional site development.

There is also insufficient room at the existing Highway and Forest Preserve sites to consider additions to existing vehicle maintenance facilities there of the magnitude needed. Consequently, an entire new building at a different location would have to be built to attain the consolidation and to provide for future expansion. That means that existing Highway and Forest Preserve vehicle maintenance facilities would also be abandoned, at least as vehicle maintenance garages.

The following would be the estimated square footage needed to simply replace the three vehicle maintenance garages, plus accommodate projected sheriff's needs as previously determined:

Replace existing Sheriff's garage	5,432	gsf
Expanded Sheriff's garage	9,946	gsf
Replace existing Highway Dept. garage	2,650	gsf
Replace existing Forest Preserve garage	3,600	gsf
	21,628	gsf

The estimated cost to construct a 21,628 gsf consolidated facility would be **$3,136,000**. This would lead to an estimated total project cost of **$4,955,000,** once a project cost factor of 1.58 is applied.

If **future growth** for the Highway Department and Forest Preserve vehicle maintenance garages were considered, an even larger and more expensive building would be created. Based on preliminary discussions with the two agencies we have assumed for the sake of this discussion (and without detail study) that future growth for the Highway Department might entail a doubling of their space. For the Forest Preserve District, we have assumed a one bay addition to their 5 bays. The square footage estimate would then become as follows:

Replace existing Sheriff's garage	5,432	gsf
Expanded Sheriff's garage	9,946	gsf
Replace existing Highway Dept. garage	2,650	gsf
Expanded Highway Dept. garage	2,650	gsf
Replace existing Forest Preserve garage	3,600	gsf
Expanded Forest Preserve garage	720	gsf
	24,998	gsf

The projected cost of this expanded consolidated facility would be approximately **$3,625,000**, with a total project cost of **$5,727,500.**

ANNUAL PAYMENTS - OPERATIONAL SAVINGS BENCHMARK

Since the objective of this exercise is to see if consolidation will save the county money in terms of personnel and their wages and benefits, it seems useful to turn projected project costs into annualized payments. This would then create **benchmarks** to reach or exceed in terms of the staff savings needed to come out ahead through facility consolidation.

For the purposes of this study we assumed a financed project using a 15 year duration on bonds and an average interest rate of 5%. Average annual building payments for the three scenarios examined above would be as follows under those conditions.

		Annual Payment
1.	Expand the Sheriff's garage	$219,528
2.	Consolidate by Replacing Sheriff's, Highway's & F.P.'s garage and Expanding the Sheriff's garage	$477,374
3.	Replacing and expanding all three garages	$551,756

If we assume that we would, at a minimum, expand the sheriff's garage even if the idea of consolidation were abandoned, we should subtract its annual payment from either of the two consolidation scenarios (2 and 3 above) to get a true benchmark against which to measure the staff savings needed to break even or gain true savings.

Benchmark 1 – Replace all, expand sheriff only: $477,374
- $219,528
$257,846
in needed staff savings annually

Benchmark 2: Replace/Expand All: $551,756
- $219,528
$332,228
in needed staff savings annually

STAFFING & NEEDED STAFF SAVINGS

Existing mechanics staff are as follows:

Sheriff's mechanics	3
Highway mechanics	3
Forest Preserve mechanics & Laborer	4
Total	**10**

For Benchmark 1 we would add additional future sheriff's mechanics:

Additional future Sheriff's mechanics	2
Total with existing staff	**12**

For Benchmark 2 we would add additional Highway and Forest Preserve mechanics:

Additional Highway mechanics	2
Additional Forest Preserve mechanics	1
Total with previous mechanics	**15**

In order to break even on the costs of a consolidated vehicle maintenance garage that replaces existing Sheriff's, Highway, and Forest Preserve garages and expands the sheriff's garage (Benchmark 1) the county would have to attain efficiencies in operation that allow it to reduce a **12** mechanic staff enough to **cut $257,846** in salaries and benefits.

In order to break even on the costs of a consolidated vehicle maintenance garage that replaces and accommodates expansion for Sheriff's, Highway, and Forest Preserve vehicle maintenance garages (Benchmark 2), the county would have to attain efficiencies in operation that allow it to reduce a **15** mechanic staff enough to **cut $332,228** in salaries and wages.

It should be noted that there are other staff that are involved in vehicle maintenance. There are fleet supervisors, fleet managers, and so forth. However, these individuals have multiple responsibilities of which vehicle maintenance is only a part. The consultants do not have the expertise to determine the extent to which consolidated facilities and operations might produce additional savings in these staff categories. It also possible that if agencies are stripped of their on-site mechanics additional staff may be required to do minor and routine maintenance to small equipment that would still be retained on their respective sites. An examples would be all the small mower, lawn tractors, trimmers, and miscellaneous landscape equipment maintained at the Forest Preserve yet probably not worth transporting to a major vehicle maintenance center for service and repair.

CONSULTANT OPINION ON ATTAINING NEEDED STAFF SAVINGS

The consultants have no expertise in mechanics services, workload management, training, and so forth, particularly when it comes to servicing such a wide array of vehicle types: patrol cars, crime scene vans, dump trucks, snow plows, tractors, riding mowers, etc. Further we have not done, nor were we commissioned to do, time studies as to the efficiency of the current work forces in the three agencies. Consequently, we are not in a position to render judgment as to whether the staff savings needed to justify abandoning existing facilities and creating consolidated facilities is attainable. That will have to be left to others.

ADDITIONAL ISSUES TO CONSIDER

Should the county move forward with a further exploration of this issue there are additional issues that came to the attention of the consultants and which should be considered.

1. The different staff operate under different union agreements.

2. Staff training is different because the vehicles serviced are different.

3. When vehicle lifts are involved, different vehicle types require different equipment.

4. The county needs to determine which agency would manage the consolidated operation: Sheriff? Forest Preserve? Highway Department? Another agency?

5. Repair priorities would have to be determined by the new consolidated management raising the concern that the non-managing agencies would get a low priority, thus reducing their service effectiveness.

6. Staff delivering a vehicle for service or repair will have to be accompanied by a second vehicle and staff person that will return them from the consolidated facility to their home facilities. Generally, this is unnecessary today.

7. Perfectly good existing facilities would be abandoned, though they could be used for other things after renovation/adaptation. In the case of the Forest Preserve District, they would be abandoning vehicle maintenance space created last year as part of a $806,000 project. It was intended to last for the next 20-30 years.

At our request some research was done as to different union agreements and agency responsibilities. That information follows for the county's reference.

APPENDIX

COUNTIES
(55 ILCS 5/) Counties Code.
(55 ILCS 5/Div. 3-6 heading)

Division 3-6. Sheriff

(55 ILCS 5/3-6001) (from Ch. 34, par. 3-6001)
Sec. 3-6001. Commission. Every sheriff shall be commissioned by the Governor; but no commission shall issue except upon the certificate of the county clerk of the proper county, of the due election or appointment of such sheriff, and that he or she has filed his or her bond and taken the oath of office, as hereinafter provided.
(Source: P.A. 86-962.)

(55 ILCS 5/3-6018) (from Ch. 34, par. 3-6018)
Sec. 3-6018. Counties under 1,000,000; control of internal operations. In counties of less than 1 million population, the sheriff shall control the internal operations of his office. Subject to the applicable county appropriation ordinance, the sheriff shall direct the county treasurer to pay, and the treasurer shall pay, the expenditures for the sheriff's office, including payments for personal services, equipment, materials and contractual services. Purchases of equipment by the sheriff shall be made in accordance with any ordinance requirements for centralized purchasing through another county office or through the state which are applicable to all county offices. (Source: P.A. 86-962.)

COUNTIES
(55 ILCS 5/) Counties Code.
(55 ILCS 5/Div. 2-5 heading)

Division 2-5. County Executive Form of Government

(55 ILCS 5/2-5001) (from Ch. 34, par. 2-5001)
Sec. 2-5001. Subtitle. This Division shall be subtitled the "County Executive Law".
(Source: P.A. 86-962.)

(55 ILCS 5/2-5009) (from Ch. 34, par. 2-5009)
Sec. 2-5009. Duties and powers of county executive. Any county executive elected under this Division shall:
...(f-5) for a county executive of a county that has adopted the executive form of government on or before the effective date of this amendatory Act of the 96th General Assembly, appoint, with the advice and consent of the board, all department heads for any county departments;

(g) appoint, with the advice and consent of the board, such subordinate deputies, employees and appointees for the general administration of county affairs as considered necessary, except those deputies, employees and appointees in the office of an elected county officer; however, the advice and consent requirement set forth in this paragraph shall not apply to persons employed as a member of the immediate personal staff of a county executive of a county that has adopted the executive form of government on or before the effective date of this amendatory Act of the 96th General Assembly;

(h) remove or suspend in his discretion, after due notice and hearing, anyone whom he has the power to appoint;

OCCUPATIONAL TITLE: EQUIPMENT MECHANIC

DEPARTMENT: HIGHWAY DEPARTMENT

DEFINITION: Analyzes malfunctions; repairs, overhauls, rebuilds and maintains construction equipment, such as backhoe, end loader, skid steer, sweeper, Gradall, paving machines, trench-digging machines, conveyors, pumps, compressors and pneumatic tools, automobiles, buses, vans, trucks, other automotive vehicles, as well as individually operated power tools and pneumatic tools; qualified to operate related equipment.

NATURE OF WORK:

1. Basic Characteristics: FLSA/PELRA Included or Non-Exempt Employee.
2. Supervisory Relationship: Responsible to the Assigned Department Head, through intermediate supervisors, as directed or required.

ILLUSTRATIVE EXAMPLES OF WORK:

Operates and inspects machines or equipment to diagnose defects;
Schedules and performs preventive maintenance;
Dismantles and reassembles equipment using hoists and hand tools;
Examines parts for damage or excessive wear using micrometers and gages;
Replaces defective engines and subassemblies, such as transmissions and final drives;
Tests overhauled equipment to insure operating efficiency;
Welds broken parts and structural members;
Performs or monitors parts cleaning, disassembly and assembly of equipment;
Salvages usable parts;
Obtains and stocks necessary parts and fluids;
Examines vehicles and equipment and determines nature and extent of damages or malfunctions;
Plans work procedure using charts, technical manuals and experiences;
Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units bolted to underside of vehicle;
Removes units, such as engines, transmissions, or differentials, using wrenches and hoist;
Disassembles unit and inspects parts for wear using micrometers, calipers and thickness gages;
Repairs or replaces parts, such as pistons, rods, gears, valves and bearings, using mechanics hand tools;
Overhauls or replaces carburetors, blowers, generators, distributors, starters and pumps;
Overhauls, repairs or replaces major component parts and assemblies;
Rebuilds parts, such as crankshafts and cylinder blocks, using lathers, shapers, dull presses and welding equipment;
Reviews electrical system, including ignition systems, lights and instrument panels;
Relines and adjusts hydraulic and mechanical brakes;
Aligns or realigns front end, wheels, axles, frames, torsion bars and steering mechanisms,
Repairs or replaces shock absorbers;
Solders radiator leaks;
Mends damaged body and fenders by hammering-out or filling-in dents;

ILLUSTRATIVE EXAMPLES OF WORK continued:

Welds broken parts;
Replaces and adjusts headlights;
Installs and repairs accessories, such as radios, heaters, mirrors and windshield wipers;
Installs and repairs automotive air-conditioning units, cooling systems and fuel tanks;
Repairs or replaces exhaust and emission systems;
Repairs or replaces automatic and manual transmissions;

Tunes vehicle engines to insure efficient operation;
Determines and corrects origin of noises and leaks;
Rebuilds, replaces or repairs clutch system;
Adjusts and repairs automotive and other repairing, servicing and testing equipment, using hand or power tools;
Disassembles, repairs, or replaces defective equipment, such as gasoline pumps, air compressors and dynamometers;
Cleans, lubricates and adjusts fluid levels of parts and equipment;
Reassembles parts and components;
Test drives and operates repaired equipment;
Performs other related duties as assigned or required.

MINIMUM QUALIFICATIONS:

2.01. Education: High school graduation or equivalency preferred.
2.02. Experience: five (5) years of progressively related automotive and equipment maintenance skill development, as Equipment Mechanic, or similar background required.
2.03. Must successfully complete an "In-basket" examination

SPECIAL REQUIREMENTS: Possession of a valid CDL Class A or B Drivers License with Airbrakes Endorsement required.

OCCUPATIONAL TITLE: LIGHT EQUIPMENT MECHANIC (WCSD)

DEPARTMENT: WILL COUNTY SHERIFF'S DEPARTMENT

DEFINITION: Analyzes malfunctions, repairs, overhauls, rebuilds and maintains automobiles, buses, vans, trucks and other automotive vehicles, as well as other individually operated power tools and equipment; qualified to operate related equipment.

NATURE OF WORK:

2.01. Basic Characteristics: FLSA/PELRA included or Non–Exempt Employee.
2.02. Supervisory Relationships: Responsible to the assigned Department Head, through intermediate supervisors, as otherwise directed or required.

ILLUSTRATIVE EXAMPLES OF WORK:

Examines vehicles and equipment and determines nature and extent of damage or malfunctions;
Plans work procedure, using charts, technical manuals and experience;
Raises vehicle, using hydraulic jack or hoist, to gain access to mechanical units, bolted to underside of vehicle.
Removes units, such as engines, transmissions, or differentials, using wenches and hoist;
Disassembles unit and inspects parts for wear, using micrometers, calipers and thickness gages;
Repairs or replaces places parts, such as pistons, rods, gears, valves and bearings, using mechanics hand tools;
Overhauls or replaces carburetors, blowers, generators, distributors, starters and pumps;
Overhauls, repairs or replaces major component parts and assemblies;
Rebuilds parts, such as crankshafts and cylinder blechs, using lathes, shapers, dull presses and welding equipment;
Reviews electrical system, including ignition systems, lights and instrument panels;
Relines and adjusts hydraulic and mechanical brakes;
Aligns or realigns front end, wheels, axles, frames, torsion bars and steering mechanisms;
Repairs or replaces shock absorbers;
Solders radiator leaks;
Mends damaged body and fenders, by hammering-out or filling-in dents;
Welds broken parts;
Replaces and adjusts headlights;
Installs and repairs accessories, such as radios, heaters, mirrors and windshield wipers;
Installs and repairs automotive air-conditioning units, cooling systems and fuel tanks;
Repairs or replaces exhaust and emission systems;
Repairs or replaces automatic and manual transmissions;
Tunes vehicle engines, to insure efficient operation;
Determines and corrects origin of noises and leaks;
Salvages usable parts;
Rebuilds, replaces or repairs clutch systems;
Adjusts and repairs automotive and other repairing, servicing and testing equipment, using hand or power tools;
Disassembles, repairs or replaces defective equipment such as gasoline pumps, air compressors and dynamometers;

Cleans, lubricates and adjusts fluid levels of parts and equipment;
Reassembles parts and components;
Test-drives and operates repaired equipment;
Obtains and stocks necessary parts and fluids;
Schedules and performs preventive maintenance;
Performs other related duties, as assigned or required.

MINIMUM QUALIFICATIONS:

1. Education: High school graduation or equivalency preferred.
2. Experience: Three (3) years of progressively related automotive and equipment maintenance skill development, as Equipment Maintenance assistant, or similar background required.

SPECIAL REQUIREMENTS: Possession of a valid Class C Illinois Drivers License required.

COLLECTIVE BARGAINING AGREEMENT
Between
THE COUNTY OF WILL
EXECUTIVE BRANCH
And
AFSCME LOCAL 1028, AFL-CIO

ARTICLE II
MANAGEMENT RIGHTS

Section 2.1 - Rights Residing in Management

Except as amended, changed or modified by this Agreement, the Employer retains the exclusive right to manage the operations, determine its policies, budget and operations, the manner of exercise of its statutory functions and the direction of its working forces, including, but not limited to the rights to hire, promote, demote, transfer, allocate and assign Employees; to discipline, suspend and discharge for just cause; to relieve Employees from duty, because of lack of work or other legitimate reasons; to determine the size and composition of the work force; to make and enforce reasonable rules of conduct and regulations; to determine the departments, divisions and sections and work to be performed therein; to determine the number of hours of work and shifts per workweek; to establish and change work schedules and assignments; to introduce new methods of operation; to eliminate, contract, and relocate or transfer work and maintain efficiency.

Section 2.2 - Statutory Obligations

Nothing in this Agreement shall be construed to modify, eliminate or detract from the statutory responsibilities and obligations of the Employer, except that the exercise of its rights in the furtherance of such statutory obligations shall not be in conflict with the provisions of this Agreement.

ARTICLE VI
DAILY WORK BREAKS

Section 6.1 - Rest Periods

a. Highway Maintenance Employees' work schedules shall provide for three (3) twenty (20) minute rest periods, during each shift or work day, which may be combined, in whole or in part, to provide an extended break period, with the consent of their immediate supervisor.

b. All other Employees' work schedules shall provide for a fifteen (15) minute rest period, during each half of their shift or workday, which shall be scheduled at the middle of each half of the shift or work day, whenever this is feasible.

ARTICLE VII
SENIORITY

Section 7.1 - Seniority Defined

1. Seniority is defined as the length of continuous service of an Employee for the Employer, within a given County Agency, since the Employee's most recent date of hire.

Section 7.3 - Seniority Application

1. In all applications of seniority, the "ability of the Employee" shall include the qualifications of an Employee to perform the required work.

2. Where ability and qualifications to perform the required work are, among the Employees concerned, relatively equal, seniority, as defined in Section 7.1 above, shall govern.

Section 7.4 - Layoff

a. In the event it becomes necessary to lay-off Employees, for any reason, they shall be laid-off in the inverse order of their seniority, in their assigned Agency.

b. No full-time Employee shall be laid-off, until any part-time, temporary, provisional or emergency Employee has first been laid-off.

Section 7.5 - Bumping

When Employees are laid-off, due to a reduction in force (RIF), they shall be permitted to exercise their seniority rights, to replace Employees with less seniority, provided that senior Employees have the ability and qualifications to fill the position in question.

Section 7.6 - Recall

e. No new bargaining unit Employees shall be hired until all Employees, who have been on layoff status not more than four (4) years and who desire to return to work have been given a recall notice as provided herein.

Section 7.7 - Consolidation or Elimination of Jobs

a. The Employer shall notify the Union forty-five (45) days, prior to a layoff or the consolidation or elimination of jobs, as defined, in this Section.

b. Upon notification, the Employer and the Union shall meet and negotiate the impact on Employees affected.

c. The ultimate decision, as to which positions and/or Employee classes are to be affected by any layoff and when, is vested in the Employer.

d. Employees, displaced by the elimination of jobs through layoff, job consolidation (combining the duties of two or more jobs), the installation of new equipment or machinery, the curtailment or replacement of existing facilities, the development of new facilities, or for any

other reason, shall be permitted to exercise their seniority rights, to transfer to any job in that agency, provided the Employee has the ability to perform the job.

Section 7.8 - Definition of an Agency

The term "Agency," as used in this Agreement, shall be as listed in Annex A or any successor thereto.

ARTICLE VIII
ASSIGNMENT OF SHIFT AND DAYS OFF

Section 8.1 - General

Employees shall have permanent shift and job assignments, based on seniority.

ARTICLE XX
GENERAL PROVISIONS

Section 20.1 - Highway Maintenance Licensing and Testing

a. Employees, who seek to qualify for promotion to duties, which require a Commercial Driver's License (CDL) and/or other special certification or licensing, shall:

   (1) Be provided the opportunity to receive on-the-job training (OJT), in the operation of associated vehicles and equipment, from qualified personnel, at such times and/or places, as deemed appropriate by their Employer or other Supervisor; and

   (2) Be required to obtain and maintain such qualifications, at their own expense.

b. Employees, regularly assigned to duties, for which a Commercial Driver's License (CDL) and/or other certification or licensing is required:

   (1) Shall have their renewal fees, associated with such qualifications, including any required physical examinations, reimbursed by the Employer, after presenting evidence of payment and qualification renewal. This provision shall not apply to any employee who loses their required certification or licensing.

   (2) Who lose their required qualification(s), for any reason, shall:

      (a) Be subject to discipline up to and including termination.

      (b) In the event an employee is terminated under this provision, the employee will be afforded the recall rights under Article 7.6 and bidding rights under Article 9.A.2. of this Agreement;

      (c) Be required to obtain and maintain re-qualification, at their own expense; and

      (d) If so re-qualified, be eligible to apply for reappointment to such duties, consistent with their other qualifications and seniority, when related vacancies subsequently occur.

c. All Employees, whether undergoing initial or renewal testing, shall be allowed the use of appropriate County vehicles and/or equipment depending on its availability, as determined by the Employer's Representative.

Section 20.4 - Intent

a. It is the specific intent of this Agreement that it shall be binding on the parties, only to the extent provided by law.

b. It is further agreed by the parties hereto that, to the extent permitted by law, they are the only parties bound by this Agreement, even though the term "Employer", as used in this Agreement, in some instances, means an elected or appointed public official.

c. The parties further recognize that many of the Employees, covered by this Agreement, are actually employed by elected officials or appointed public officials, and that nothing in this Agreement shall limit the rights of said elected public officials, to carry out the duties of their offices.

Section 20.12 - CDL Drug Testing Policy

The drug testing policy adopted by the County for executive branch employees, excluding Sheriff's Department employees, who are required by their duties to maintain a Commercial Driver's License (CDL) is hereby adopted by reference.

ANNEX A
AGENCIES

1. County Executive--Administrative Offices
2. County Executive--Assessor's Office
3. **County Executive--Highway Department**
4. County Executive--Sunny Hill Nursing Home
5. County Executive--Management and Information Services
6. County Clerk
7. **Sheriff (Civilians)**
8. State's Attorney
9. Recorder of Deeds
10. Coroner

ANNEX B
EXECUTIVE BRANCH
POSITION RANGES
FY 2011 – FY 2012

POSITION TITLE	SCHEDULE RANGE
Equipment Mechanic *{Highway Dept.}*	F1—G6 $48,599 - $68,659

II. EXECUTIVE BRANCH (SHERIFF'S CIVILIANS)

POSITION TITLE	SCHEDULE RANGE
Light Vehicle Mechanic *{Sheriff's Dept.}*	G1—G9 $50,696 - $61,768