

# CITY OF TUKWILA

## JUSTICE CENTER

PROGRAM DOCUMENT | DECEMBER 8, 2017



A part of the  
TUKWILA PUBLIC SAFETY PLAN



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## OWNER TEAM



SOJ // Owner's Representative / Project Manager

## CONSULTANT TEAM

DLR Group // Planning / Design / Architecture / Mechanical & Plumbing Engineering  
Electrical Engineering / Structural Engineering

Swift Company // Landscape Architect / Urban Design

KPFF // Civil Engineering

Roen Associates // Cost Estimating



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# EXECUTIVE SUMMARY

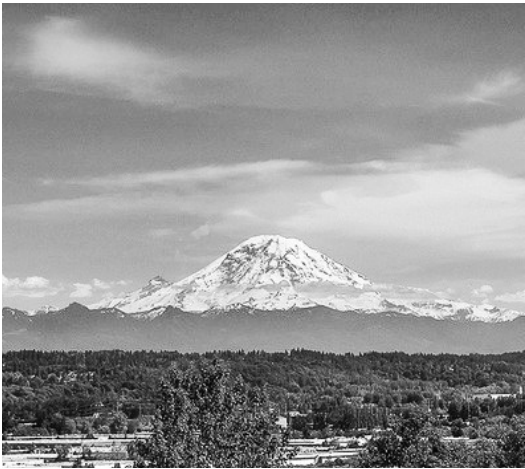
## EXECUTIVE SUMMARY

This report details the programming for the City of Tukwila Justice Center, a new facility for the City's police department, emergency operations center (EOC), and municipal court. The existing police and court departments are located at the city campus in 6200 and 6300 Southcenter Boulevard, Tukwila north of the Westfield Southcenter. The police also operate with a small substation within Westfield Southcenter and the Neighborhood Resource Center (NRC) on Tukwila International Boulevard. The existing EOC is in Fire Station 51 on Andover Park E. All existing locations are inadequately sized for the departments, and do not provide an appropriate presence to the public of their connection to the city.

The new facility will be located on Tukwila International Boulevard at S 150th Street. The site is currently occupied by a motel, local shops, and an entertainment establishment. Locating the facility on Tukwila International Boulevard (TIB) is designed to create a connection to the public and provide pedestrian friendly relationship to the boulevard. TIB has been identified for redevelopment following the TIB Light Rail Station opening. This facility will be the first project to use the new proposed zoning regulations for the street that will be issued concurrently to this project.

This report describes the program for both the police department, EOC, and court based on the bond measure passed in 2016 for a new 45,500 SF joint facility. Through interviews with the departments and multiple tours of other offices and facilities, we have developed a program of spaces that can fit within the area limits set in the bond measure of 45,500 SF. During the development of this program, we have identified elements that are not able to fit within the building parameters but are essential to the efficiency of the facilities, and how expansion of the facility may be accomplished on site or in an off site precinct.





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# GOALS

## GOALS

Through the introduction of the project, the executive team participated in a series of goal-setting exercises to bring the departments together as one facility. The meeting started with a uniting exercise to stand up for the project and provide a “warrior pose,” each team member standing up for the effort of this project. Through the hard decisions and fast paced project, we are working together to create a Justice Center representative of the needs and hopes for City of Tukwila.



Upon award of the project to DLR Group, the Tukwila City Council provided their vision statement, which was the starting point of the conversation. The team read the statement together and highlighted the words in the statement that also spoke to the departments' intentions. These words are highlighted on subsequent pages.



The second exercise worked to define community as a theme for the city and a philosophy that makes Tukwila stand out as a city project. Throughout the bond campaign and the effort to develop the project, the City has shared their pride of the community. Housing the most diverse school district, speaking 80 languages, this small community not only shares the values of the 19,000 residents, but welcomes the over 150,000 daily transient people that travel through Tukwila as a commuter, worker, or shopper. Tukwila is the intersection of five major travel routes with I-5, I-405, Highway 99/509/518, and Highways 167 and 169. Tukwila is the home to the largest retail area in the Pacific Northwest. All of these functions, though backbone of the economy of the city, also provide the justification for a larger police and court department due to the nature of the services they provide. With expected growth continuing in Tukwila, the future of the departments must accommodate the growth projected. Each member of the team responded to the question “Community is ....” Compiling these words graphically together, a word cloud helps to identify the number of times a word is reused or shared in context. This word cloud illustrates the importance of **WORK, DIVERSE, COMMUNITY, PRIDE, and PEOPLE** as key themes in the responses by the team.



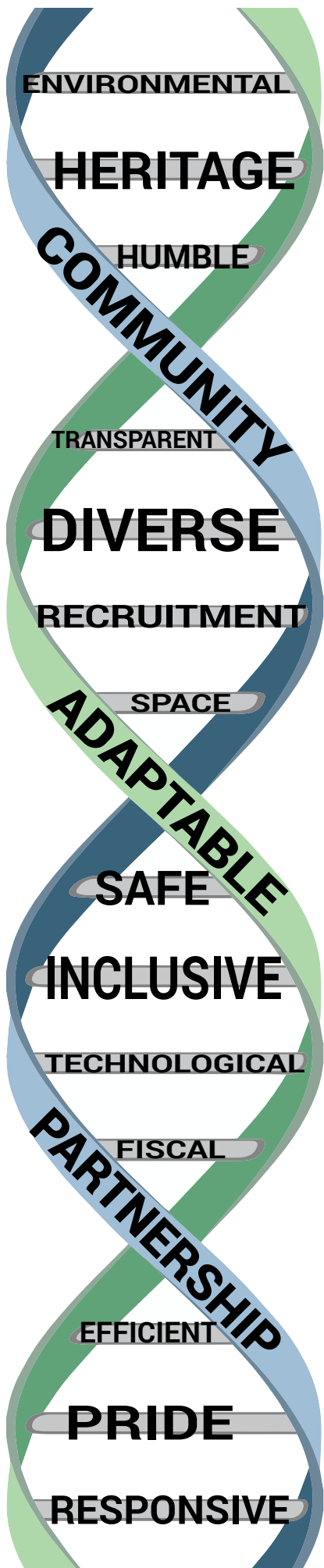




## CITY COUNCIL VISION

The Tukwila City Council looks forward to a community Justice Center that is **contemporary, secure, and efficient** in its delivery of outstanding Police and Court services. We envision a **beautiful** facility that is **aesthetically reflective** of Tukwila's **historical** and **cultural** character, **environmentally and fiscally responsible**, and that will serve as a **safe and inclusive** space that will foster **pride** in our community. The location of the Justice Center must be closely aligned and **responsive** to the siting criteria that was previously adopted by Council with input from the community. The design should be **respectful** of the existing neighborhood character and surrounding land use.



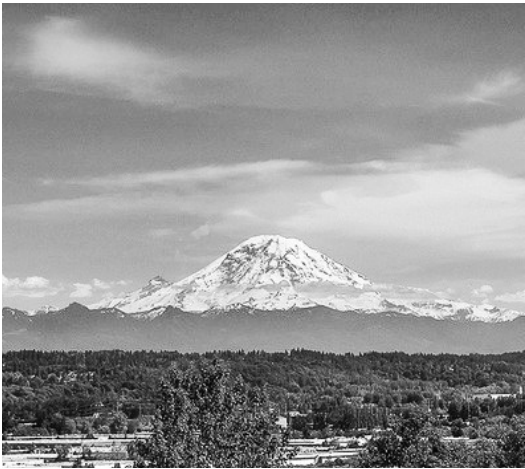


## THE DOUBLE HELIX

To encompass the entire conversation of goals, a graphic was designed for the project to represent what the project stands for. This graphic will be used throughout the project to remind the group the important nature of each decision made. Was the decision made to fulfill the goals that we know? Have the project goals changed and need to be readdressed throughout the process?

The graphic is a double helix based on the parameters of the human gene. Every person has unique traits, but all characteristics are rooted in the same fundamental genomes. The double helix has two ribbons tied together with the genome language. Four words used in different configurations make up the huge diversity that is human in nature. Similarly, the court and police Department are two separate elements of the city (the ribbons) held together with shared beliefs and understanding. The goals stand as the connectors that tie the branches of government together. This structure provides the foundation of the Justice Center and each agency will determine how to bring these goals into their department.





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# SURVEY

## SURVEY RESULTS

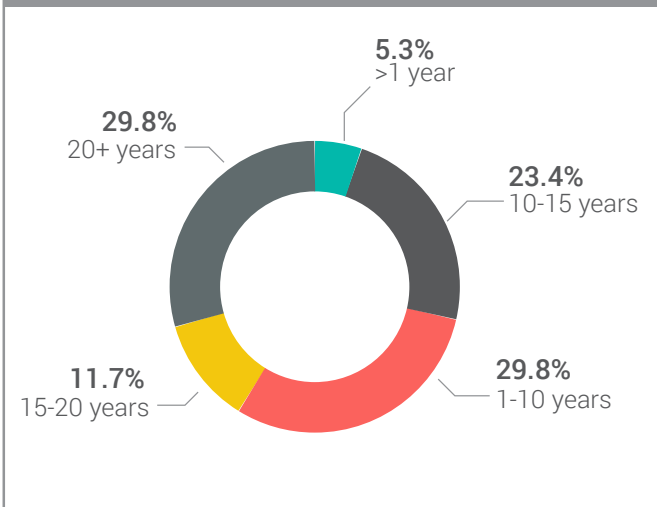
As part of goals and visioning we conducted an anonymous twelve-question digital survey that enabled most of the police, court, and EOC staff to give input on the Justice Center. An added benefit is that the survey allows us to test goals derived as a group against individual goals, as sometimes groups can be swayed by strong individuals. Results can be viewed in a few ways; both as a total response amongst all visitors as well comparatively among any categorized question that is asked (generation, department, commute, etc.) We would like to call attention to a few items that stood out to the design team.

- Ninety-one (91) individuals completed the survey which resulted in an 88% completion rate, compared to an average of 30-40% for internal surveys. This tells us that Tukwila employees are passionate and invested in their community and this project.
- Over 65% of the survey responders have worked for the City of Tukwila for over ten (10) years.
- Majority of responder's commute over five (5) miles to and from work each day, with 40% of the total driving over 15+ miles each way.
- "Location" was the favorite thing about the current facility, and "Lack of Space" was least favorite item.
- "Security," "Parking," and "Separation of Court & Police functions" were the three highest priorities for those that identified with police category. Access to Community, "Parking," and "Transit Access" were the three highest priorities for those that identified with courts category.
- In regard to Tukwila's culture, "Safety," "Diversity," "Community," "Communication," and "Access to Parking" came to mind the most consistently.

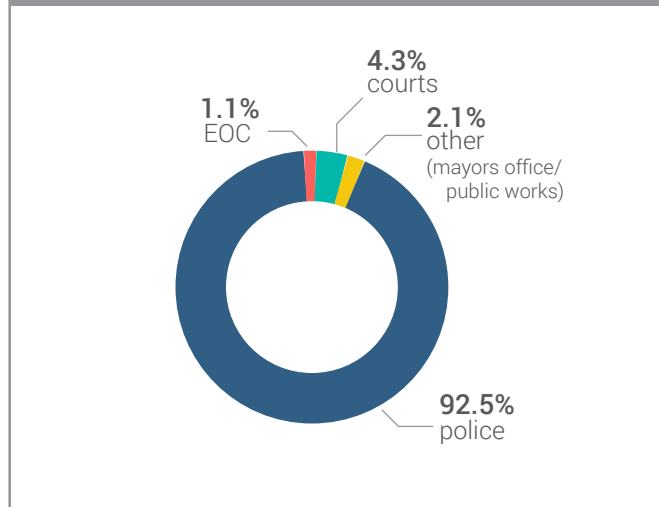
The full survey results are published here in graphic format.



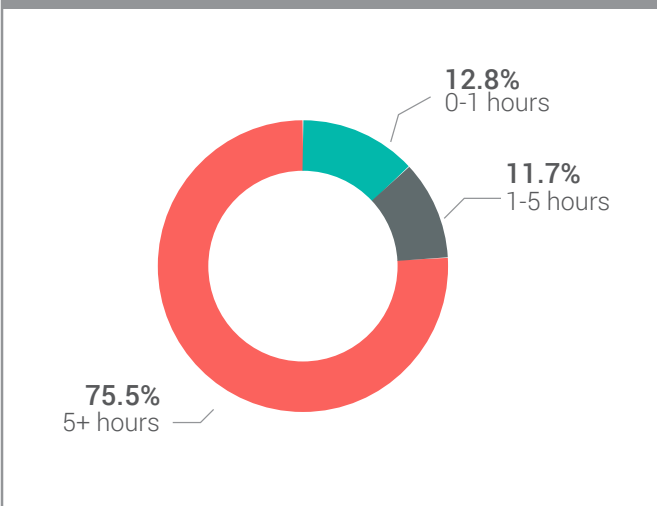
**Q1** How long have you worked for the City of Tukwila, Courts or Police?



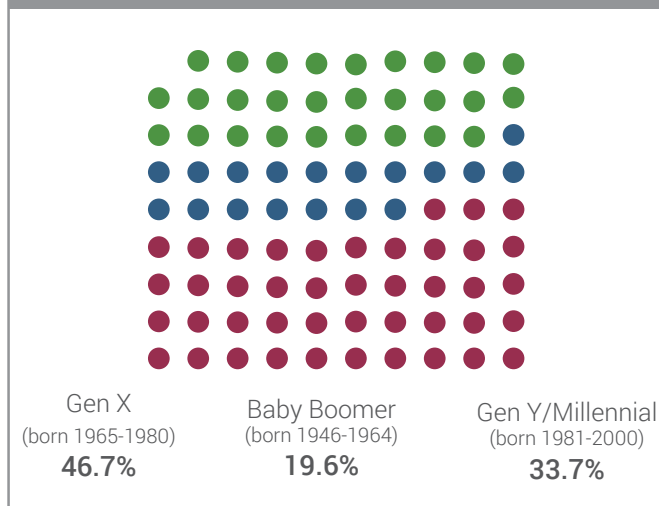
**Q2** What department would you categorize yourself in?



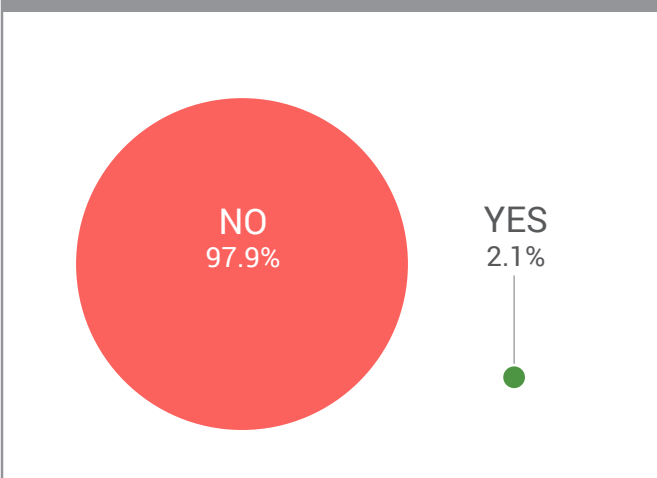
**Q3** How much time do you spend in the courts or police department each day?



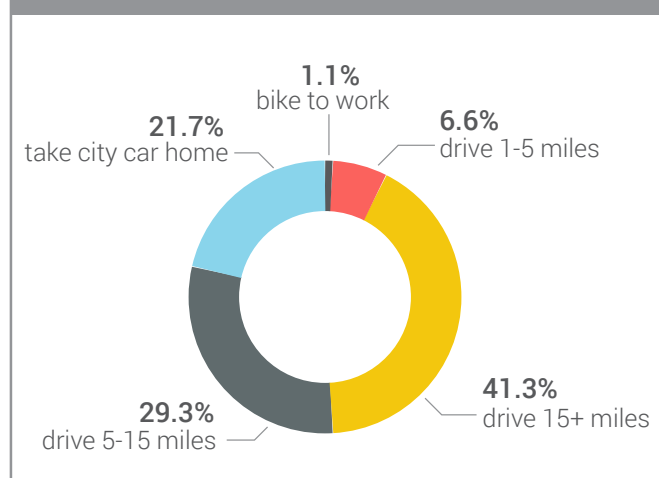
**Q4** What generation are you?



**Q5** Are you currently a Tukwila resident?



**Q6** How do you commute to work?



## Q7 What is your *most* favorite thing about your current facility?



Top 4 response patterns

Location	33.3%
Workspaces	18.5%
Nothing	17.2%
Parking	6.1%

mentions

27
15
14
5

### Location

View of the central business district.  
The view from the hill  
Centrally located in the city for equal and expedient response times.  
Vicinity to Southcenter Mall  
Proximity to the freeway ramp.  
Not in a flood plain  
I really like the plentiful trees surrounding the facility. It makes it feel a little less urban.  
On the bus line

### Workspaces

I like that the police officers work station is an open area, the fact that the police report station, Records and the Records supervisor/managers offices all flow  
My own desk  
Most department employees are in close proximity to each other  
The computer terminal stands that adjust. Own offices in MCU  
Private Office's for each detective.  
Windows for light and to see out.

### Parking

lots of parking  
designated parking spaces  
having a wash/vacuum area for patrol cars.

### Misc.

The history  
The brag board  
The courtroom glass artwork





Q7

What is your *most* favorite thing about your current facility?

Years Worked for Tukwila

&gt;1



Location  
Workspaces  
Nothing  
Parking  
(Misc)

mentions

1
2
---
---

*"The people"*

1-10



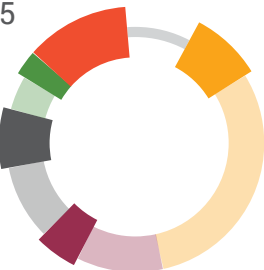
Location  
Workspaces  
Nothing  
Parking

mentions

10
6
1
1

*"The brag board :)"*  
*"Surveillance cameras"*  
*"Windows"*

10-15



Location  
Workspaces  
Nothing  
Parking

mentions

4
3
4
2

*"Courtroom decor"*  
*"It is small which makes it convenient "*  
*"That it's still standing...barely"*

15-20



Location  
Workspaces  
Nothing  
Parking

mentions

4
2
3
1

*"I have a window to the outside"*  
*"Private offices for Detectives "*  
*"Not one thing"*

20+



Location  
Workspaces  
Nothing  
Parking

mentions

7
4
5
---

*"Most department employees are in close proximity to each other"*  
*"Filtered water, coffee maker"*  
*"The history. There is nothing else worthwhile, as it was not designed for the use or capacity."*

Q8 What is your *least* favorite thing about your current facility?



Top 5 response patterns

Lack of Space	34.8%
Unsecure	19.8%
Outdated	19.8%
Seperation of Units	12.7%
Technology	5.8%

mentions

30
17
17
11
5

#### lack of space

Lack of smart space  
Crowded, antiquated, embarrassing.  
Too small, unorganized  
Not big enough for the entire department to be under one roof.  
Not enough office or storage space.

#### unsecure

Run down, no secure parking, building is not secure.  
Lack of secured parking and that units are spread out over several buildings  
Unsecured parking  
The building isn't very safe.

#### outdated

Not created for court operations, not easily adaptable for changing needs and services, just old.  
Old building with old building problems (i.e. structures that are not conducive to how we do business, not ADA accessible, heating/AC not up to standard)  
Poor air quality, lack of ADA accessibility

#### seperation of units

Decentralization of the various teams and divisions and lack of space  
Unsecured employee parking / distance from other units

#### technology

Computer issues  
Lack of computers (slow and out of date) and work space.



&gt;1



Lack of Space  
Unsecure  
Outdated  
Seperation of Units  
Technology

mentions

---
1
---
1
---

"... my least favorite thing about the facility is that it has no firearms range..."  
"unsecure parking lot"

1-10



Lack of Space  
Unsecure  
Outdated  
Seperation of Units  
Technology

mentions

6
8
5
2
3

"Poor air quality, lack of ADA accessibility"  
"Small, cramped, very little storage, makeshift work stations. Facility made for 30 people not 80. Separation of command staff and officers in two different buildings creates undue trust and transparency issues."

10-15



Lack of Space  
Unsecure  
Outdated  
Seperation of Units  
Technology

mentions

4
4
7
2
1

"Not created for court operations, not easily adaptable for changing needs and services, just old."  
"no indoor range"  
"everything: unsecured parking, unsecured offices, offices scattered all over, old building"

15-20



Lack of Space  
Unsecure  
Outdated  
Seperation of Units  
Technology

mentions

2
1
3
5
---

"Not big enough for the entire department to be under one roof"  
"No privacy"  
"Not secured and separate from patrol."

20+



Lack of Space  
Unsecure  
Outdated  
Seperation of Units  
Technology

mentions

16
3
3
5
1

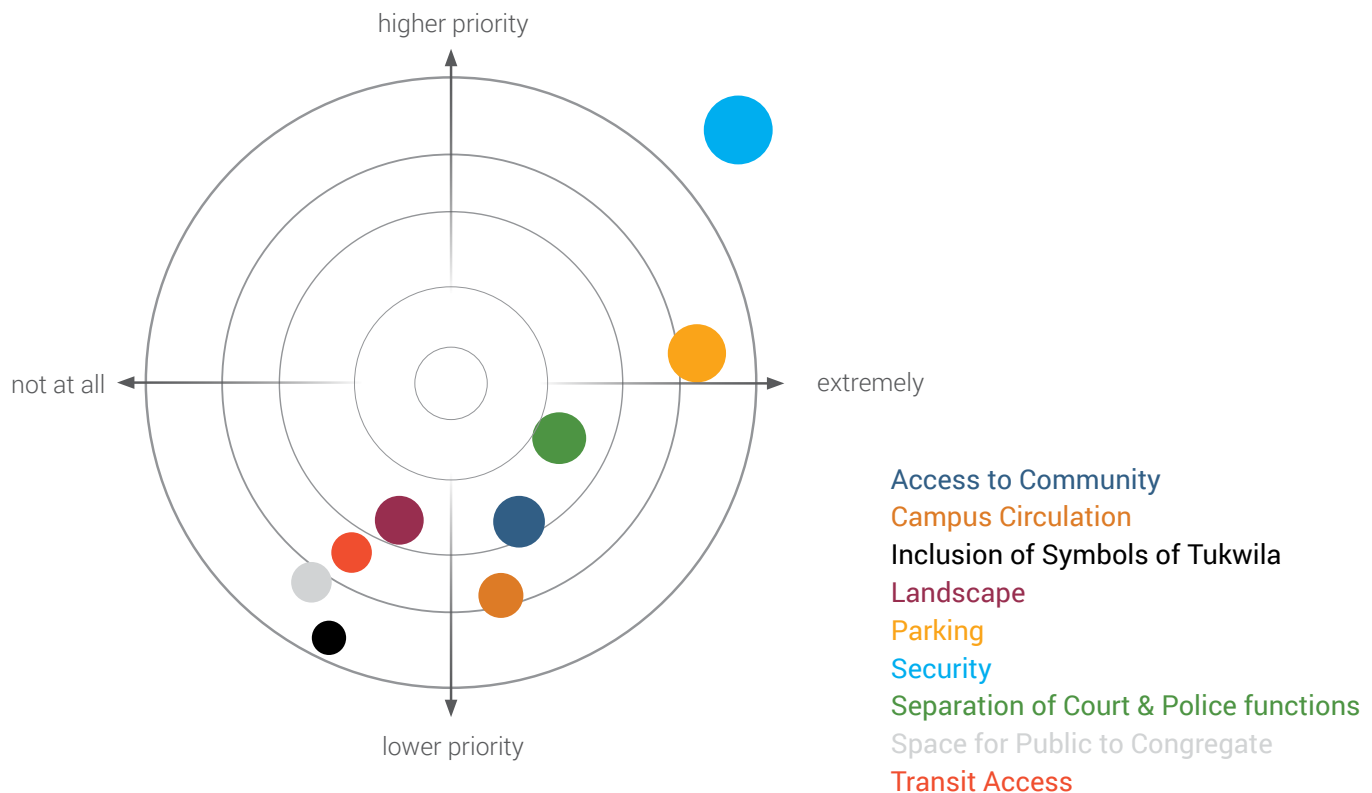
"No bullet proof glass, the hvac system makes us sick, poor computer systems and not equipped with restrooms/breakroom for people who can't leave their work station."  
"Decentralization of the various teams and divisions and lack of space."

Q9

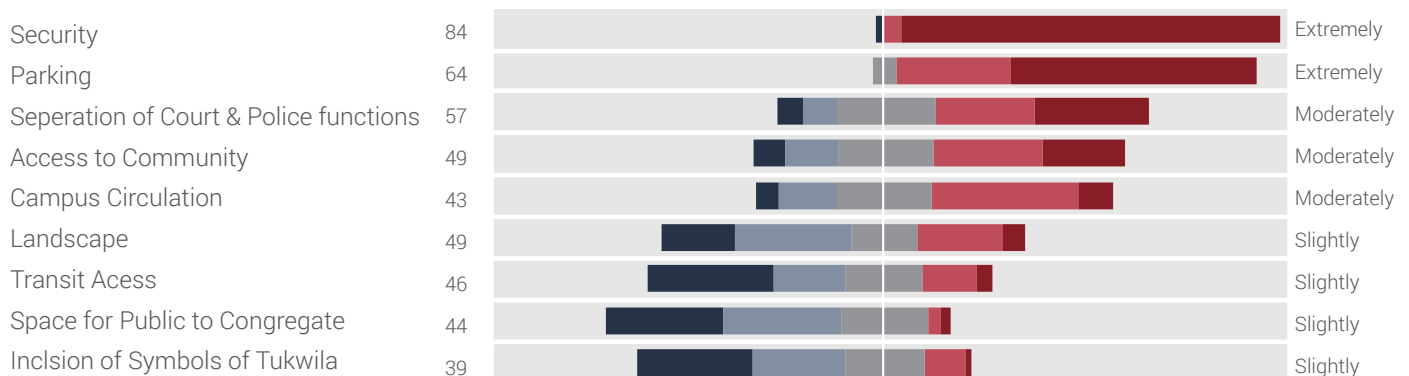
Please prioritize the following aspects of the new justice facility:

*Police*

This question type allows us to view the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the aspects in level of importance. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the Police Employees prioritize the new justice facility. We see that their most important aspect and highest priority is security while inclusion of symbols and places for to public to congregate are lower on this scale.



ranked by median



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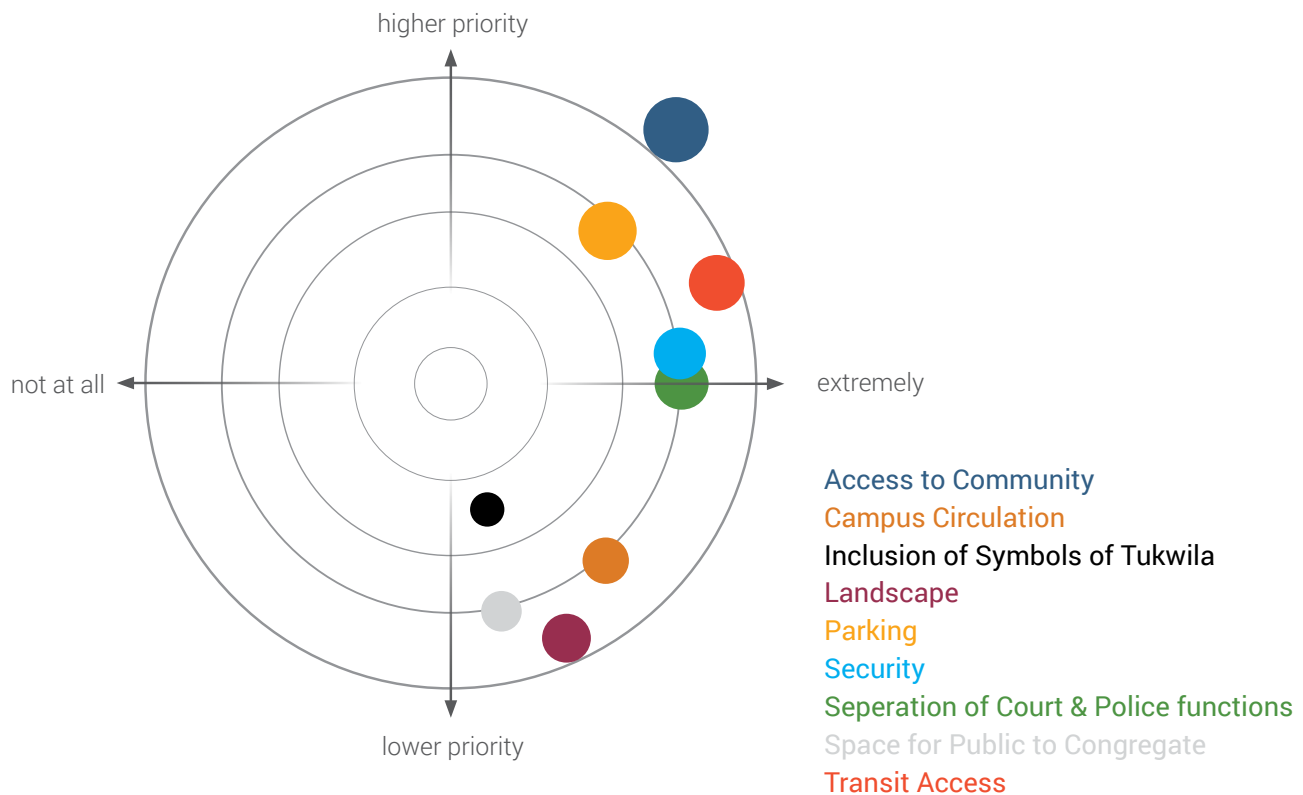


Q9

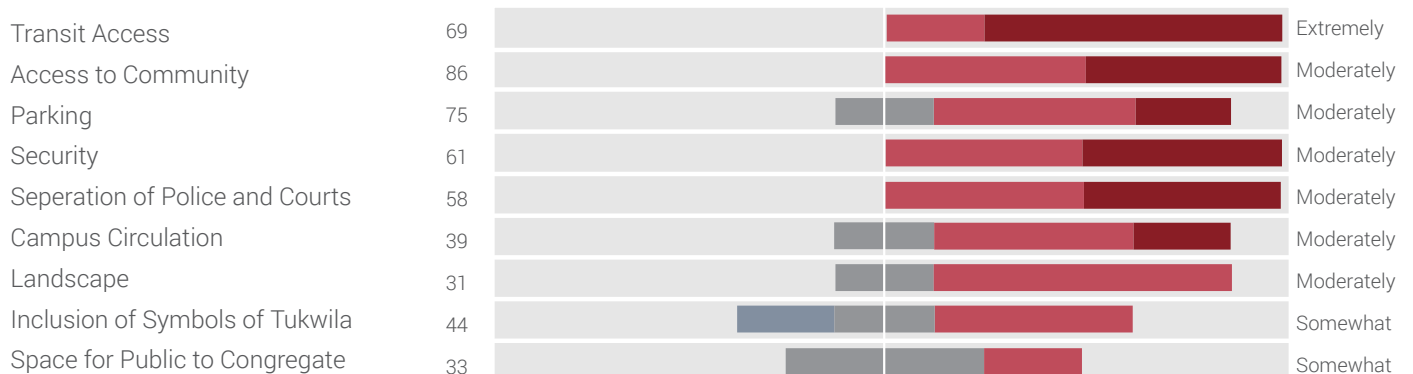
Please prioritize the following aspects of the new justice facility:

*Courts*

This question type allows us to view the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the aspects in level of importance. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the Courts Employees prioritize the new justice facility. We see that their most important aspect and highest priority is access to community while landscape and inclusion of symbols are lower on this scale.



ranked by median

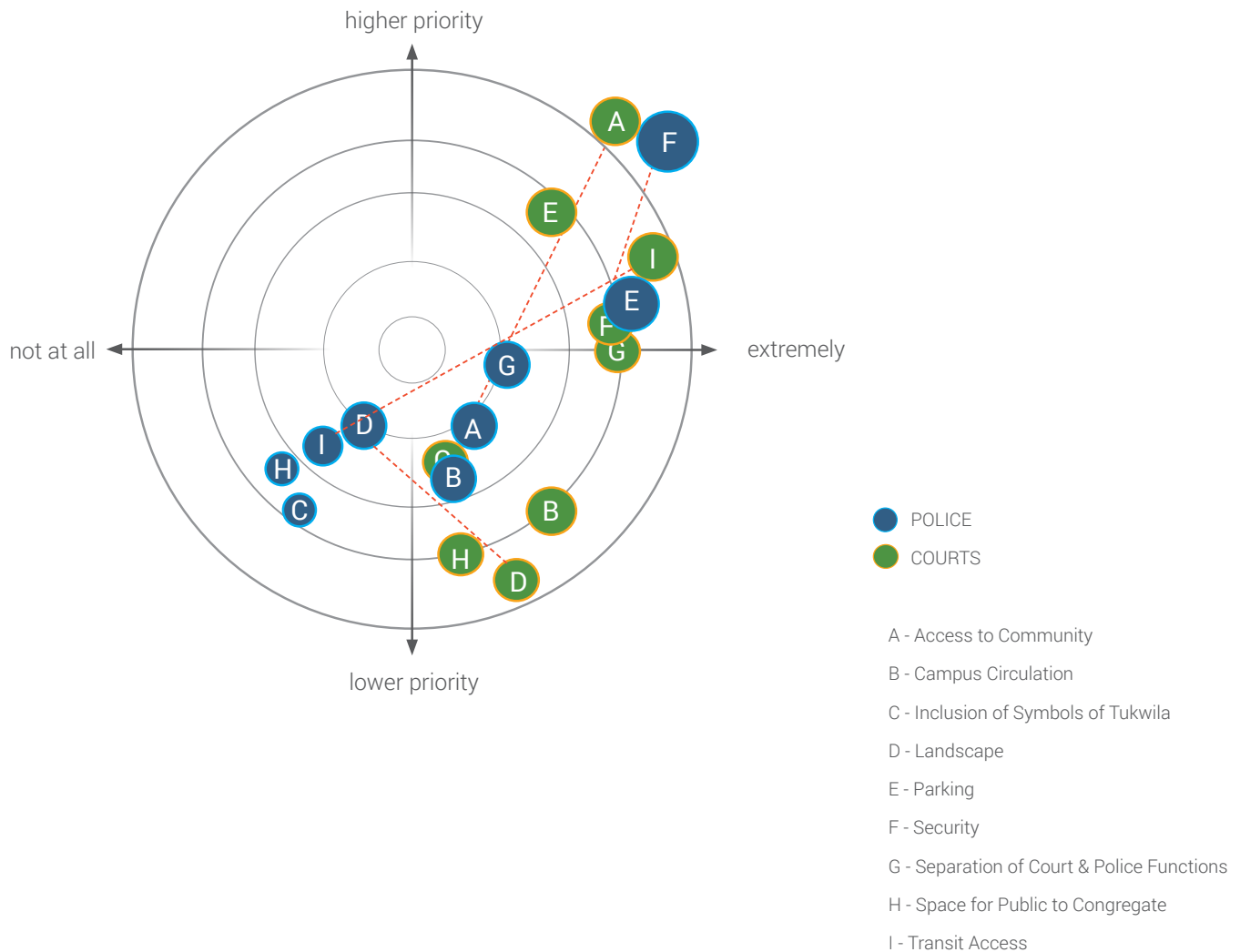


Q9

Please prioritize the following aspects of the new justice facility:

*Police & Courts*

This question type also allows us to compare responses from two separate categorizations. The data below shows the comparison of priorities for the Courts and Police. The red dotted lines are identifying the greatest differences between the two departments. This allows the design team to hone in what individual departments want in the new justice facility and where overlap may take place. The data below identifies that while access to community is the highest priority for Courts, it is a lower priority for Police.



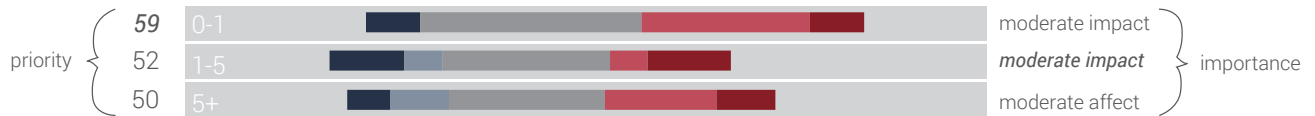
Q10

To what degree do the following have an impact on your ability to work productively while in the office?

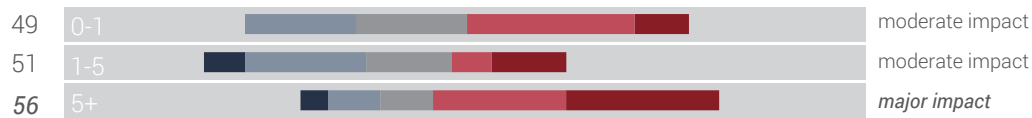
*Hours spent at facility daily*

This question type allows us to view the priority levels on two different scales. The "no affect" to "extreme effect" scale was what each individual responder categorized the level of impact that certain components have on a users ability to work productively. The "higher priority" and "lower priority" scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the amount of time spent at the facility affects users productivity. The data is based on users who spend anywhere from 0 to 5+ hours at the facility and where the greatest impact is for each user group.

#### Access to Meeting Rooms



#### Acoustic Privacy



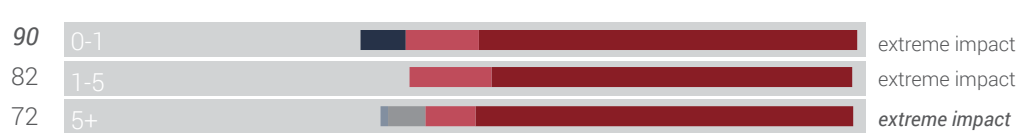
#### Daylighting



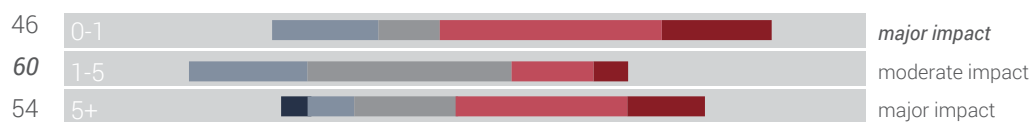
#### Interruptions



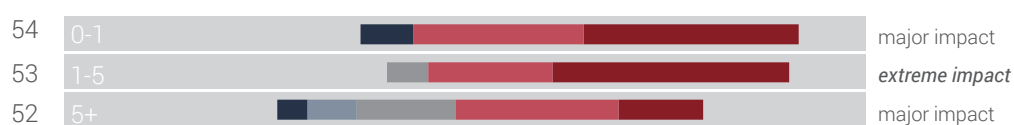
#### Technology



#### Thermal Comfort



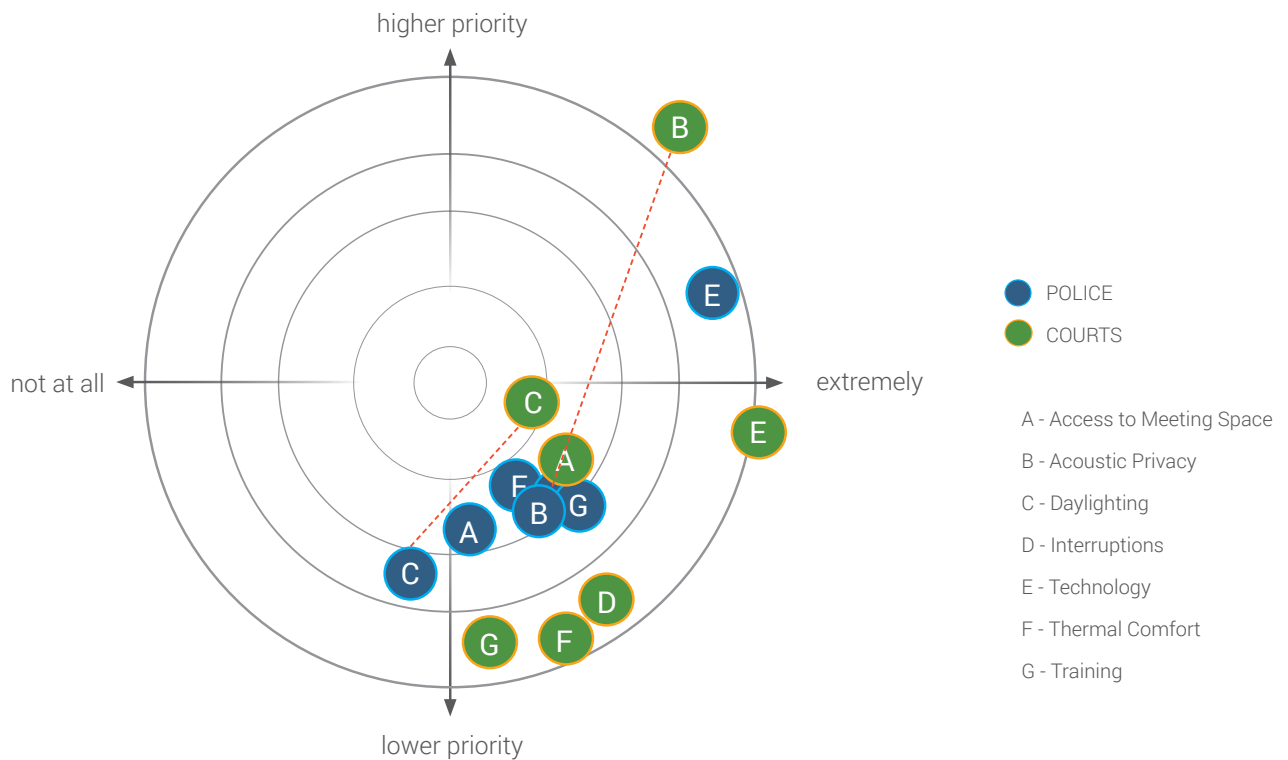
#### Training



**Q10** To what degree do the following have an impact on your ability to work productively while in the office?

*Police & Courts*

The data below again shows the comparison of impacts for the Courts and Police. The red dotted lines identify the greatest differences between the two departments. Acoustic privacy is a much higher priority for Courts employees to work productively compared to the Police employees. Both groups identified technology as important to their ability to work productively while in the office.



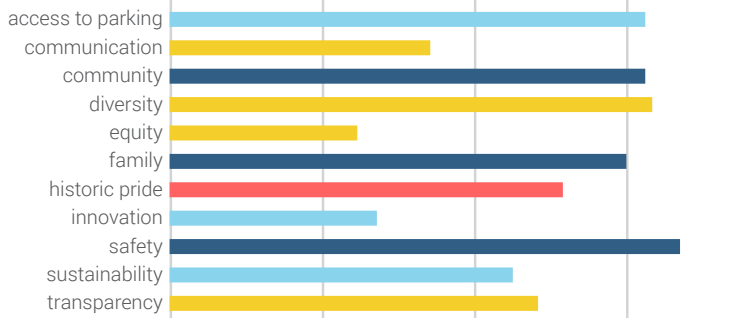


Q11

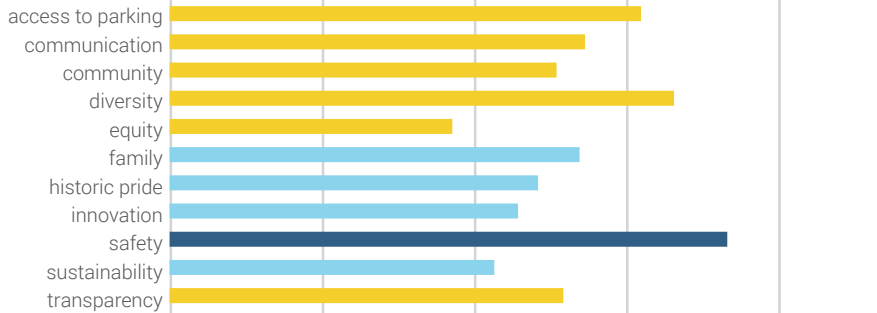
Thinking about Tukwila's culture, how often do the following come to mind?

Years Worked for Tukwila

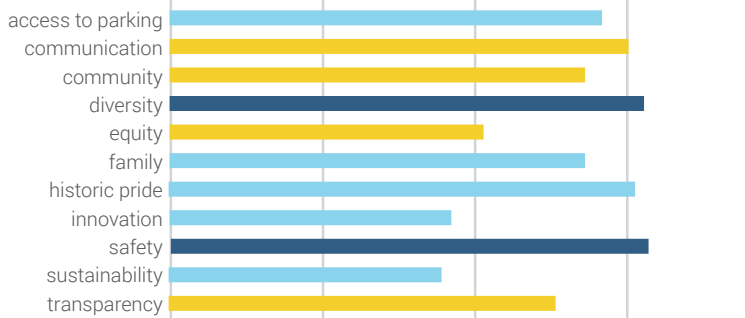
>1



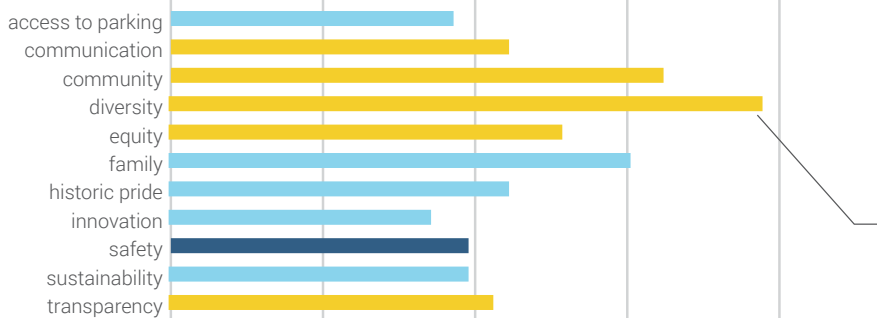
1-10



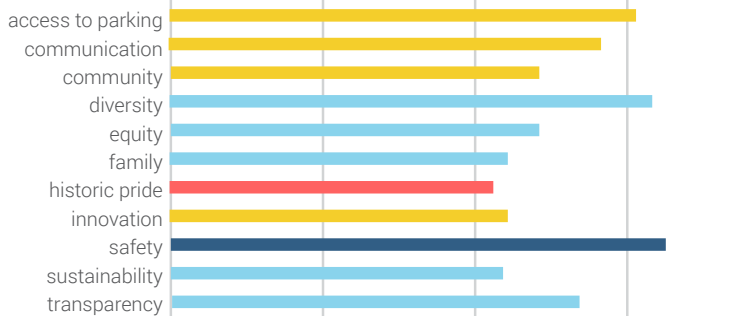
10-15



15-20



20+



To better understand the different perceptions of culture, we categorized this question by Years Worked for the City of Tukwila. The scale identifies what comes to mind when thinking of Tukwila's Culture from rarely to always.

always  
often  
sometimes  
rarely

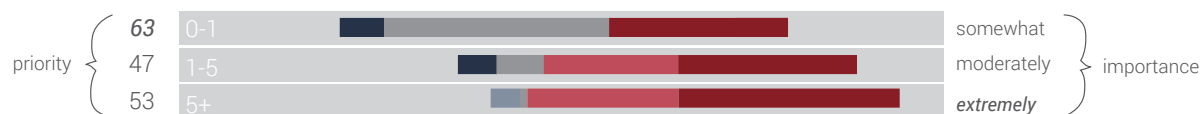
The closer the line gets to the fifth marker, the higher the priority to the individual categories.

To what degree do the following work styles/modes represent the types of activities you are engaged with on a daily basis?

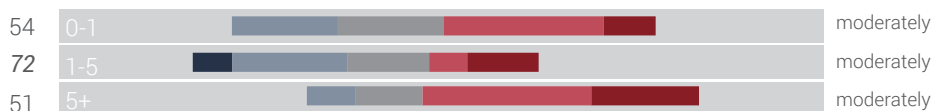
*Hours spent at facility daily*

This data set views the priority levels on two different scales. The “not at all” to “extremely” scale was what each individual responder categorized the degree to which people engage in the varying work styles. The “higher priority” and “lower priority” scale allows us to see the rate at which people selected the individual response to see where their true priorities might be. The data below is focused on how the amount of time spent at the facility affects users productivity. The data is based on users who spend anywhere from 0 to 5+ hours at the facility and the degree to which each user group engage in these activities.

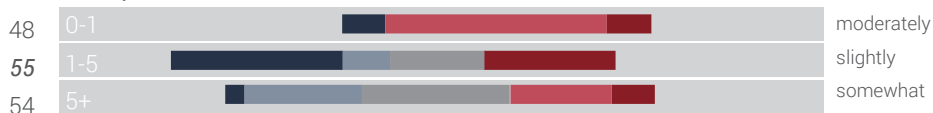
#### Collaboration: 1-2 People



#### Collaboration: 3-4 People



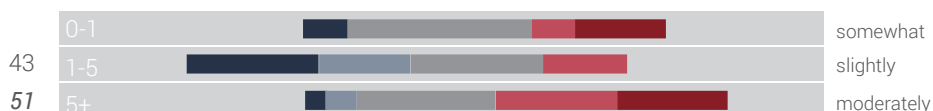
#### Collaboration: 6-10 People



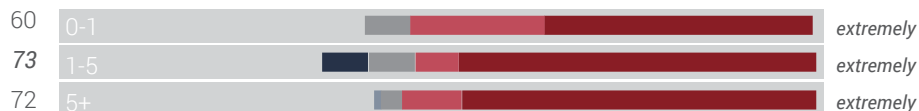
#### Confidential Work/Conversations



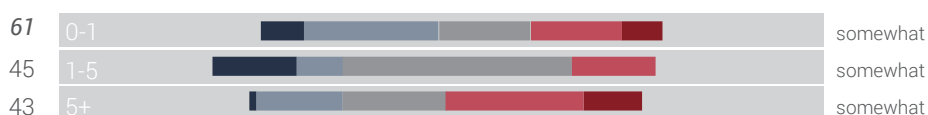
#### Impromptu Meetings/Conversations



#### Individual Work



#### Scheduled Meetings



#### Lab Based Work

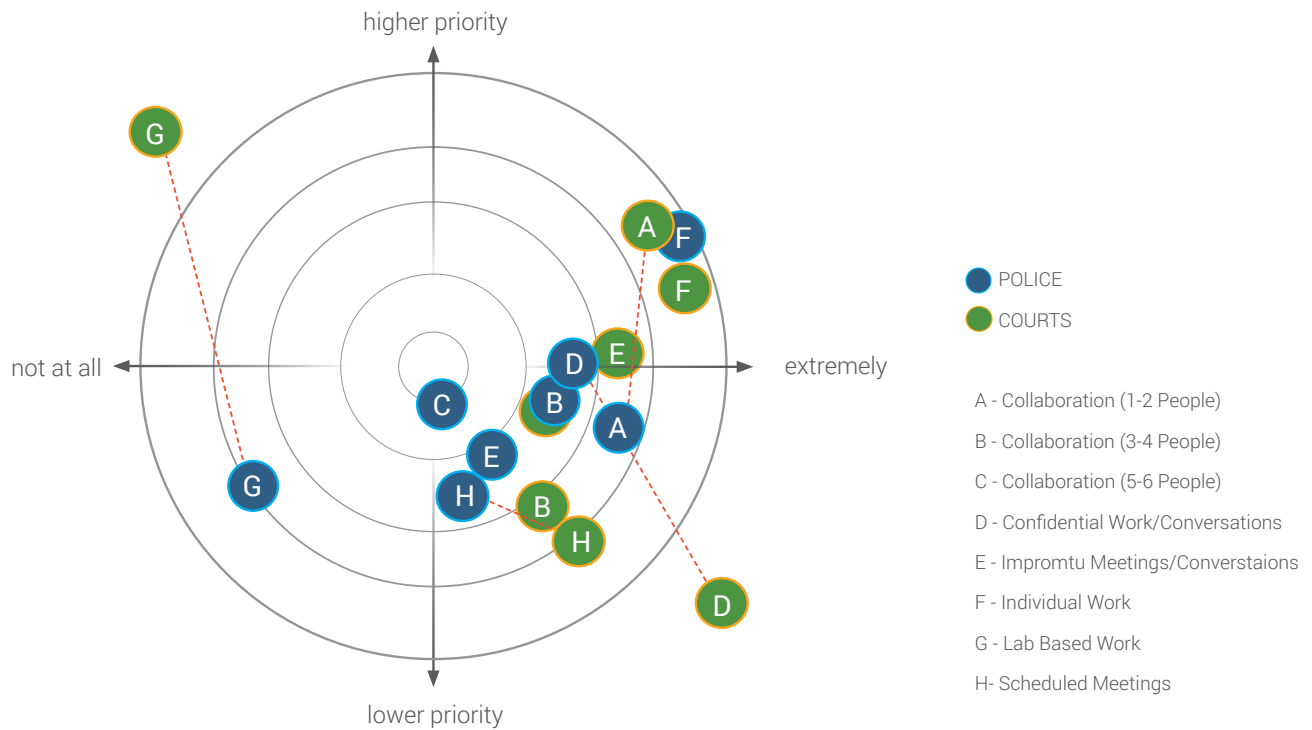


Q12

To what degree do the following work styles/modes represent the types of activities you are engaged with on a daily basis?

### Police & Courts

This data set below compares the Police and Courts employee responses on the different styles of activities they are engaged in on a daily basis. Both Courts and Police often collaborate with 1-2 people but the Courts have identified it as a higher priority. Both groups work most often in an individual manner. Neither group seem to participate in lab based work.





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# TOURS

## REGIONAL PROJECT TOURS

Both the police department and court have operated in inefficient spaces throughout the 6200/6300 buildings for many years. The departments were broken up as space is available, and areas are undersized to accommodate their functions. To understand how they have operated and how regional, newer facilities have addressed operational issues, we toured multiple facilities with the City of Tukwila.

The Courts team toured the Everett Municipal Court, designed by DLR Group and opened in 2013. The facility highlights efficiency in space, function, and cost. It was designed with durable materials and simple spaces that optimize operations. The court has two courtrooms equitable in size and scale as programmed for the Tukwila Court. They have on site holding, two judicial chambers, attorney visiting, security screening for public prior to entering the courtroom, three reception windows, and administrative staff open workspace. There is on site probation with three probation offices.

The use of exposed materials such as honed concrete floors, open ceiling in the workstation area with a hung “cloud” for acoustics, and exposed concrete masonry unit walls minimized cost of finished materials. These materials are also valuable for durability. The courtrooms have simple designs of a center bench, jury area for 7 jurors, and gallery seating for 80 people. There are two dry holding rooms, one of which has access to the attorney visiting rooms for signing paperwork with clerks or attorney meetings outside of the courtroom. The lobby is sized for queuing at the reception window and for entrance screening.

The Police Department toured two newer facilities, Lakewood Police Department and the University of Washington Police Department. Lakewood Police Department was opened in 2009, with 101 sworn officers. The facility was designed by Architects Rasmussen Triebelhorn. The facility is one floor with evidence, firing range, and support services in the basement. The department has moderately sized spaces centered around a central briefing room. On site evidence is large and open with rack shelving, vehicle evidence processing, and on site processing. The University of Washington Police Station, opened in 2017, is a very new and modern police department designed by The Miller Hull Partnership, sized for the functions of the University, not city, activities. The facility is two stories with evidence storage, processing, and officer support spaces in the basement. The public lobby is digitized to allow visitors to call an officer from a kiosk in the lobby. There is one large briefing room adjacent to the lobby which can be used for community events when not used by the department. The officers have workstation configurations on the second floor with high cubicles for separation. The building is centered around the exterior entrance as a symbol of the department within the campus environment.

Together, the courts and police department toured the Google campus in Kirkland, designed by DLR Group, and opened in 2015. The operations of Google have centered around open and collaborative work environments. The philosophies of Google have been refined as a modern work environment conducive to the way new generations work productively. The building uses large open workstation concepts with collaborative and diverse spaces for relaxation, break out conversations, and privacy, optimizing a work spaces. Each person has their workstation, which is limited in size and





situated to be a quiet, standard workspace. The use of shared spaces within each department helps control unwanted noise and activities in the building and ensures people have the ability to find privacy or group meeting space as required. Eating areas, exercise, and relaxation are provided dispersed throughout the building to enable casual interactions and shared identity to continue the work flow during the day.

All spaces toured provided insight on how other facilities operate in ways different from City of Tukwila. The goals for employee work environments, productivity, retention and recruitment, and efficient use of space were discussed at each location. Having the tours after the first round of programming allowed everyone to compare room

areas to the anticipated area that will be provided. It reiterated comments of shared spaces, the unity of team working together in one location, and the value of on site services.

Additionally, three members of the design and owner's team attended ride alongs with the police department. Two officers were centered around Tukwila International Boulevard and the northern extents of the city. The teams supported each other through multiple calls. The third team checked in to the Neighborhood Resource Center located on Tukwila International Boulevard to see the infrastructure and activities they have available. One officer focused on the Westfield Southcenter was able to check in to the mall substation and address concerns on site including evidence processing.



## EVERETT MUNICIPAL COURT



Courtroom view from Clerk desk



Exterior courtyard public space



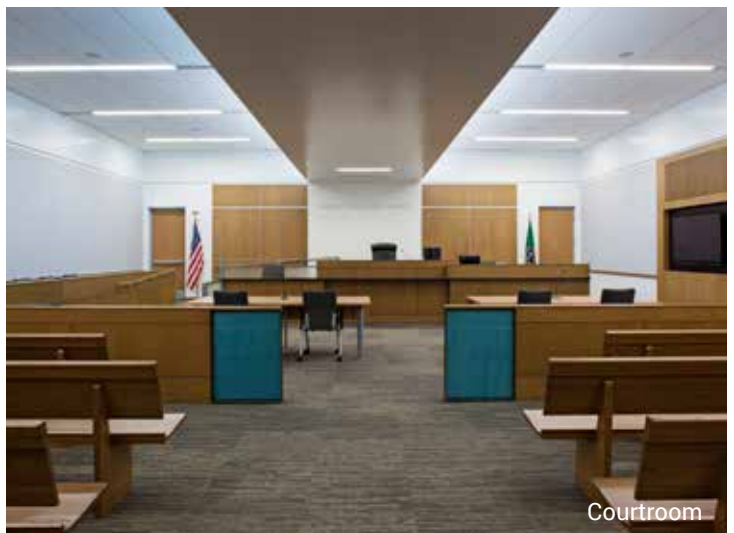
Courtroom electronics head end



Public Lobby



Clerk's desk



Courtroom





UNIVERSITY OF WASHINGTON POLICE



Exterior Signage / Bike Racks



Entry Vestibule



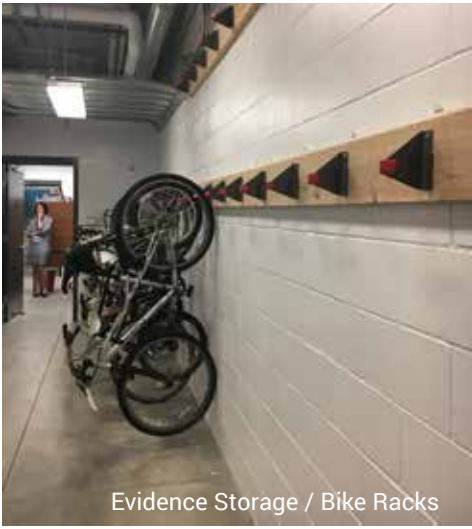
Open Office Lounge



Open Office Work Counter



Conference Room



Evidence Storage / Bike Racks



Evidence Lockers



Evidence Storage



Holding / Lock-up



## LAKEWOOD POLICE



**CITY OF TUKWILA Justice Center**  
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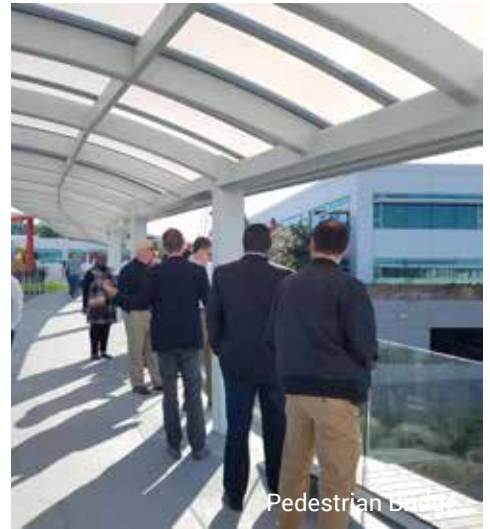
## GOOGLE



Staff break area



Exterior canopy outdoor space



Pedestrian Bridge



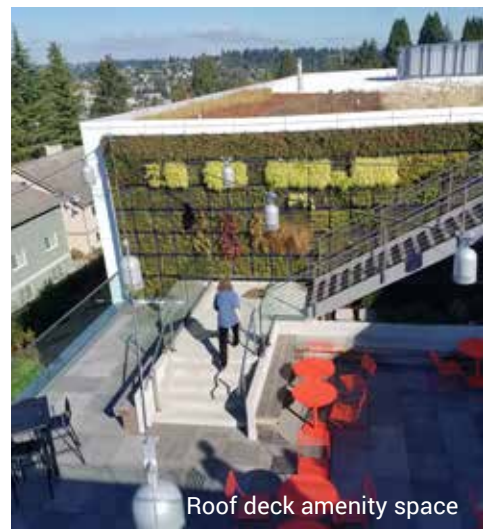
Staff break area



Skylight in common space

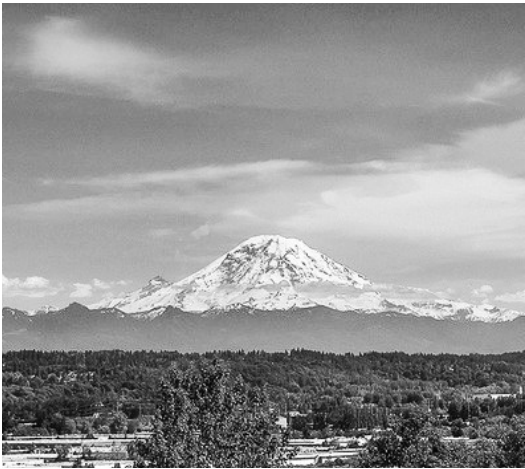


Public park between campus



Roof deck amenity space





**CITY OF TUKWILA Justice Center**  
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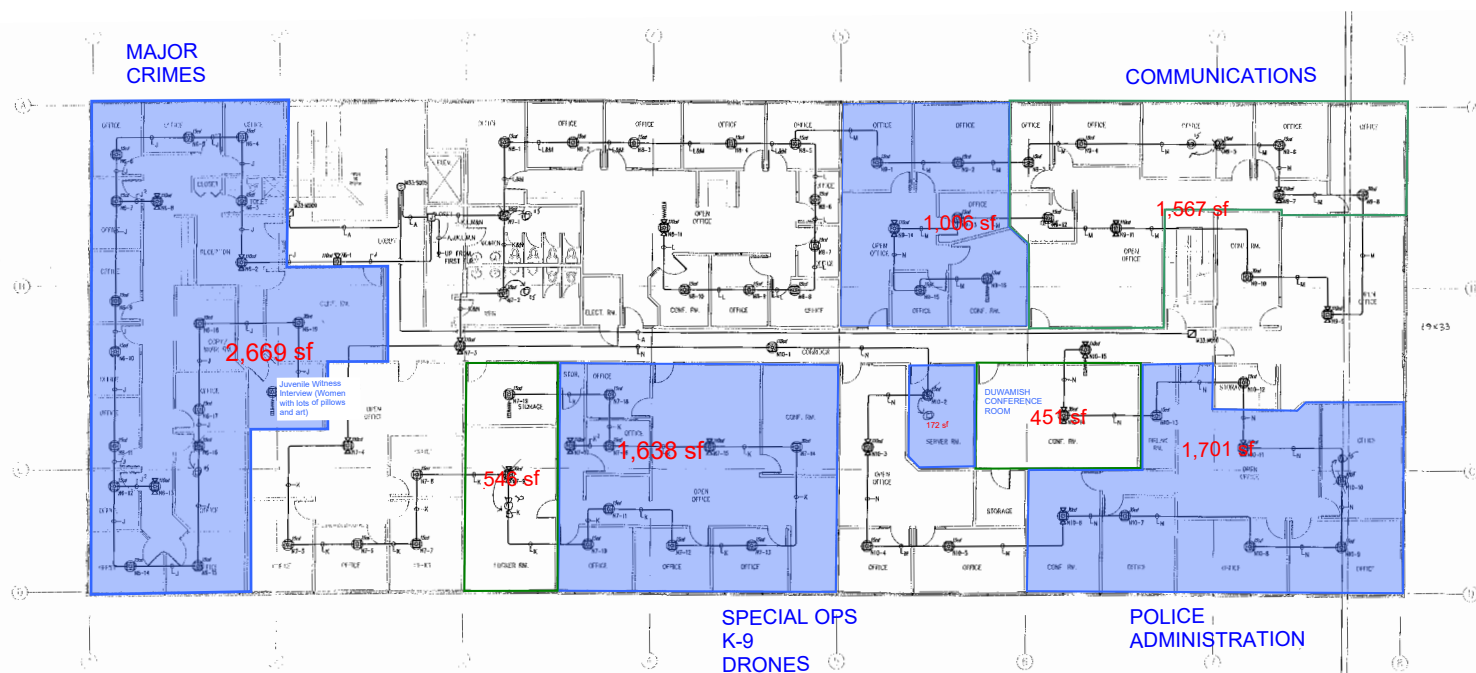


# EXISTING BUILDINGS

Scenario	Police Area	Court Area	EOC Area / Conference Center	Subtotal (DSF)	Total Area (BGSF)	Staff
Existing Buildings	17,539 DSF	7,676 DSF	2,305	29,386	35,264	91 Pol. 8 Ct.
The Bond Proposal	25,228 DSF [Including Conference Center Shared Space = 30,329 DSF] Total includes shared public space for the whole building (Lobby, IT, etc.)	7,588 DSF [Including Conference Center Shared Space = 12,689 DSF]	5,101 DSF* [* 1,200 NSF is for Conference Room designed to meet EOC requirements.]	37,917	45,500 (20% grossing factor)	91 Pol. 8 Ct.
Increase from Existing	7,689 DSF (+44%)	- 88 DSF (-1%)	2,796 DSF (+121%)			
Increase from Existing (with Conference Center)	12,790 (+73%)	5,013 DSF (+65%)	n/a			
2034 Planned Growth	8,000 DSF (potential offsite precinct)					112.5 Pol. 12.5 Ct.
Other Identified Program Needs	Future Growth	Future Growth Community Resource Center Hearings Room Adjacent to Court				112.5 Pol. 12.5 Ct.

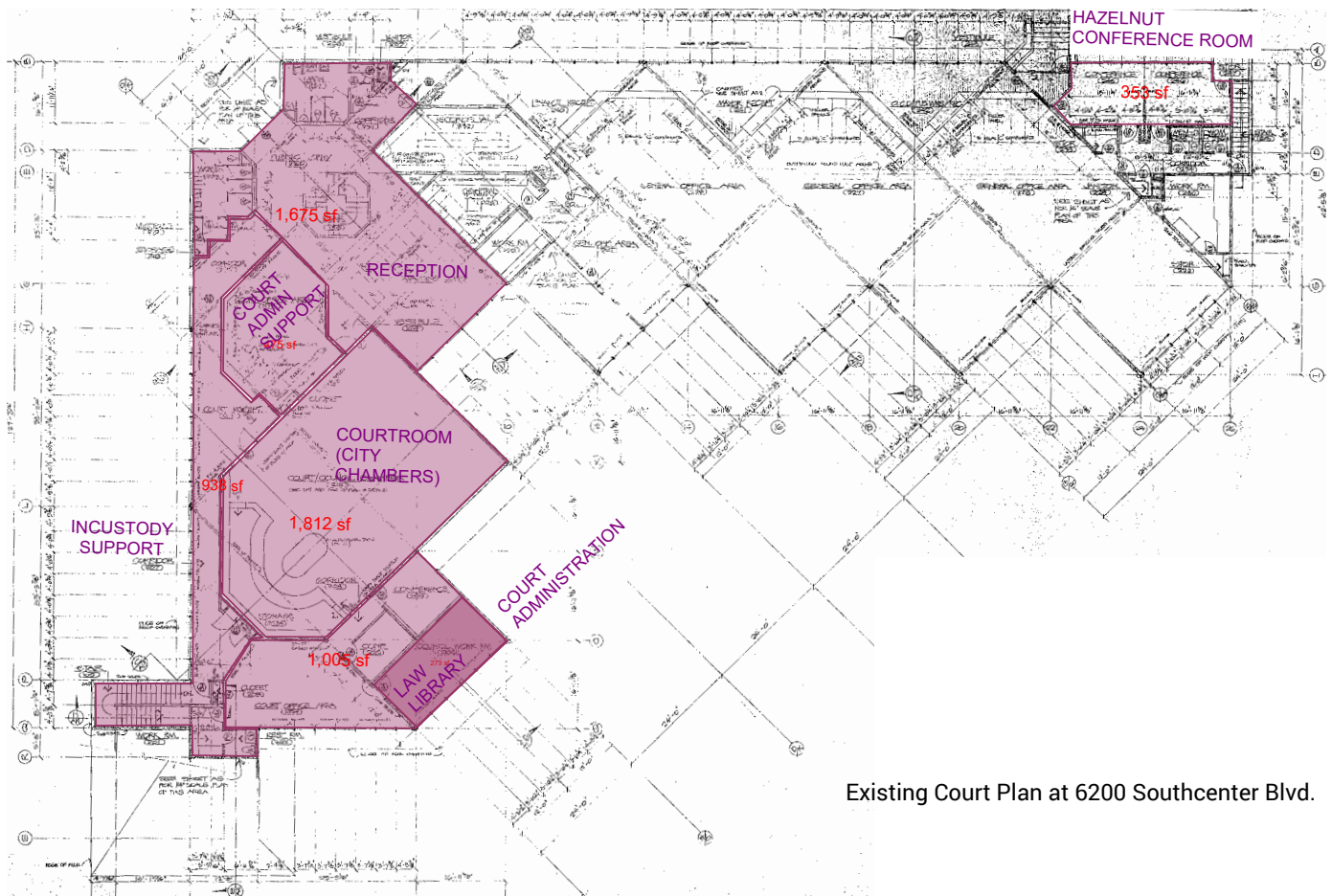
NSF = Net Square Foot  
DSF = Departmental Square Foot  
BGSF = Building Gross Square Foot

Pol. = Police  
Ct. = Court

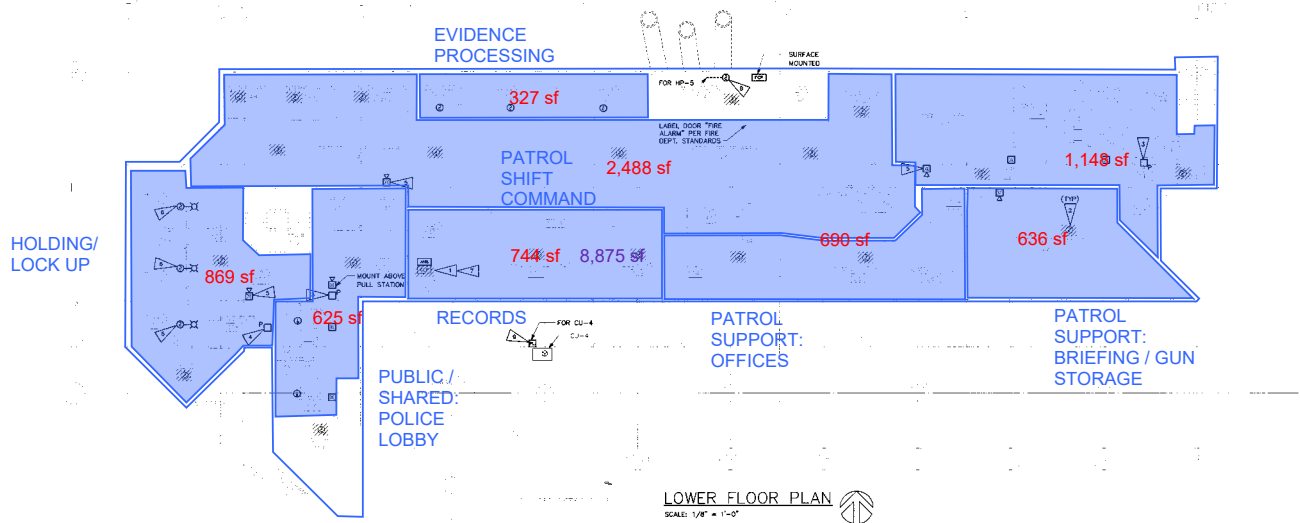


Existing Police Department Plan at 6300 Southcenter Blvd.





Existing Court Plan at 6200 Southcenter Blvd.



Existing Police Department Plan at 6200 Southcenter Blvd.



**CITY OF TUKWILA Justice Center**  
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# COMMUNITY MEETINGS



COMMUNITY MEETINGS

The Justice Center architectural design team attended two open house events for the public. The first on August 10, 2017 was a general session to meet the design team as we had just completed the RFP process and been awarded the project contract. The second on December 2, 2017 was an opportunity for the public to ask questions about the project, see the selected site, and next steps moving forward.



Justice Center Architect



DLR Group is a global integrated design firm.

Our promise is to **ELEVATE THE HUMAN EXPERIENCE THROUGH DESIGN**. This inspires a culture of design and fuels the work we do around the world. At the core of our firm are interdisciplinary employee-owner teams, engaged with all project life-cycle stakeholders. These teams champion true collaboration, open information sharing, shared risk and reward, value-based decision making, and proficient use of technology to elevate design.

Our clients experience this through our service model: **listen.DESIGN.deliver**

Our integrated Justice team doesn't just follow trends – we set new benchmarks for excellence. We dig deeper than the simple question of "What kind of facility do you need?," posing critical questions that define the spirit of justice architecture:

- How do we approach this community's social challenges?
- What solutions create the greatest benefit to society?
- How does the design of a contemporary judicial system respect all human lives?

Through this dialogue, we embrace the full continuum of justice architecture in courthouses, detention facilities, juvenile centers, or public safety buildings.



City of Tukwila   
**PUBLIC SAFETY PLAN**

THROUGH A NEW LENS



Justice Center board from Open House #2



**CITY OF TUKWILA Justice Center**  
PROGRAM DOCUMENT | December 8, 2017





Images of the Open House #3



## Justice Center

In August 2017, we shared siting criteria and possible Justice Center locations with you. Over the past couple of months, we identified the best site for the Justice Center based on the siting criteria.

### JUSTICE CENTER LOCATION AND FOOTPRINT

**New location:** South of S 150th St between Tukwila International Blvd and Military Road S

#### What did we consider when we evaluated where to put the new Justice Center?

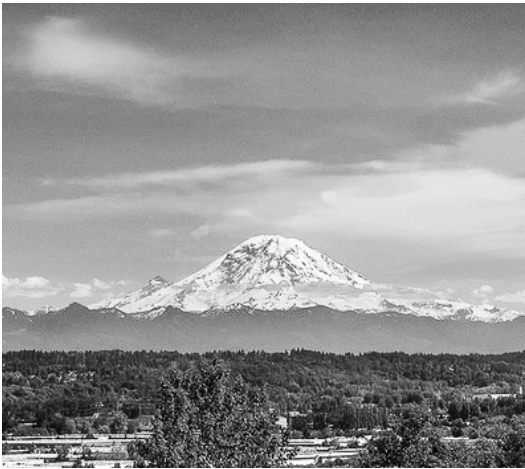
- Multiple entry points
- Secure parking for vehicles and equipment
- Located outside of the flood plain and liquefaction
- A large enough parcel to accommodate all other needs
- Proximity to transit and accessibility



City of Tukwila  
**PUBLIC SAFETY PLAN**



Justice Center board from Open House #3



**CITY OF TUKWILA Justice Center**  
PROGRAM DOCUMENT | December 8, 2017

# PROGRAM

## PROGRAM STATEMENT

At the outset of the project, DLR Group was provided with the information initiated by the City of Tukwila for the Public Safety Plan including space lists and operations. The City identified the departments and organizational hierarchy of the departments. Together, they had developed information on existing operations and what was anticipated to be located in the new Justice Center. DLR Group took this information as a starting point for the program to identify the needs and actual space requirements for each identified need.

## NEEDS ASSESSMENT PROCESS

To set a foundation for the needs of the Tukwila Police Department, DLR Group conducted needs assessment interviews with police and court leadership (three full days with police department and EOC, and one half day with the court) to better understand how the departments are organized and their operational needs. These “deep dive” interviews allow our team to gain first-hand knowledge of departmental functions, operations, and space needs on an individual functional and operational unit basis. More than just discovering the spaces that each unit requires for their operations, these interviews provided a solid understanding of the operational parameters for that functional unit and for the Justice Center as a whole. This exercise is critical for creating an accurate, flexible, and responsive program for the proposed new Justice Center.

In factoring growth for the Justice Center, it is important to consider growth that will be non-symmetrical, and departments will not grow at the same rates. While the building will be constructed in a single phase and used to house the current functions for police, court, and EOC, future additions will be required to manage growth, and cannot be factored as a standard growth factor to the Justice Center. Future precinct or additional courts to the facility is not an easily predictable growth as to where the new staff are allocated.

In order to translate these departmental unit space lists into a format which can effectively translate into a meaningful building plan, appropriate grossing factors must be applied for both departmental work areas and the building itself.

The departmental grossing factor (DGSF) accounts for the necessary aisle spaces between workstations and other unaccounted-for circulation space within the individual department. The size of the departmental gross varies based on the relative efficiency of the layout. Areas with more workstations and individualized spaces tend to have higher departmental grossing factors, compared to large scale spaces with single functions. This grossing factor value is applied at the bottom of each program tab. These DGSF values are totaled at the bottom of the summary.

To account for the footprint of the entire facility, a building grossing factor (BGSF) must also be applied. This factor accounts for large spaces in the building that typically aren't programmed, main building corridors, and mechanical and electrical rooms, along with the space taken up by stairs are all necessary elements that comprise the total program. We applied a 20% building gross.

## PROGRAMMING CONSIDERATIONS

Understanding the requirements of the Public Safety Plan bond and the need to create a shared community Justice Center for Tukwila, efficiency was key. One guiding concept is to create a zone of shared conference rooms and support spaces that serve both police and courts. Since an EOC is also an important program area and EOC events are fairly rare, this area could serve as a central point for this strategy. Conference rooms for other areas of the program, other than some required departmental conference rooms, are centered around the EOC space and can function as a conference center jointly used by internal staff, training, and community events. This strategy allowed for functional spaces in community court classes and programming, jury pool assembly, police administration, professional standards unit, investigations, support, and special operations to focus on operational function.





## ADJACENCIES

With the shared Conference Center/EOC/Training area in the center of the plan, the other departments are accessed around it. The court functions located to the right of the lobby allow a separation of branches of government. Probation spaces are directly connected to court operations, but has a large need for visibility off the public lobby for their public interaction. The north location will also be more accessible to overflow public parking on the north lot and opportunities to activate the corner of S 150th Street and Tukwila International Boulevard with public outdoor space.

The police functions surround the conference center and fall principally along the left side of the center and shared lobby. On the main level, Records needs to be directly adjacent to the lobby to provide customer service. The Patrol division has a need for adjacency to Records and to the report interview rooms in the public lobby. The Patrol shift command spaces are closest to Records and the Patrol support spaces that contain the lifeblood of the Patrol operation lay out to the north, with activities moving to the north toward the parking lot, from briefing and report writing to equipment check-out and a charging station for body cameras and radios, to lockers for duty bags, rifle bags and the armory, before heading out of the back door to patrol cars. The Patrol support area also has toilets, copy rooms, and focus/quiet rooms to allow for a sense of wellness to overlay the stressful patrol function. The police holding area also needs direct adjacency to the Patrol area, since monitoring in-custody individuals is a patrol officer collateral duty. There are report-writing workstations planned with direct view into the in-custody holding area.

On the second floor, police administration and professional standards are up front above Records, since both of these units have visitors from the outside and require a level of visibility and transparency. The Investigations is comprised of Major Crimes, Community Police Team, Special Ops, Marine Unit, and the Anti-Crime Team form a large suite along the end of the second floor, as these units share conference and interview rooms.

# Tukwila Justice Center - Program Validation

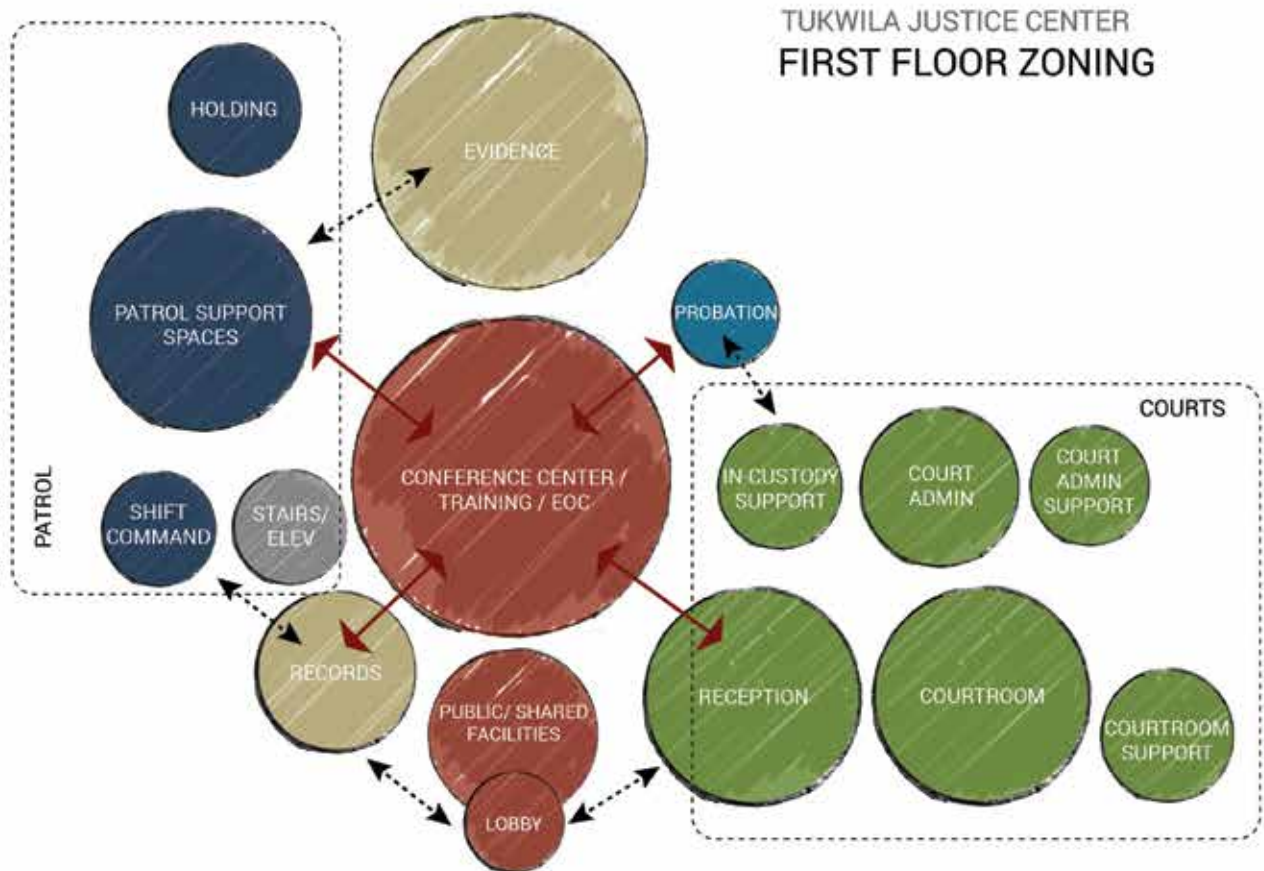
## DLR Group

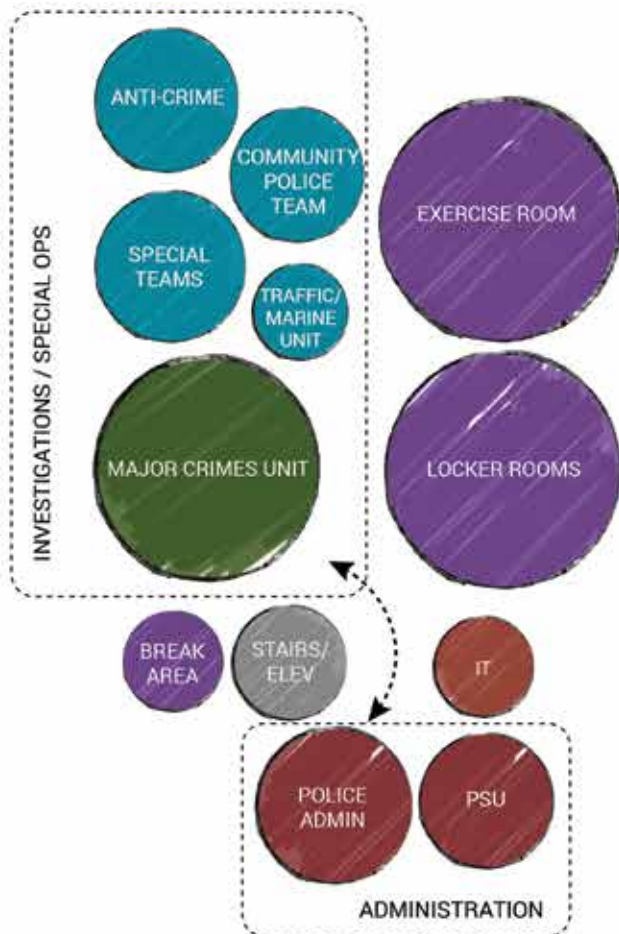
Dept.	Code	Department	Staff 2018	Sworn 2018	2018 Program Area
1.0		<b>Administration</b>			
	1.1	Police Administration	6	3	1,456
	1.2	Professional Standards Unit	6	6	891
		<b>Departmental Total</b>	<b>12</b>	<b>9</b>	<b>2,347</b>
2.0		<b>Patrol</b>			
	2.1	Patrol Shift Command	6	5	631
	2.2	Patrol Support Spaces	34	34	2,772
	2.3	Holding/Lock-up	0	0	799
		<b>Departmental Total</b>	<b>40</b>	<b>39</b>	<b>4,202</b>
3.0		<b>Investigations</b>			
	3.1	Marjor Crimes Unit (MCU)	17	13	2,463
	3.2	Anti-Crime Team (ACT)	5	5	900
		<b>Departmental Total</b>	<b>22</b>	<b>18</b>	<b>3,363</b>
4.0		<b>Support Operation</b>			
	4.1	Records	9	0	1,325
	4.2	Evidence	2	0	4,202
	4.3	Volunteers/Interns	0	0	-
		<b>Departmental Total</b>	<b>11</b>	<b>0</b>	<b>5,527</b>
5.0		<b>Special Ops</b>			
	5.1	Traffic/Marine Unit	5	5	527
	5.2	Community Police Team (CPT)	9	9	815
	5.3	Special Teams	0	0	948
		<b>Departmental Total</b>	<b>14</b>	<b>14</b>	<b>2,290</b>
6.0		<b>Shared Support Facilities</b>			
	6.1	Locker Rooms			2,543
	6.2	Exercise Room			2,266
	6.3	Break Areas			571
	6.4	Building Storage			330
	6.5	Custodial & Maintenance			380
		<b>Departmental Total</b>			<b>6,089</b>
7.0		<b>Facilities</b>			
	7.1	Public/Shared Facilities			865
	7.2	Emergency Operations Center (EOC)			5,101
	7.3	Information Technology (IT)			546
		<b>Departmental Total</b>			<b>6,512</b>
8.0		<b>Courts</b>			
	8.1	Reception			1,838
	8.2	Court Administration	8		1,084
	8.3	Court Administration Support			598
	8.4	Courtroom			1,980
	8.5	Hearings Room			-
	8.6	Courtroom Support			754
	8.7	Incustody Support			645
		<b>Departmental Total</b>	<b>8</b>		<b>6,899</b>
9.0		<b>Probation</b>			
	9.1	Probation	3		312
	9.2	Probation Support			377
	9.3	Community Resource Center			-
		<b>Departmental Total</b>	<b>3</b>		<b>689</b>
Subtotal Police Staff			99	80	
Subtotal Court Staff			8	0	
Subtotal Probation Staff			3	0	
Total Staff			110	80	
DGSF Subtotal					37,917
Building grossing factor: DGSF subtotal x 20% = BGSF					1.2
<b>Gross Building Square Footage (BGSF)</b>					<b>45,500</b>



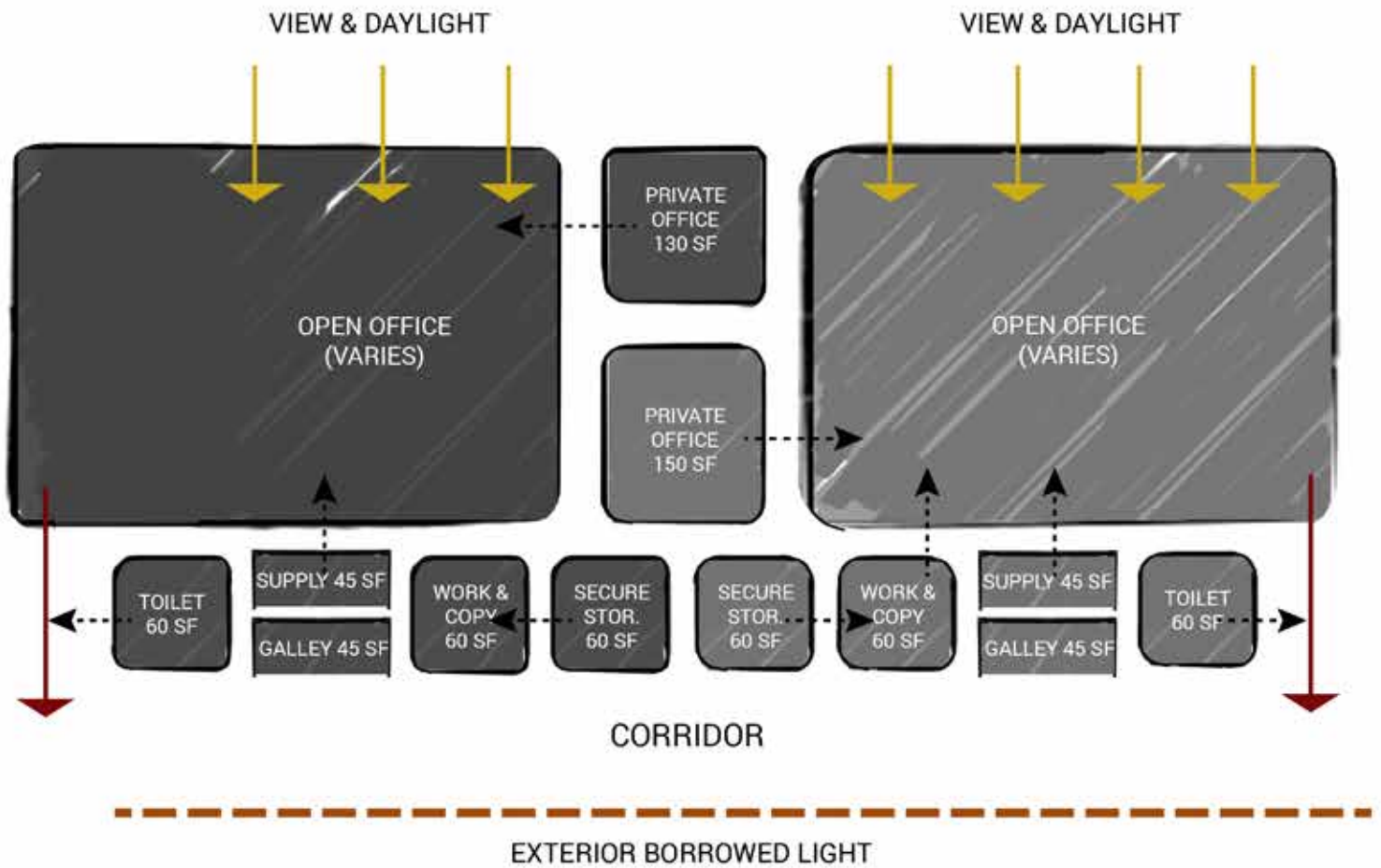
Notes:

1. Staffing projections are based on City of Tukwila-provided 20 year population data, staff and administration interviews and industry benchmarks.
2. Program assumes a minimum of a two level stacking in order to suggest needed adjacencies. Different stacking arrangements may require revisiting program areas.
3. In order for the community room and training room to operate like one divisible facility, the EOC in tab 7.2 and Public Areas in tab 7.1 must be in direct adjacency.
4. Building grossing factors based on assumed, logical building shape and stacking, combined with IT and custodial program areas being quantified. Unusual changes to the layout or stacking may have impact on building grossing, which should be adjusted up or down accordingly.
5. This program contains some spaces within the Justice Center may have shared uses with Courts. These spaces include, but may not be limited to, Break Areas, tab 6.3; Community/Training Room, tab 7.1; and Conference/Training Rooms in EOC, tab 7.2
6. Space lists were developed from a combination of surveys that were filled out by police commanders, court staff, organization charts, discussions with administration, and hour-long face to face interviews and space tours, held with staff from every specialty contained in this program. This was combined with past DLR Group programming experience and observations from tours of other facilities and discussions to create the draft space list and the accompanying required square footages.
7. Statistical staffing analysis and parking analysis are under separate cover





## TUKWILA JUSTICE CENTER SECOND FLOOR ZONING



## OFFICE SUITE STANDARDIZATION

To capitalize on efficiencies and flexibility in the Justice Facility, the departments will use a standardization for the open work areas. Each department will have an open office area sized to accommodate the number of stations per department. Adjacent to each department will be the required private offices. Private offices are provided for commanders, leaders of departments, and executive level positions (judge and chief). Private phone rooms will be provided as required for departments to have more privacy than the open area allows, but will be shared by all people.

Along the corridor, the departments will be buffered from the circulation noises and provide additional privacy with core functions of toilets, supply closets, kitchenettes, and storage. This core can be activated with furniture within the corridor space.

Because the facility is sized for current staffing and officer levels, the standardized department model will provide flexibility for sizing as departments grow or shrink in staffing or operations.

The building width will be sized for natural daylighting strategies into the open workstation areas and borrow light across the corridor and core. Views will be protected with high level daylighting glazing in lieu of view glazing (height of window above 5'-0") to ensure privacy for officers from the exterior public.

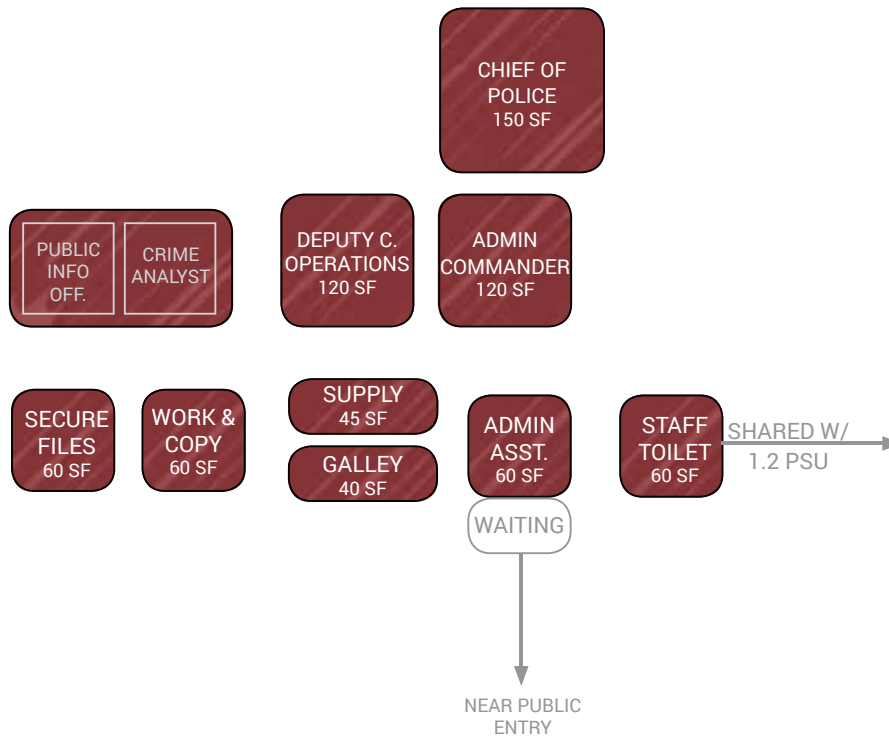
## POLICE ADMINISTRATION

Program: Tukwila Police Department (Justice Center)					
Program Code: 1.0					
Function/Area: Administration					
Sub-Area Code: 1.1					
Sub-Area(s): Police Administration					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
1.1	<b>Police Administration</b>				
1.1 1.00	Reception				
	Admin Waiting		30	1	30
					Close to lobby, outside office area, mostly in grossing area / passive space
1.1 2.00	Supporting Functions				0
	Administrative Assistant	1	60		60
					6'-0" x 10'-0" Workstation with transaction top and reception window
	Chief of Police	1	150		150
					Office with workstation, credenza, visitor chair (no table)
	Deputy Chief - Operations	1	120		120
					Office with workstation (2) guest chairs
	Administrative Commander	1	120		120
					Office with workstation, (2) guest chairs
	Crime Analyst	1	60		60
					6'-0" x 10'-0" Workstation in open office area
	Public Information Officer	1	60		60
					6'-0" x 10'-0" Workstation in open office area
	Financial Planner		60		0
	Legal Council		60		0
1.1 3.00	Support Spaces				
	Admin Conference Room		300	1	300
					Conference room for up to (12)
	Copy & Workroom		60	1	60
					Copier, cabinets for supply storage
	Secure Files		60	1	60
					Standard secure storage
	Supply Storage		45	1	45
					Closet for storage of office supplies
	Galley		40	1	40
					Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	1	60
					Individual toilet room for staff use, shared with PSU
1.1	<b>TOTAL STAFF</b>	6			
	Sworn Staff	3			
	Subtotal - Net Square Feet				1,165
	Circulation Factor (25%)				291
	<b>TOTAL DGsf</b>				<b>1,456</b>





## 1.1 ADMINISTRATION



The police administrative suite contains the offices for the Chief of Police, one Deputy Chief and Administrative Commander, along with workstations for the administrative assistant, public information officer, and crime analyst. The admin suite is self-contained, secure, and acts as a bit of a headquarters for police operations. This is a place where visitors, organizations, and public can meet with police leadership. This is one department that

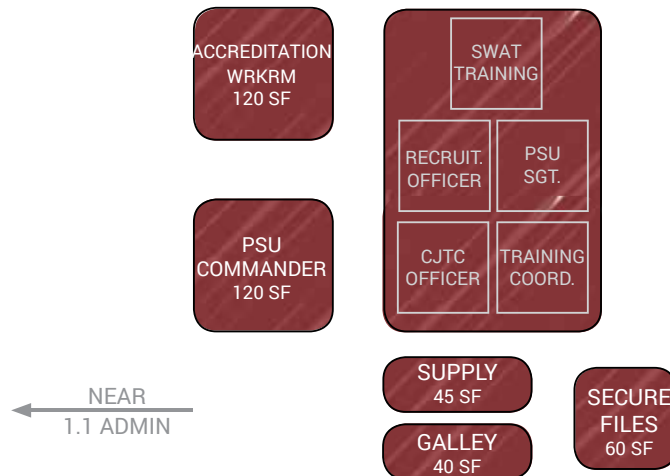
includes its own internal conference room, as the chiefs need private access for sensitive internal and external meetings. This room is also used by Professional Standards Unit for their highly sensitive interviews. There is a small waiting room adjacent to the administrative assistant for visitors to the space. The process for a visitor will involve an initial registration and screening in the front lobby by Records and a secondary security point at this waiting area.

## PROFESSIONAL STANDARDS UNIT (PSU)

Program:		Tukwila Police Department (Justice Center)			
Program Code:		1.0			
Function/Area:		Administration			
Sub-Area Code:		1.2			
Sub-Area(s):		Professional Standards Unit (PSU)			
		2018 Area			
Component		Staff	Unit	Units	SubTotal
Number	Staff/Component Description	2018	NSF		NSF
1.1	Professional Standards Unit (PSU)				
					Separate suite with its own entrance, adjacent to PSU
1.1 1.00	Reception				
1.1 2.00	Supporting Functions				
	PSU Commander	1	120		120
	PSU Sergeant	1	60		60
	Training Coordinator	1	60		60
	Recruiting Officer	1	60		60
	CJTC Tac Officer	1	60		60
	SWAT Training Coordinator	1	60		60
1.1 3.00	Support Spaces				
	Secure Files		60	1	60
	Supply Storage		45	1	45
	Accreditation Work Room		120	1	120
					Accreditation conference room and work room, table with (4) seats, book cases for accreditation manuals
	Galley		40	1	40
					Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	0	0
					Shared with Police Admin, tab 1.1
1.1	TOTAL STAFF	6			
	Sworn Staff	6			
	Subtotal - Net Square Feet				685
	Circulation Factor (30%)				206
	TOTAL DGSF				891



## 1.2 PROFESSIONAL STANDARDS UNIT



LEGEND:



The Professional Standards Unit (PSU) provides impartial, internal investigations into police matters, thus security and propriety of this section is paramount. In addition to an office for the PSU Commander, where privileged discussions may take place, there are workstations in this area for the PSU Sergeant, as well as coordinators for training, SWAT training, tactical, and recruiting. This unit is where accreditation for the department will be handled in the future.

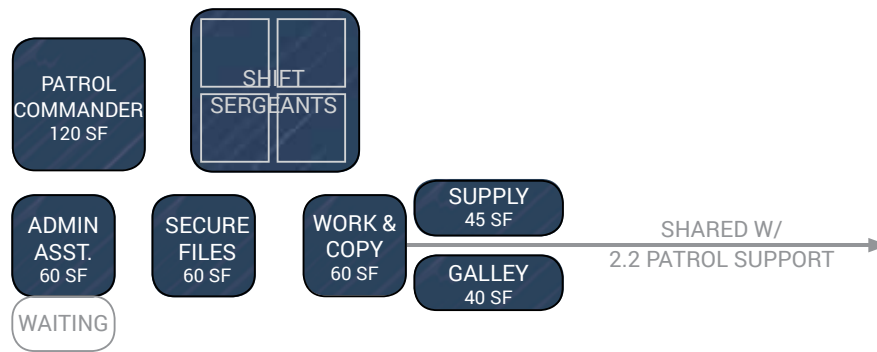
Aside from workspace, this office, which is closely allied to Police Administration, there is a secure and lockable file room for the highly confidential internal affairs files and a room to run the detailed accreditation processes, when they come up for review.

## PATROL SHIFT COMMAND

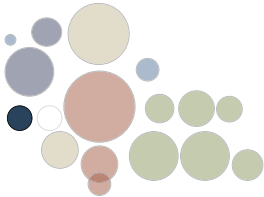
Program: Tukwila Police Department (Justice Center)					
Program Code: 2.0					
Function/Area: Patrol					
Sub-Area Code: 2.1					
Sub-Area(s): Patrol Shift Command					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
2.1	<b>Patrol Shift Command</b>				
2.1 1.00	Reception				
2.1 2.00	Supporting Functions				
	Patrol Admin Assistant	1	60		60
	Patrol Commander	1	120		120
	Shift Sergeants	4	60	2	120
2.1 3.00	Support Spaces				
	Copy & Workroom		60	1	60
	Secure Files		60	1	60
	Supply Storage		45	1	45
	Galley		40	1	40
2.1	<b>TOTAL STAFF</b>	6			
	Sworn Staff	5			
	Subtotal - Net Square Feet				505
	Circulation Factor (25%)				126
	<b>TOTAL DGSF</b>				631



## 2.1 PATROL SHIFT COMMAND



LEGEND:



This area is a consolidated zone for the Patrol Division command offices. This is where the Patrol Commander's office will be, along with workstations, which will be shared by the Sergeants that run each shift. Like Police Administration, this Shift Command area acts as a head-end for the Patrol division and offers these commanders a level of connection to both Records, the lobby, and the full Patrol division, but also a measure of stature and privacy for their vital leadership roles.

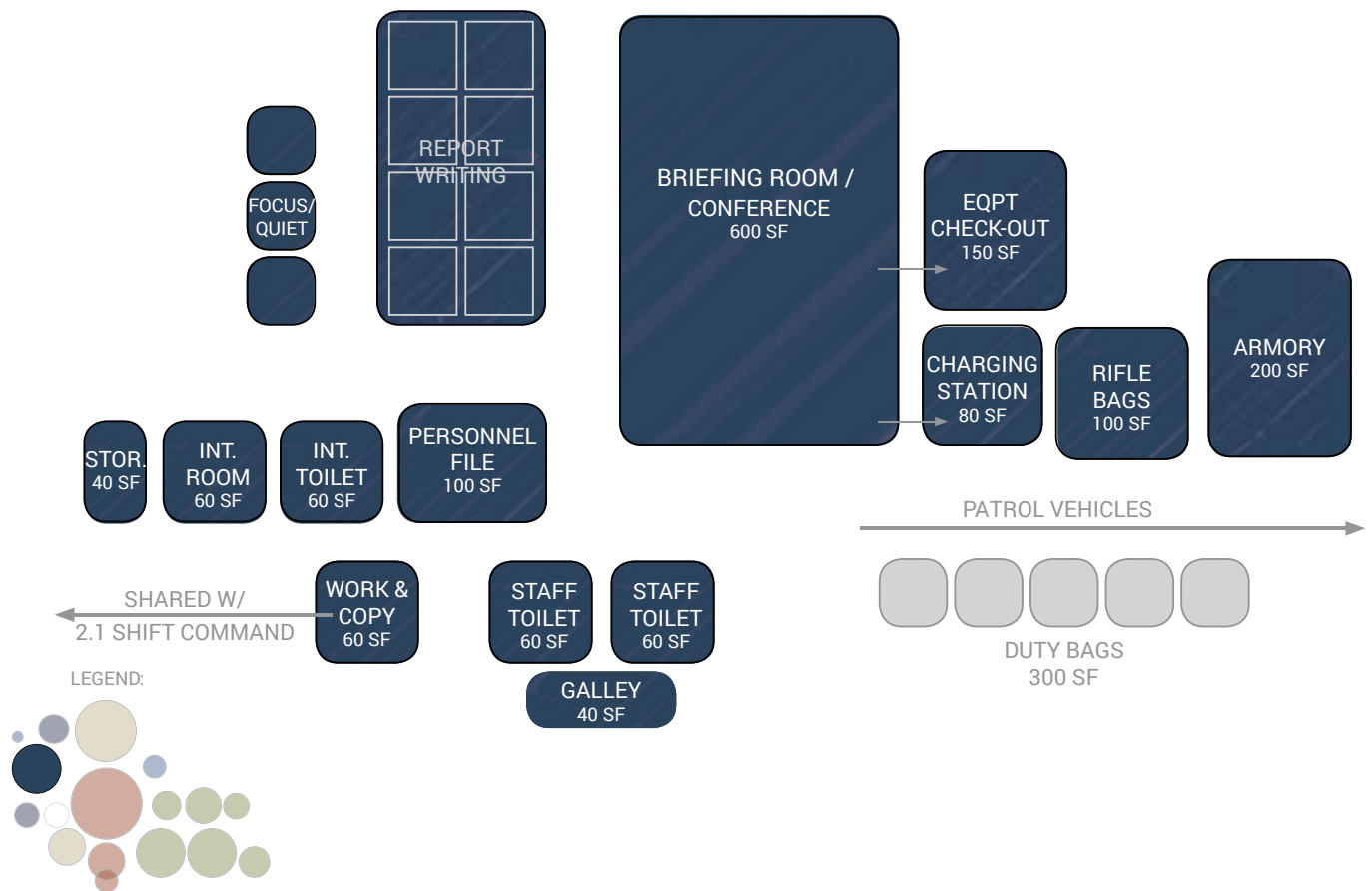
The Shift Command area works as a suite with Patrol Support (2.2) and shares many of its spaces, but also has a small waiting area for officers who need to meet privately with a supervisor, as well as a copy room, small storage room, and supply storage and coffee bar.

## PATROL SUPPORT SPACES

Program: Tukwila Police Department (Justice Center)					
Program Code: 2.0					
Function/Area: Patrol					
Sub-Area Code: 2.2					
Sub-Area(s): Patrol Support Spaces					
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
2.2	<b>Patrol Support Spaces</b>				
2.2 1.00	<i>Support Spaces</i>				
	Staff Entry Vestibule		80	1	80 Main staff entry for patrol staff entering and exiting the facility. Locate near parking and duty bags
	Report Writing		40	8	320 (8) report writing stations with evidence sorting table in the center
	Personnel File Area		100	1	100 Room for (8) 5H Lateral File Cabinets with Patrol personal files
	Briefing Room		600	1	600 Breakout room; Lockable IT cabinet for infrastructure
	Interview Rooms		60	1	60 Interview room in Patrol area
	Interviewee Toilet		60	1	60 Locate next to interview room
	Focus/Phone Rooms		40	3	120 Rooms for small meetings, private phone conversations and quiet focus
	Patrol Equipment Check Out		150	1	150 Large securable area with racks for rifles & less lethals, radios, etc. w/ counters and cabinets, key cabinet, adjacent to briefing
	Charging Station		80	1	80 For body cam station, radio charging island outside of briefing/equipment
	Duty Bags		6	50	300 Corridor space for 36"w x 30" H x 24"D duty bag/backpack spaces, (3) rows high on way to parking (50) total bags in open racks, locate adj to cars. Based on 2037 projection of (58) patrol officers + (19) CPT, provide open rack shelving
	Rifle Bags		100	1	100 Room adj to briefing room with shelving for storage of rifle bags
	Armory		200	1	200 Lockable cabinetry with counter space and cubbies for boxes of ammo, island in center, include gun cleaning area with gun cleaning inside
2.2 3.00	<i>Staff Support</i>				
	Copy & Workroom		60	0	0 Shared with Patrol Shift Command, in tab 2.1
	Storage Room		40	1	40 Small closet for miscellaneous patrol storage, locate between interview rooms
	Mailboxes		40	1	40 Central mailbox area with millwork for a total of (150) 8 1/2" x 11" flat slots; within common space / grossing area
	Galley		40	1	40 Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	2	120 (2) individual toilet rooms for staff use
2.2	<b>TOTAL STAFF</b>	34			
	Sworn Staff	34			
	Subtotal - Net Square Feet				2,410
	Circulation Factor (15%)				362
	<b>TOTAL DGSF</b>				2,772



## 2.2 PATROL SUPPORT SPACES



This area is the lifeblood of the Patrol operation with officers coming onto and off of shift, briefing, picking up the tools of the trade and quickly accessing evidence bag-and-tag, locker rooms, and lockers for duty and rifle bags out to their waiting police vehicles.

The briefing room is the centerpiece of this area and has seating for up to twenty-four officers at a time. This room is supported by an equipment check-out room that includes radars, radios and ticket writers, a charging zone for body cameras and flashlights, and individual cubbies for the large duty and rifle bags that contain many of the tools a patrol officer needs on shift. To address mental health

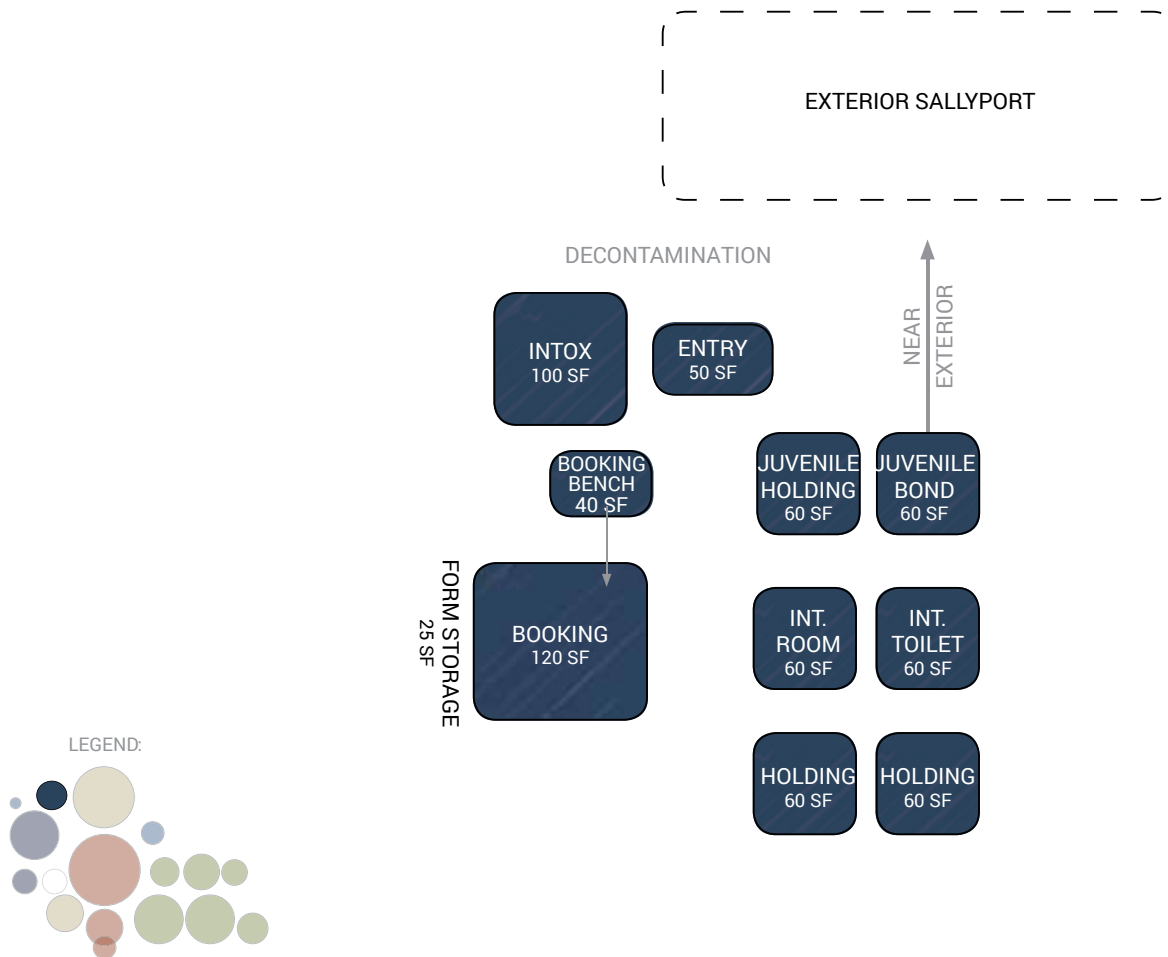
needs and feelings of identity for the often-solitary existence of officers are focus/phone rooms for quick meetings, private conversations, or even a chance to decompress from a stressful incident. A dedicated Patrol entry is part of this area, because a sense of arrival is so critical to recruitment, retention and a sense of wellbeing. Because the work of an officer pushes them occasionally into messy or dirty situations, there is a mud room located near the Patrol entry to allow for mud or something worse to be washed off of the officer's boots before being tracked through the rest of the facility. This room contains a metal-grated floor, a trench drain, and a powerful gear extractor – a type of washing machine for tough gear.

## HOLDING

Program:		Tukwila Police Department (Justice Center)				
Program Code:		2.0				
Function/Area:		Patrol				
Sub-Area Code:		2.3				
Sub-Area(s):		Holding/Lock-Up				



## 2.3 HOLDING



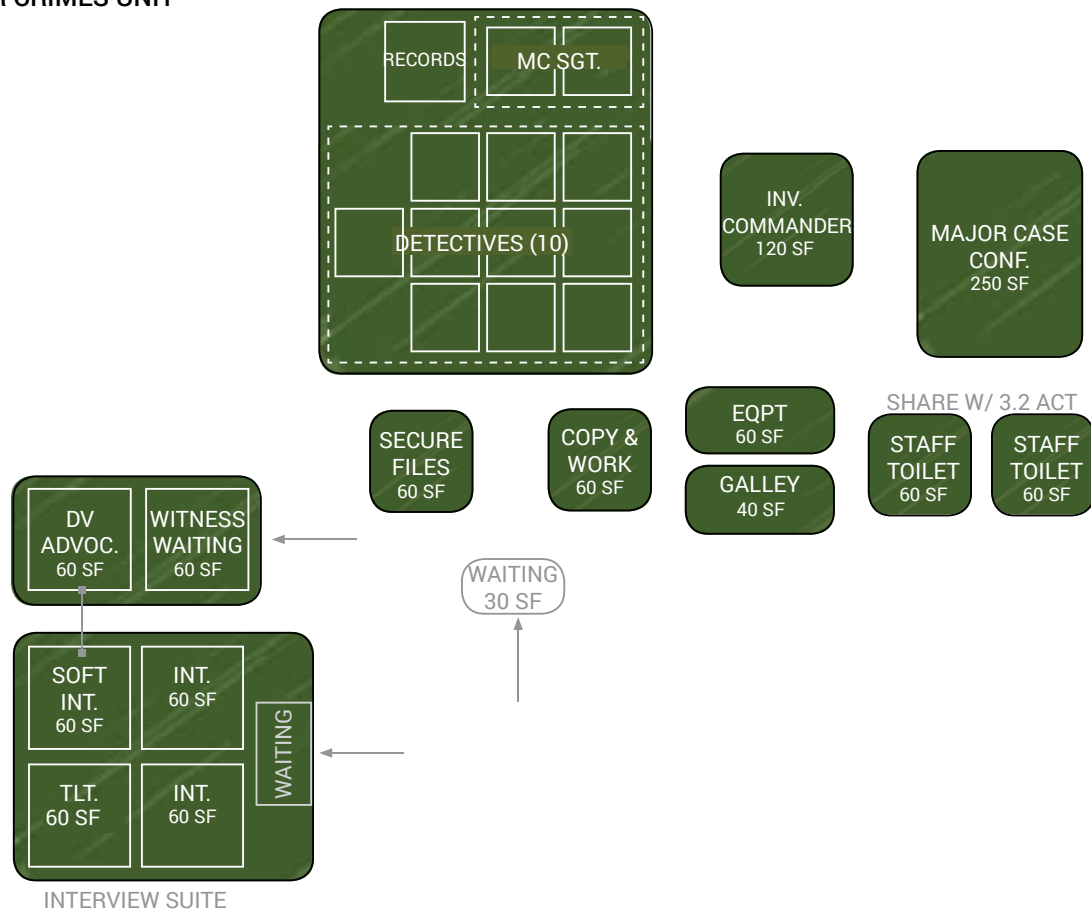
A small secure holding area is provided for processing DUI and holding of individuals for crimes, or interviews. There are a total of three holding cells are provided, two for adults and one, separate compartment for holding juvenile offenders. This area has a processing area for an officer to take information and book someone into the lockup, an Intox room that houses an intoxilizer

for testing intoxication, and a secure interview room. This area is supported by a secure, enclosed sally port, which will be a fenced area that attaches to the building.

## MAJOR CRIMES UNIT

Program:		Tukwila Police Department (Justice Center)				
Program Code:		3.0				
Function/Area:		Investigations Bureau				
Sub-Area Code:		3.1				
Sub-Area(s):		Major Crimes Unit (MCU)				
Component		2018 Area				
Number		Staff 2018	Unit NSF	Units	SubTotal NSF	Comments
3.1	Major Crimes Unit (MCU)					MCU is lead area in Investigations Suite, which calls for adj to ACT/CPT
3.1 1.00	Reception					
	Entry Area					Entry area on public side with small seating area
	Major Crimes Waiting		30	1	30	Seating for (4) + end tables
3.1 2.00	Supporting Functions					
	Investigations Commander	1	120		120	Office with workstation, (2) guest chairs
	Administrative Assistant	1	60		60	6'-0" x 10'-0" Workstation
	Major Crimes Sergeant	2	60		120	6'-0" x 10'-0" Workstation in open office area
	Detectives	10	60	12	600	6'-0" x 10'-0" workstation with guest chair, arranged in pairs with low partition in-between workstations to encourage collaboration. Assumes that all 16 detectives are not working simultaneously
	Records Specialist	1	60		60	6'-0" x 10'-0" workstation with guest chair
	Victim Witness Waiting		60	1	60	Victim/Witness waiting area, adj to DV Suite, within secure area, away from interview suite to avoid contact
	DV Advocate	1	60		60	Office with workstation, closet, (2) guest chairs, counseling couch, side tables
3.1 3.00	Support Spaces					
	Interview Suite					Interview rooms are arranged in an enclosed suite, with its own entrance, apart from Major Crimes office areas, its own waiting and toilet. To confine interviewees from general PD environment
	Interview waiting		30	1	30	Waiting area contained within suite for separation from victim/witness waiting
	Interview Rooms		60	2	120	Seating for (3), acoustic finish, high STC partitions, door seals, full recording, locate next to Patrol interview rooms/toilet in Patrol Support, tab 2.2 for a complete interview suite
	Soft Interview Room		60	1	60	Same as above, larger rooms with softer accommodations, locate one adj to DV Advocate suite
	Interview Toilet		60	1	60	Toilet within interview suite, soundbreak
	Major Case Conference Room		250	1	250	Conference room for 7-8, smart boards
	Copy & Workroom		60	1	60	Copy/Work area with copier, cabinets for office supply storage
	Equipment Room		60	1	60	With counters & racks for long guns, cubbies for rams/shields
	Secure File Room		60	1	60	Secure file storage
	Galley		40	1	40	Small coffee bar with cabinets above & below, mini-fridge
	Staff Toilet		60	2	120	Toilets for Investigations area, shared with ACT/CPT/Special Ops
3.1	TOTAL STAFF	17				
	Sworn Staff	13				
	Subtotal - Net Square Feet				1,970	
	Circulation Factor (25%)				493	
	TOTAL DGSF				2,463	

### 3.1 MAJOR CRIMES UNIT



The Major Crimes Unit (MCU) serves as the center of a broader Investigations suite for the department. This is where detectives operate, with an office for the Investigations Commander and workstations for two administrative assistants, and detectives, working in a collaborative environment. There is also area for a domestic violence advocate, and a records specialist that supports this section.

Since detectives very often have the need to interview both witnesses and suspects, a secure space adjacent to the detectives area has a dedicated waiting area and two interview rooms, plus a larger, soft interview room that can also be used for DV Advocate mediations. There is also a small toilet contained in this area so that an interviewee does not need to be led out of this secure area that also limits views into adjacent office spaces.

MCU acts as a center point for facilities for the other Investigations units, hosting a copy room, supply room, secure file rooms, and a shared conference room. This MCU conference room is a requirement, as active investigations, sometimes involving outside agencies (ATF, etc.), which are routine, will need to leave sensitive information pertaining to an active investigation up for days. This does not translate well to a shared conference room. However, other investigative units (Anti-Crime, Community Policing, and Special Ops) have access to secure meetings in this conference room.

MCU is a unit where there is a strong desire for private offices for detectives. This will be discussed in more detail throughout design, but cannot be implemented in the current program for the bond proposal.

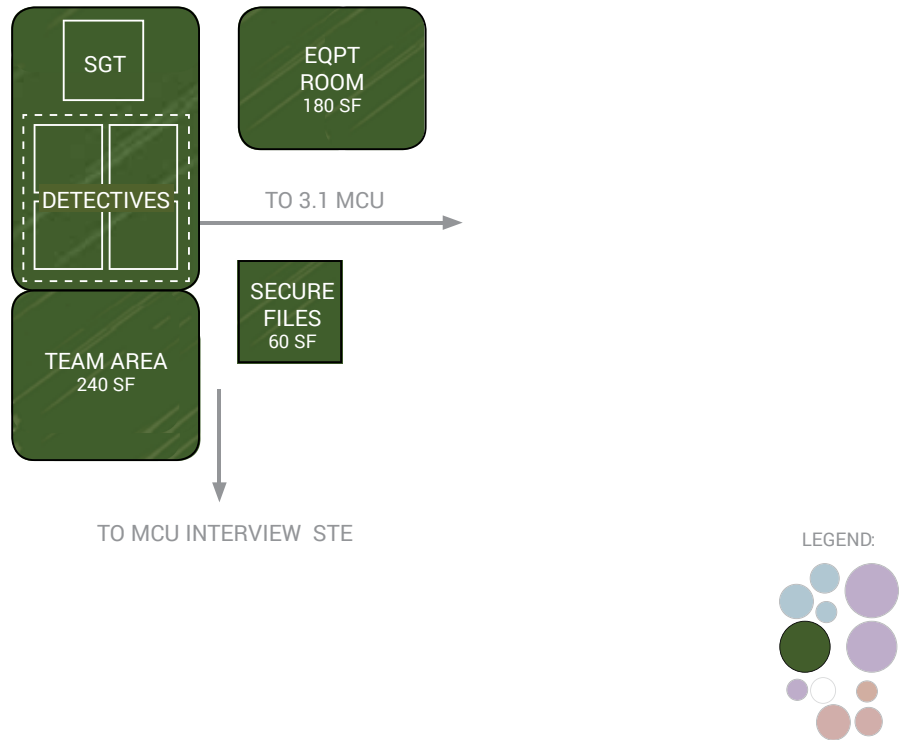
## ANTI CRIME UNIT

Program: Tukwila Police Department (Justice Center)					
Program Code: 3.0					
Function/Area: Investigations Bureau					
Sub-Area Code: 3.2					
Sub-Area(s): Anti-Crime Team (ACT)					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
3.1	<b>Anti-Crime Team (ACT)</b>				
					ACT is part of Investigations Suite, sharing interview rooms, conference, and support spaces with MCU, tab 3.1
3.1 1.00	Reception				
	Entry Area/Waiting				Shared with MCU, tab 3.1 for both public, victim/witness, and interviewee waiting
3.1 2.00	Supporting Functions				
	Anti-Crime Team Sergeant	1	60		60 6'-0" x 10'-0" Workstations
	Anti-Crime Team Detectives	4	60		240 6'-0" x 10'-0" Workstations
3.1 3.00	Support Spaces				
	Interview Room				For interviews in ACT, shares interview suite in MCU, tab 3.1
	Team Area		240	1	240 Shares major care conference room, tab 3.1, but a more casual team meeting area within the office space is needed for briefings and meetings with outside agencies (DEA, ATF, etc). Provide conference table and 12-14 seats.
	Copy & Workroom				Shared with MCU, tab 3.1
	Equipment Room		180	1	180 Shelving for surveillance radios, cameras, trackers, includes workstation for computer forensics
	Secure File Room		60	1	0 Not provided due to 100% electronic files
	Galley		60	0	Shared with MCU, tab 3.1
	Staff Toilet				Access to toilets in MCU, tab 3.1
3.1	<b>TOTAL STAFF</b>	5			
	Sworn Staff	5			
	Subtotal - Net Square Feet				720
	Circulation Factor (25%)				180
	<b>TOTAL DGSF</b>				900





### 3.2 ANTI CRIME TEAM



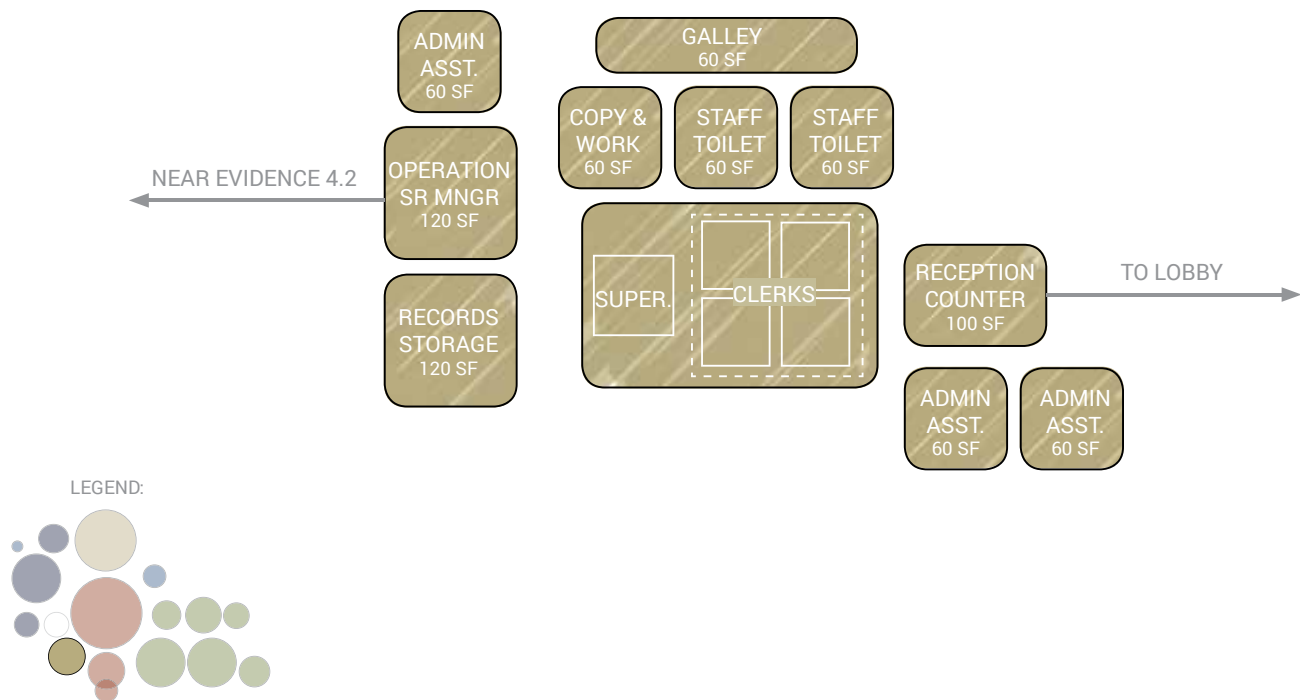
These offices are for the Anti-Crime Team (ACT) also referred to as “Tac Team”, which is a tactically-oriented unit that provides more targeted investigations, including infiltration of gangs, undercover work and the interview of informants. This area has a tight team of a Sergeant and four

officers, with workspace and an open team meeting area for mapping out strategy. ACT has a large room for their undercover equipment and supplies, but shares copy rooms and other support spaces with MCU.

## RECORDS

Program: <b>Tukwila Police Department (Justice Center)</b>					
Program Code: <b>4.0</b>					
Function/Area: <b>Support Operation</b>					
Sub-Area Code: <b>4.1</b>					
Sub-Area(s): <b>Records</b>					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
4.1	<b>Records</b>				
					Records is a 24/7 staffed area and as such, staff is not allowed to leave and the space needs to be self-sufficient
4.1 1.00	Reception Public Reception Counter		100	1	100
					Counter spans front of space with workspace for up to (2) seated workstations/reception positions with file space beyond, millwork for form storage (see below), bullet-resistant construction, deal trays w/ speaker communication. Monitors located above front area for camera and lock-up monitors
4.1 2.00	Supporting Functions Support Operation Senior Manager Administrative Assistant	1	120		120
		3	60		180
	Records Supervisor	1	60		60
	Records Clerks	4	60		240
					(4) 6'-0" x 10'-0" workstations with storage tower and guest chair, printer area at every station. Shared between shifts, with swing shift coverage, includes disposition specialist. Stations need view of front window, as reception is a collateral function for all
4.1 3.00	Support Spaces Records Storage		120	1	120
					12' x 10' area for HD carriages, pending final validation of long-term records management strategy, presumption is reduced from current holding of (3) years of active files.
	Forms Area		0	1	0
					Area with millwork for form storage, adj to front counter, in grossing area
	Galley		60	1	60
					10' long counter with 8'-0" prep space kitchenette with basic amenities
	Copy & Workroom		60	1	60
					Copy/Work area integrated into work flow, away from front counter area
	Toilets		60	2	120
					Single, multi-stall, uni-gender toilet within the Records area
4.1	<b>TOTAL STAFF</b> Sworn Staff	9			
	Subtotal - Net Square Feet	0			1,060
	Circulation Factor (25%)				265
	<b>TOTAL DGSF</b>				1,325

## 4.1 RECORDS

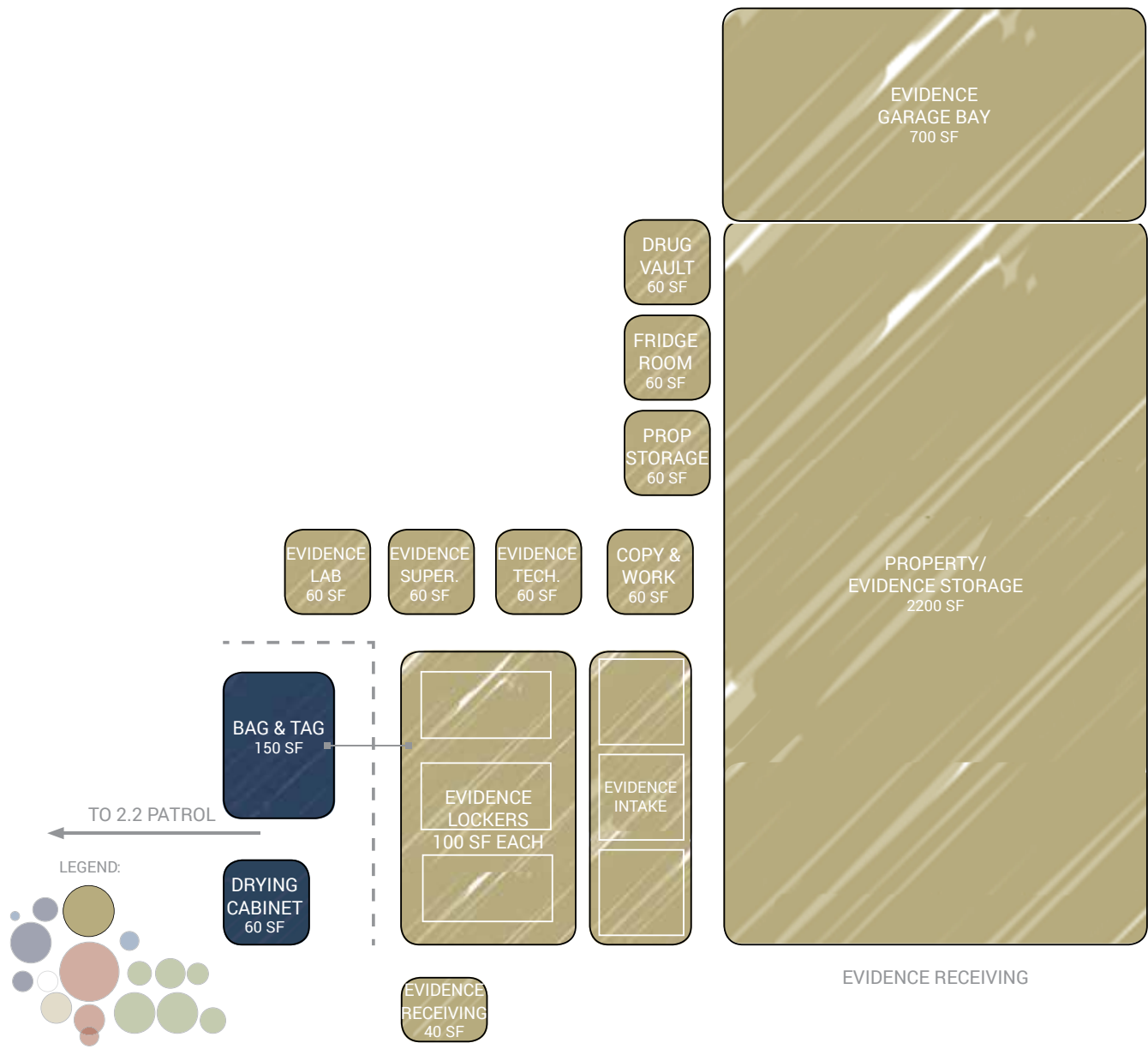


The Records Division serves the primary public reception point for the whole facility, with a secure, public reception window into the lobby. The Records clerks also provide a visual screening of the lobby spaces and monitor the holding area. In addition to this public service function, the Records staff maintain police records, provide background information to officers and other clerical and administrative functions. There is an office for the Support Operation Senior Manager and workstations for an administrative assistant, Records supervisor and four additional Records Clerks, per shift, since Tukwila runs a twenty-four hour Records unit.

To support the Records Division, there is a section for the storage of current records in high-density carriages, along with a large galley area that can serve as an integrated break area for employees that cannot leave the space. There are also included toilets and a copier area.

## EVIDENCE

Program: Tukwila Police Department (Justice Center)					
Program Code: 4.0					
Function/Area: Support Operation					
Sub-Area Code: 4.2					
Sub-Area(s): Evidence					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
4.2	<b>Evidence</b>				
					Evidence should have adjacency to Patrol area, for access to Bag & Tag
4.2 1.00	Supporting Functions				
	Evidence Supervisor	1	60	1	60
	Evidence Tech	1	60		60
					6'-0" x 10'-0" workstations within work area
4.2 2.00	Support Spaces				
	Evidence Review/Bag & Tag		150	1	150
	Evidence Lockers		100	3	300
	Evidence Lab		60	1	60
	Evidence Intake		60	3	180
	Property Storage Area		60	1	60
	Refrigeration Room		60	1	60
	Drying Cabinets		60	1	60
	Main Property/Evidence Storage		1,970	1	1,970
	Large Evidence Storage		700		-
	Evidence Purge Area		100		-
	Guns Vault		45		-
	Drug Vault		60	1	60
	Money Vault		60		-
	Evidence Receiving		40	1	40
	Evidence Garage Bay		700	1	700
	Copy & Workroom		60	1	60
4.2	<b>TOTAL STAFF</b>	2			
	Sworn Staff	0			
	Subtotal - Net Square Feet				3,820
	Circulation Factor (10%)				382
	<b>TOTAL DGSF</b>				4,202



This critical area hosts offices for evidence and property staff, along with a highly secure property storage vault, along with processing areas for sorting, bagging, and securing evidence. There are pass through lockers which patrol officers package and enter evidence, whereupon it locks, securing the chain of custody, only available to be opened on the backside by the property custodian. Also on the Patrol-facing side of the evidence area is a zone for drying cabinets. These specialized compartments allow for the secure and safe drying of wet or bloody evidence, before it is taken into the property vault. The secure side of this area features a processing table, a small laboratory, a room for refrigerators and freezer, and an intake area for the handling

of large evidence. Offices for the property staff are adjacent, with workstations for the Evidence Supervisor and an Evidence Tech. The main property and evidence storage vault is the most secure element in a secure facility, with even the Police Chief needing to sign-in to create record of visiting this space. Tall, high-density carriages maximize the storage capacity of boxes and bags of property, along with dedicated storage spaces for drugs (separately ventilated), money, and guns storage (integrated into the high density system), along with a large item area, and a dedicated, lockable vehicle processing garage.

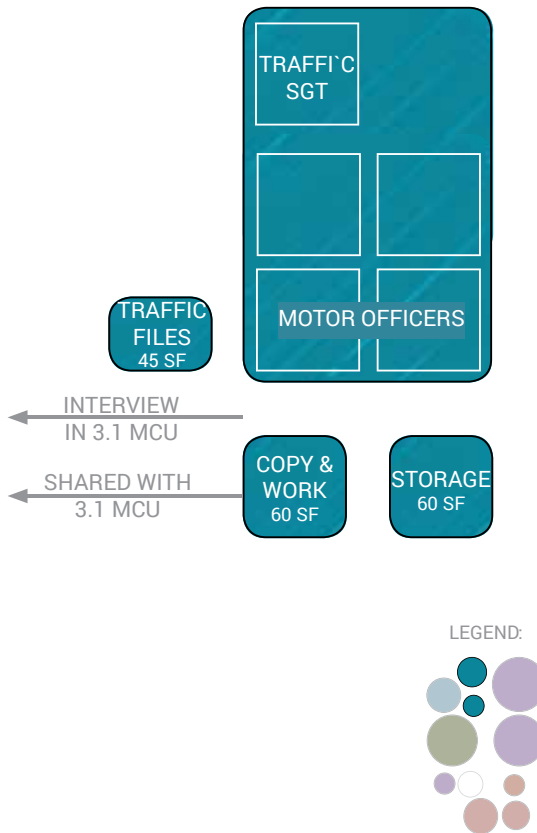


## TRAFFIC

Program: Tukwila Police Department (Justice Center)					
Program Code: 5.0					
Function/Area: Special Ops					
Sub-Area Code: 5.1					
Sub-Area(s): Traffic/Marine Unit					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
5.1	<b>Traffic/Marine Unit</b>				
5.1 1.00	Reception				
					Traffic area is part of the general Investigations suite, comprised by MCU, ACT, and Special Ops. All three divisions share interview rooms, copy and conference rooms.
5.1 2.00	Supporting Functions				
	Traffic Sergeant	1	60		6'-0" x 10'-0" Workstation in open office area
	Motor Officers	4	60		240 (4) 6'-0" x 10'-0" workstations with guest chair & OH cabinets, pedestal file. Extended workstation is for 3D reconstruction equipment. Assumes all motor officers not in office at same shift.
5.1 3.00	Support Spaces				
	Traffic Storage		60	1	60 Storage closet for motor gear: radar/lidar, calibration equipment, helmets
	Interview Room				Traffic needs access to interview rooms, can share interview suite in MCU, tab 3.1
	Copy & Workroom		60	1	60 Shared copy room with MCU, tab 3.1
	Traffic files		45	1	45 File nook with (2) 4D 42" lateral files for current and archive files with counter on top, printer on top
5.1	<b>TOTAL STAFF</b>	5			
	Sworn Staff	5			
	Subtotal - Net Square Feet				405
	Circulation Factor (30%)				122
	<b>TOTAL DGSE</b>				527



## 5.1 TRAFFIC



Also part of the second floor Investigations suite is an office area for the motor officers that make up the Traffic Unit. This is the unit that provides primary traffic enforcement in the community and the group that investigates, analyzes, and breaks down crashes.

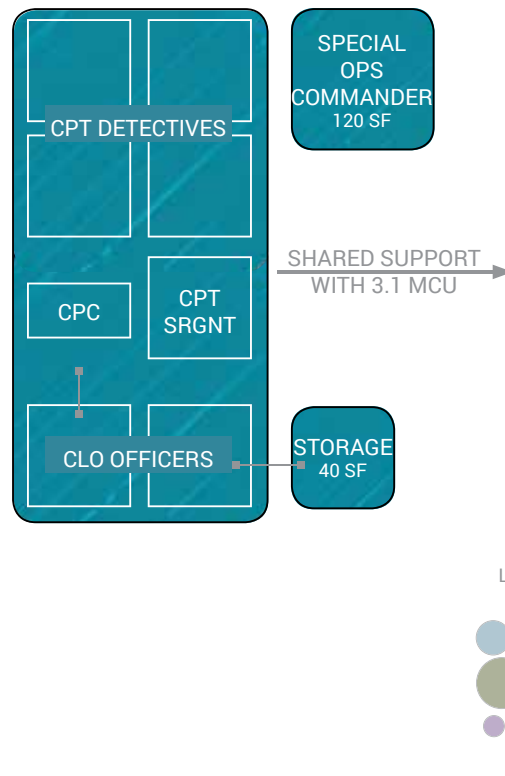
There are workstations here for the Traffic Sergeant and four motor officers. Traffic has a dedicated storage room and needs access to their motorcycles in the secure lot. All other office support functions are provided in Major Crimes, which is adjacent to Traffic.

## COMMUNITY POLICE TEAM (CPT)

Program: Tukwila Police Department (Justice Center)					
Program Code: 5.0					
Function/Area: Special Ops					
Sub-Area Code: 5.2					
Sub-Area(s): Community Police Team (CPT)					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
5.2	<b>Community Police Team (CPT)</b>				
5.2 1.00	Reception				
					Special Ops offices are part of Investigations Suite, sharing interview rooms, conference rooms and support spaces with MCU, tab 3.1
5.2 2.00	Supporting Functions				
	Special Ops Commander	1	120		120
					Office with workstation, closet, (2) guest chairs
	Community Policing Team (CPT)				
	CPT Sergeant	1	60		60
					Private office with workstation, (2) guest chairs, OH storage
	CPT Detectives	4	60		240
					6'-0" x 10'-0" workstations
	Community Liaison Officers (CLO)				
	CLO Officers	2	60		120
					6'-0" x 10'-0" workstations
	Community Policing Coordinator (CPC)	1	36		36
					6'-0" x 8'-0" workstation, adj to CLO officers
5.2 3.00	Support Spaces				
	Storage		40	1	40
					Storage closet for misc CPT/CLO storage, includes CLO brochures and event supplies
	Copy & Workroom		0	1	0
					Shared copy room with MCU, tab 3.1
	Galley		60	0	0
					Shared with MCU, tab 3.1
	Conference Room				
					Shared access to conference room/areas in ACT, tab 3.2 and MCU, tab 3.1
	Staff Toilet				
					Access to toilets in MCU, tab 3.1
5.1	<b>TOTAL STAFF</b>	9			
	Sworn Staff	9			
	Subtotal - Net Square Feet				652
	Circulation Factor (25%)				163
	<b>TOTAL DGSF</b>				<b>815</b>



## .2 CPT



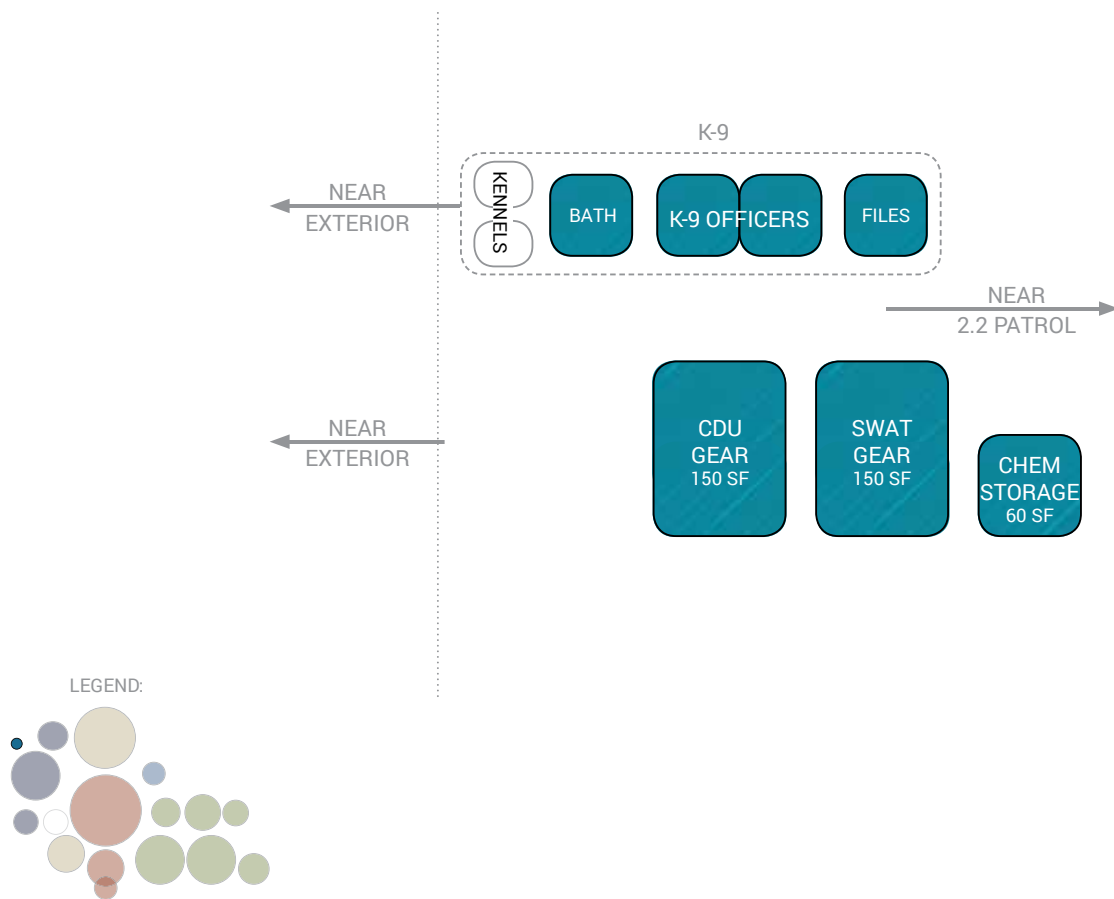
The Community Policing Team (CPT) consists of a Special Operations Commander, Community Policing Team, and Community Liaison Officers (CLO) Team. The Special Operations Commander has a dedicated office and the CPT Sergeant and both CPT and CLO officers have workstations in an open environment. Much like ACT and Traffic, this office is part of the large Investigations suite and will have access to interview rooms, conference rooms, and support spaces that are provided as part of the Major Crimes Unit space.

## SPECIAL OPS

Program: Tukwila Police Department (Justice Center)					
Program Code: 5.0					
Function/Area: Special Ops					
Sub-Area Code: 5.3					
Sub-Area(s): Special Teams					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
5.3	<b>Special Teams</b>				
5.3 1.00	Reception				
					K-9 and SWAT/CDU spaces need adjacency to Patrol and should share Laundry/Decon areas, tab 2.2
5.3 2.00	Supporting Functions				
	K-9 Office		36	2	72
					6'-0" x 6'-0" L-shaped workstation with guest chair & OH cabinets, pedestal file, shared by collateral staff
	K-9 Files		40	1	40
					Small file area adjacent to workstations
5.3 3.00	Support Spaces				
	SWAT/CDU Support Spaces				
	Bicycle Storage		200	1	200
					Storage area for (20) department bikes, used by CDU and Patrol, small maintenance bench area and storage for pumps included in area. Wall hangers for bikes - exterior; 200SF for future expansion
	SWAT/CDU Gear Room		150	2	300
					Two rooms (one for CDU, one for SWAT) adj to each other with storage shelving for SWAT/CDU duty bags, changing area, outlets and USB for charging
	SWAT/CDU Storage Cages		20	1	20
					File nook with (2) 4D 42" lateral files for current and archive files with counter on top, printer on top
	Chemical Munitions Storage		60	1	60
					Hardened room for storage of safe for chemical munitions and masks
	K-9 Support Spaces				
	K-9 Storage		40	0	0
					Small storage room with wall hooks and storage shelving for bite suit, harnesses, epoxy/tile flooring, floor drain
	K-9 Kennels		24	2	48
					4' x 6' space for each kennel, SS partitions in between to cut down on sight between kennels. Epoxy flooring, trench drains, wall hydrant
	K-9 Bath		50	1	50
					Area for SS dog bath unit, provide floor drain
	K-9 Outdoor Area		0	0	0
					K-9 to have direct access to large outdoor recreation area for dog exercise.
5.3	<b>TOTAL STAFF</b>	0			
	Sworn Staff	0			
	Subtotal - Net Square Feet				790
	Circulation Factor (20%)				158
	<b>TOTAL DGFSF</b>				948



### 5.3 SPECIAL OPS

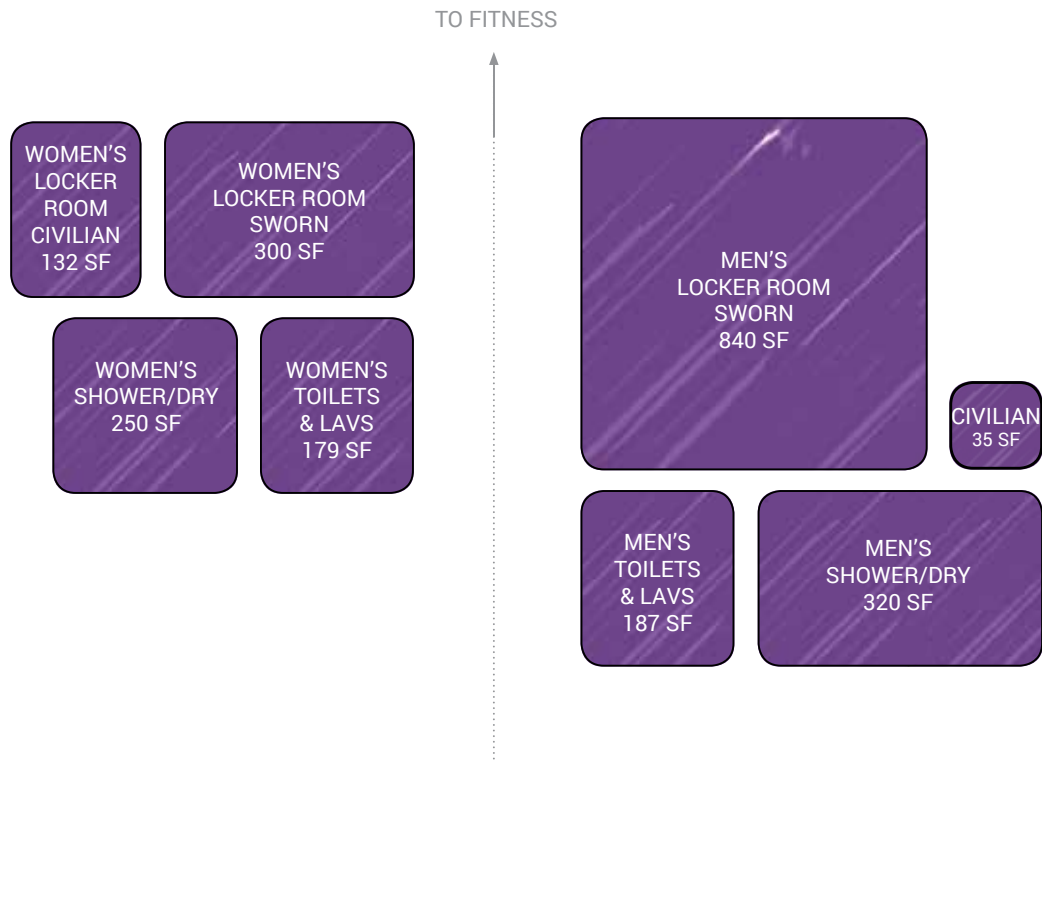


An area adjacent to the main Patrol area is dedicated to the storage of materials for special operating teams that support collateral Patrol duties. These special teams include SWAT, Civil Disturbance (CDU), and K-9. There are storage cages near the parking area for SWAT and CDU storage, as well as an exterior fenced bicycle storage area for bikes used by CDU for crowd control. There is also a secured, explosives-rated munitions vault that supports these special teams. Unmanned Air Vehicles (UAV) storage and charging will be located here. The K-9 area has a washable area near the outside with two fenced dog kennels and stainless-steel dog wash.

## LOCKER ROOMS

Program: Tukwila Police Department (Justice Center)					
Program Code: 6.0					
Function/Area: Shared Support Facilities					
Sub-Area Code: 6.1					
Sub-Area(s): Locker Rooms					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
6.1	<b>Locker Rooms</b>				
6.1 1.00	Locker Room - Men				
	Sworn:		84	10	840
					24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker
	Civilian		7	5	35
					Half-height lockers for civilians, calculated at half of full locker value to account for doubles
6.1 2.00	Locker Room - Women				
	Sworn:		30	10	300
					24" x 24" x 72" patrol wardrobe locker with integral drawer & bench, ventilated, electrical. SF Calculation includes 2'-6" aisle space in front of each locker.
	Civilian:		26	5	130
					Half-height lockers for civilians, calculated at half of full locker value to account for doubles
					Sworn numbers above based on ratio of 75% men to 25% female, TPD to confirm ratio. Possible swing space/transgender locker room in design to mitigate ratios. Civilian ratios figured a 80%
6.1 3.00	Toilet & Shower - Men				
	Lavatories		20	4	80
	ADA Toilet		35	1	35
	Toilet		21	2	42
	Urinal		10	3	30
	ADA Shower/dry		70	1	70
	Shower/dry		50	5	250
	Entry Screen		0	2	0
	End Cap Grooming Stations		0	4	0
					Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts - in grossing area
6.1 4.00	Toilet & Shower -Women				
	Lavatories		20	3	60
	ADA Toilet		35	1	35
	Toilet		21	4	84
	ADA Shower/dry		70	1	70
	Shower/dry		50	3	150
	Entry Screen		0	2	0
	End Cap Grooming Stations		0	3	0
					Grooming Stations at locker ends adj to toilets, with mirrors, cabinets, counters w/ hairdryer cutouts - in grossing area
6.1	Subtotal - Net Square Feet				2,211
	Circulation Factor (15%)				332
	<b>TOTAL DGSF</b>				<b>2,543</b>

## 6.1 LOCKER ROOMS



The locker rooms are a critical part of the patrol officer movement circulatory systems through the building and an important tool in officer recruitment and retention. These rooms are located on the second level of the facility and have direct adjacency to the exercise room (6.2). The locker room is sized to include 24"W x 24"L x 72"H police personnel lockers for all sworn members of the organization. These lockers have hanging space for multiple uniforms and vests, along with lockable compartments for firearms and general storage. Power is to be provided to the lockers to allow for

flashlights and radios to be charged in the lockers. There is a pull-out drawer unit that contains boots and shoes, but also has an integrated bench on top of it, as it extends a foot past the face of the lockers. Civilian employees will also have lockers in the main locker rooms, but in half-height to allow for more of them

There are toilet and showering facilities dedicated for men and women in their respective locker rooms, as well as integrated grooming stations with counters for hair-dryers and mirrors.

## EXERCISE ROOM

Program:		Tukwila Police Department (Justice Center)			
Program Code:		6.0			
Function/Area:		Shared Support Facilities			
Sub-Area Code:		6.2			
Sub-Area(s):		Exercise Room			
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
6.2	<b>Exercise Room</b>				
					Open, cross-fit style exercise area, with high ceilings and flexible areas. Doubles as a DT
6.2 1.00	Exercise Room				
	Free weight and exercise equipment		600	1	600
					16' -18' ceiling height ideal, rubber flooring throughout provide curtain to separate into two areas
	DT Room		1,400	1	1,400
					Matted room
	DT Storage Room		60	1	60
					Room for storage of cuffing dummies, mats, etc.
6.2	Subtotal - Net Square Feet				2,060
	Circulation Factor (10%)				206
	<b>TOTAL DGSF</b>				<b>2,266</b>



## 6.2 EXERCISE ROOM



The exercise room is accessed via the locker rooms and features double duty as a fitness facility for all staff and a defensive tactics room (DT Room) for training. The fitness facility will feature rubber flooring and high ceilings for a variety of cardio and free weight equipment, along with mirrors and monitors on the walls and network connections to provide audio-visual features to machine equipment. With mats and cuffing props stored in a DT storage closet, the room can be transitioned to a defensive tactics room. This exercise room is a key element of a holistic officer wellness strategy that couples with more passive connectivity, communication and identity strategies.

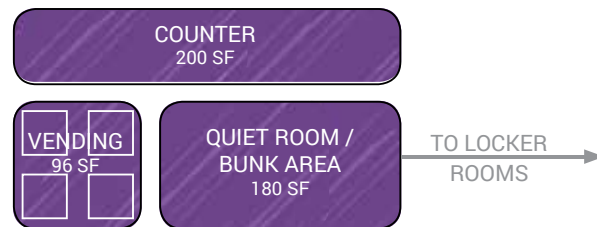


## BREAK AREAS

Program: <b>Tukwila Police Department (Justice Center)</b>					
Program Code: <b>6.0</b>					
Function/Area: <b>Shared Support Facilities</b>					
Sub-Area Code: <b>6.3</b>					
Sub-Area(s): <b>Break Areas</b>					
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
6.3	<b>Break Areas</b>				Concept is to locate more open and casual break areas on each level of the building for more collegial, shared communication. Shared with
6.3 1.00	Break Areas				
	12' Counter w/ Sink, garbage disposal, microwave, dishwasher, overhead cabinets		200	1	200 Area for seating and kitchen casework (12'x5' casework + 120SF for sitting 15sf/occ)
	Vending Machines		24	4	96 Vending machine alcove adj to break room
	Quiet Room/Bunk Area		180	1	180 Space for quiet reflection and soft seating, (4) chairs fold out into sleeping areas, access to locker rooms
	Seating/Bar		0	6	0 Seating for up to (12) at tables/counter/bar areas - Use grossing areas
6.3	Subtotal - Net Square Feet				476
	Circulation Factor (20%)				95
	<b>TOTAL DGSF</b>				<b>571</b>



### 6.3 BREAK AREAS



LEGEND:



Another key strategy in creating a collaborative environment that increases internal camaraderie and communication is having multiple, casual break areas, in replacement of more enclosed, traditional break rooms. The program accounts for table seating and kitchenettes with appliances, which will be distributed on each level, ideally with a connection to vertical connection between floors, such as an open, communicating stair.

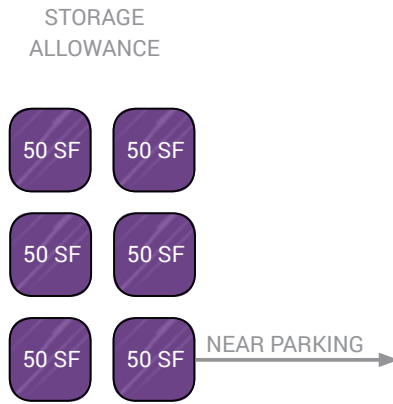
## BUILDING STORAGE / CUSTODIAL & MAINTENANCE

Program: Tukwila Police Department (Justice Center)					
Program Code: 6.0					
Function/Area: Shared Support Facilities					
Sub-Area Code: 6.4					
Sub-Area(s): Building Storage					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
6.4	<b>Building Storage</b>				
6.4 1.00	Storage				
	Storage Allowance		50	6	300
					Storage in expanded metal caged areas in or near outdoor area, near parking
6.4	Subtotal - Net Square Feet				300
	Circulation Factor (10%)				30
	<b>TOTAL DGSF</b>				330

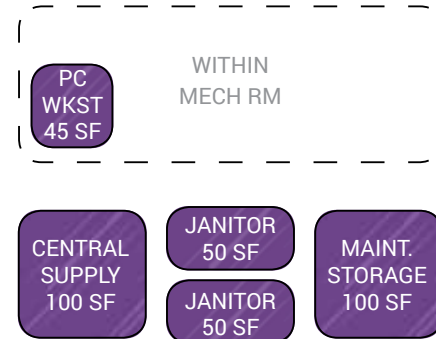
Program: Tukwila Police Department (Justice Center)					
Program Code: 6.0					
Function/Area: Shared Support Facilities					
Sub-Area Code: 6.5					
Sub-Area(s): Custodial & Maintenance					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
6.5	<b>Custodial</b>				
6.5 1.00	Custodial				
	PC Work Station		45	1	45
	Central Supply		100	1	100
	Janitor's Closets		50	2	100
					Allowance for building
6.5 2.00	Maintenance				
	Storage		100	1	100
6.5	Subtotal - Net Square Feet				345
	Circulation Factor (10%)				35
	<b>TOTAL DGSF</b>				380



## 6.4 BUILDING STORAGE



## 6.5 CUSTODIAL



An important strategy for building longevity into the facility is by dedicating space to general building storage. There will be a zone inside the building, near the parking lot with caged sections for storage by different departments. This generalized kind of storage is key for holding large items that police department collect, such as child seats, traffic cones, and community event and brochure storage. There is an allowance for six 50 SF cages within this area.

The program includes an allowance for items like janitors closets, which will need to exist at each floor of the building, at a minimum, along with a central room for storage of surplus building parts, such as light bulbs and air filters. The use of LED fixtures in the design will lessen the need to storage of light bulbs, due to the long service life of LED light sources. There is also a dedicated 100 SF maintenance storage room to be located somewhere in the justice facility.

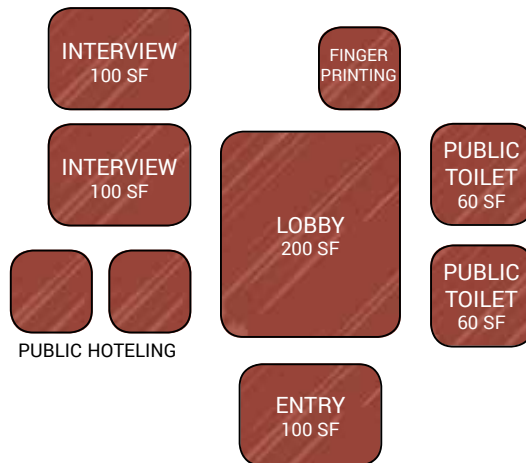
## SHARD FACILITIES

Program:		Tukwila Police Department (Justice Center)				
Program Code:		7.0				
Function/Area:		Facilities				
Sub-Area Code:		7.1				
Sub-Area(s):		Public/Shared Facilities				
		2018 Area				
Component Number	Staff/Component Description	Staff 2018	Unit NSF	Units	SubTotal NSF	Comments
8.1	Public/Shared Facilities					Outdoor public plaza is adj to this zone
	Entry Vestibule		100	1	100	Walk-off mats, phone for contacting dispatch in after hours or in case of duress
	Lobby Open Space		200	1	200	With seating area for up to (8), includes prescription drop box, writing counters, Records window in tab 4.1 at head of lobby, keep visibility
	Community Spaces					Dedicated area adj to lobby, but in its own suite for community or corporate group meetings
	Dedicated Community Group Room		0	2	0	(2) small conference rooms seating up to (6) that can be organizing rooms for community groups
	Public Hoteling Stations		36	2	72	6'-0" x 6'-0" hoteling workstations for private groups, access to Wi-Fi
	Public Toilets		60	2	120	Lobby toilets for public with multiple openings, shared with community room
	Semi-Secure Public Zone					Public area beyond a secure door, but not within police secure space, containing more sensitive and private functions, preserving anonymity and privacy of functions for general lobby.
	Fingerprinting		60	1	60	Office for fingerprinting (livescan) and sex offender registration, workstation with OH storage, needs for Records in tab 4.1 (located in semi-public area) - in a workstation
	Report/Interview Rooms		100	2	200	Use as small public report/interview rooms
						Note: Community room support spaces also support combined room with EOC Grand Room/Police Training space in combined use mode for up to (130) seated and (100) in classroom layout
8.1	Subtotal - Net Square Feet				752	
	Circulation Factor (15%)				113	
	TOTAL DGFSF				865	

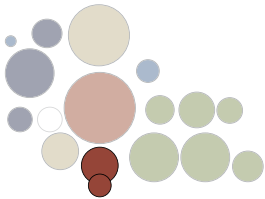




## 7.1 SHARED FACILITIES



LEGEND:



The public zone is shared between courts and police, but police needs include a large seating area for public to wait for services at a main public counter, which is connected to the Records department. This relationship describes the majority of public interaction in the police facility. There are toilets for the public, access for which will be provided by Records, via remote push-button. To encourage community interaction in the facility, a couple of workstations will be provided in the lobby for people to work or connect to the internet there. There may be the introduction of a food cart or coffee stand to this area to activate the space

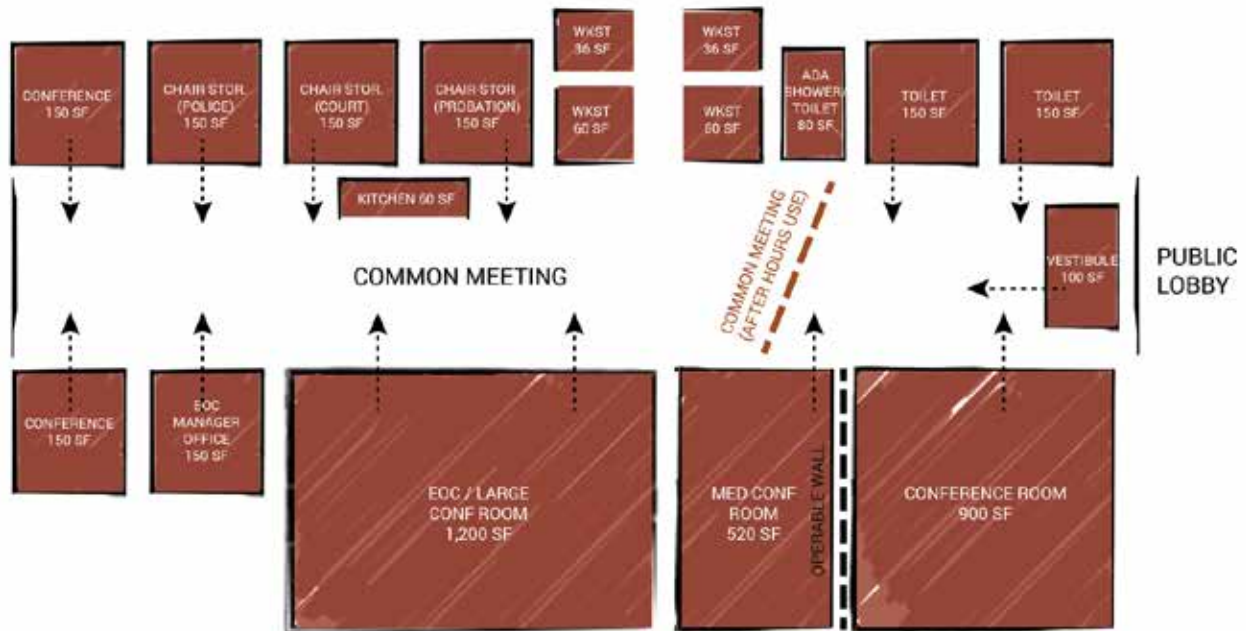
and to offer a conversation spot for members of the public, court, and police officers, including department leadership

For more involved public interaction, a pair of semi-private report rooms and a fingerprinting room, located in a semi-secure public zone, which is public but separated from the main public lobby by a door. The type of information exchanged in this zone is privileged and not for mass consumption in the main public lobby, thus protecting the privacy of both the public and officers involved.

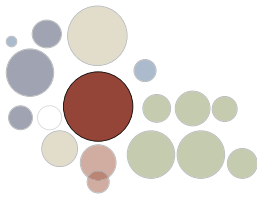
## CONFERENCE, TRAINING CENTER & EMERGENCY OPERATIONS CENTER (EOC)

Program: <b>Tukwila Police Department (Justice Center)</b>					
Program Code: <b>7.0</b>					
Function/Area: <b>Facilities</b>					
Sub-Area Code: <b>7.2</b>					
Sub-Area(s): <b>Conference, Training Center &amp; Emergency Operations Center (EOC)</b>					
Component Number	Staff/Component Description	2018 Area			Comments
		Staff 2018	Unit NSF	Units	
7.2	<b>Conference, Training Center &amp; Emergency Operations Center (EOC)</b>				Self-contained area with it's own secure entry, but accessible from other areas in the justice center for multiple functions. Needs adj to lobby/Community Room.
7.2 1.00	Reception				
	Conference Center Vestibule		100	1	100 Non-staffed entry area with a few chairs for waiting
7.2 2.00	Supporting Functions				Office areas are staffed by city staff, not included in staff numbers
	Emergency Manager Office		150	1	150 Private Office, locate adjacent to EOC control room but connected to the rest of the facility.
	Manager Workstation		60	2	120 6'-0" x 10'-0" workstation; hoteling config
	Hotelling stations		36	2	72 6'-0" x 6'-0" hoteling stations for interns
7.2 3.00	Support Spaces				
	Main Conference room & EOC control room		1,200	1	1,200 Breakout room, operable partition between three conference rooms to create very large room; Lockable IT cabinet for infrastructure
	Conference Room		520	1	520 Breakout room, operable partition between three conference rooms to create very large room; Lockable IT cabinet for infrastructure
	Small Conference Room		900	1	900 U-shaped seating setup with seating space with tables for (20); was Police Briefing.; Lockable IT cabinet for infrastructure
	Conference Room		150	2	300 Small conference room for private discussion/disciplinary, seating for 4-6; Lockable IT cabinet for infrastructure
	Chair & Table Storage		150	3	450 Table and chair storage; Probation, Courts, Police each get one storage room
	Large Galley Kitchenette		57	1	57 Galley kitchen with additional counter length for spreads
	Conference Center Toilets		150	2	300 Large
	ADA Shower / Toilet		80	1	80 (1) ADA Shower
7.2	<b>TOTAL STAFF</b>	0			
	Sworn Staff	0			
	Subtotal - Net Square Feet				4,251
	Circulation Factor (20%)				850
	<b>TOTAL DGSF</b>				5,101

## 7.2 EOC



LEGEND:



As the centerpiece of the first-floor plan, this large shared zone features four large rooms ranging in size from 150 SF to 1,200 SF. The largest room acts as the Emergency Operations Center (EOC) grand room in the event of an EOC activation. This grand room is supported by the smaller conference rooms as breakout rooms, along with a dedicated office space for Emergency Management personnel, which includes an office for the Emergency Manager and two manager workstations. There are also hoteling workstations for interns to use.

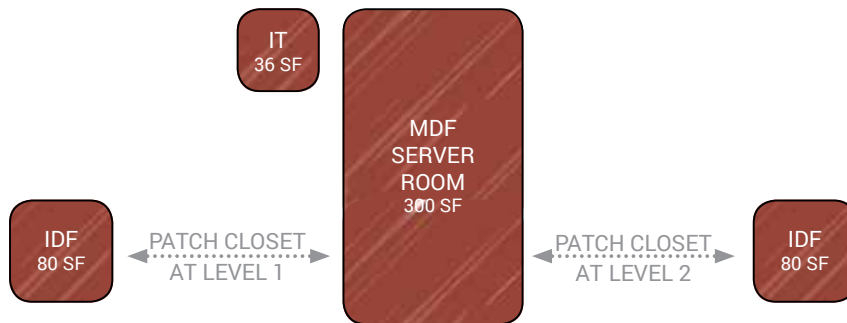
This grand room can easily double as a large training room to be used by Tukwila Police, Courts, or outside agencies. When not activated, the breakout rooms and briefing rooms are available for use by other departments. For example, a briefing by Community Liaison Officers to community groups could be going on in one room, while a Anti-Crime Team meeting with outside agencies could be going on in another. This is multi-use space at its best and is located in a place that allows other secure functions to surround it without being negatively impacted.

## INFORMATION TECHNOLOGY (IT)

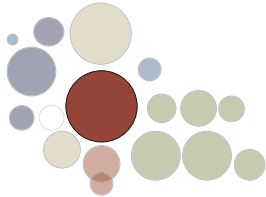
Program: Tukwila Police Department (Justice Center)					
Program Code: 7.0					
Function/Area: Facilities					
Sub-Area Code: 7.3					
Sub-Area(s): Information Technology (IT)					
Component Number	Staff/Component Description	2018 Area			
		Staff 2018	Unit NSF	Units	SubTotal NSF
7.3	Information Technology (IT)				
	IT Staff		36	1	36
	MDF Server Room		300	1	300
	IDF Closets		80	2	160
7.2	TOTAL STAFF	0			
	Sworn Staff	0			
	Subtotal - Net Square Feet				496
	Circulation Factor (10%)				50
	TOTAL DGFSF				546



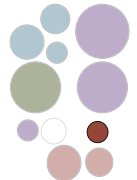
### 7.3 INFORMATION TECHNOLOGY



LEGEND:



LEGEND:



An allowance was made in the program to allow space in the building for a main server room (MDF) and for distribution closets on each floor (IDF). Within this program and adjacent to the MDF is a workstation for city IT staff to hotel in the building to deal with police IT needs.



## COURT RECEPTION

Program: Tukwila Municipal Court (Justice Center)

Program Code: 8.0

Function/Area: Court Administration

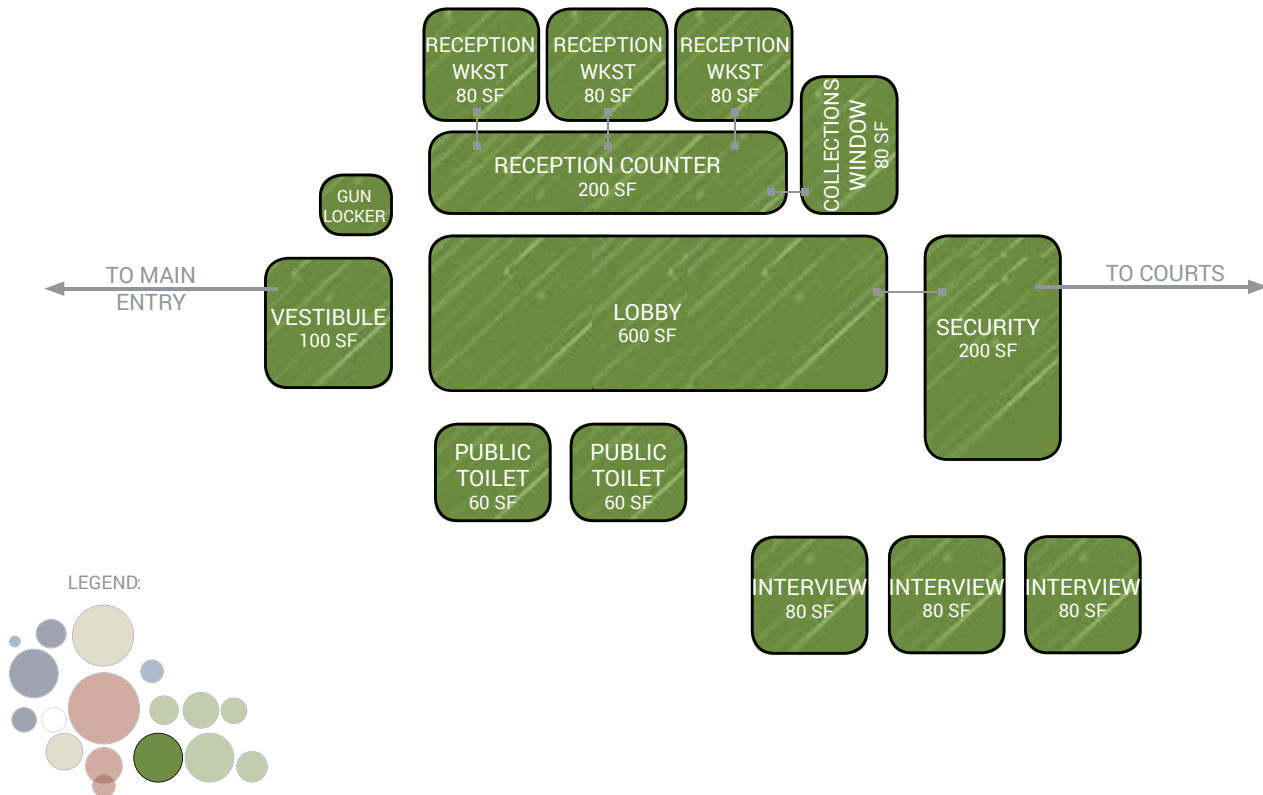
Sub-Area Code: 8.1 - 8.3

Sub-Area(s): Court Administration

		2018 Square Footage				
RECEPTION		2018 Staff	Qty	SF/Space	Total	Comments
1.001	Vestibule		1	80	80	Kiosks outside for paying bills. Court docket displayed outside.
1.002	Lobby		1	600	600	Everyone goes through security. Need to determine split of lobby between pre screening and waiting. Court docket displayed.
1.003	Gun Locker		1	30	30	
1.004	Reception Counter		1	200	200	Public side. 3 Walk-up spaces (1 ADA)
1.005	Reception Workstation		3	60	180	Secure. 3 Walk-up spaces (1 ADA) stand up counter
1.006	Contracted Collections Window		1	60	60	Separate from Court window.
1.007	Security		1	200	200	staff station. magnetometer and package screening
1.008	Public Restroom		2	60	120	with baby changing station
			Subtotal		1,470	25%
			Grossing		368	
			Total		1,838	



## 8.1 RECEPTION



Court reception represents the initial interface with the public. The Court would like to have a set of docket monitors outside the building as well as in the lobby. Once in the lobby visitors have access to secure clerk windows as well as a window for a private collections function. If going into court, all visitors will go through security. There are also 2 public restrooms in lobby past the security screening area.

See subsequent pages for information regarding the interview rooms (6.005) indicated on this diagram because of their direct connection to the public lobby.

## COURT ADMINISTRATION / ADMINISTRATION SUPPORT

Program:

Tukwila Municipal Court (Justice Center)

Program Code:

8.0

Function/Area:

Court Administration

Sub-Area Code:

8.1 - 8.3

Sub-Area(s):

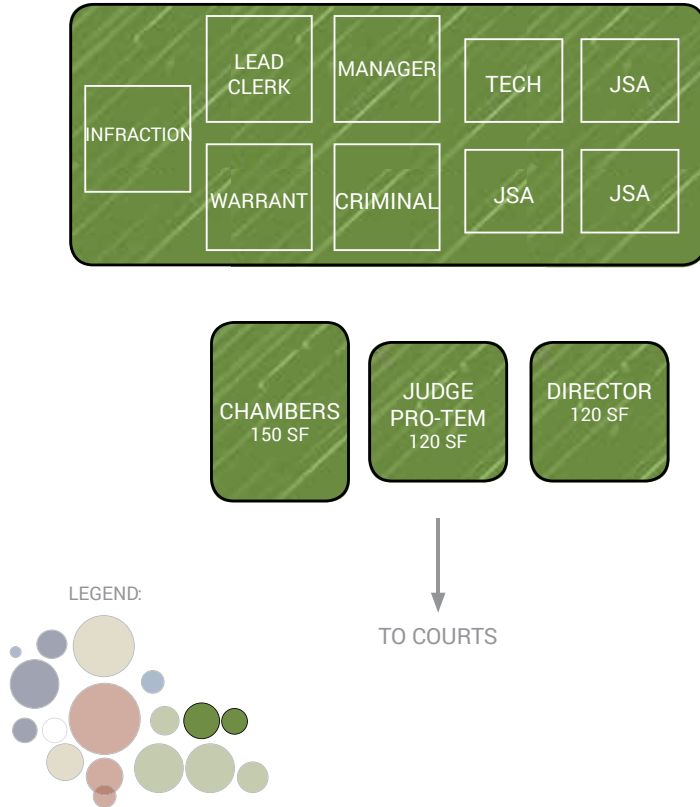
Court Administration

COURT ADMINISTRATION		Qty	SF/Space	Total	Comments
2.001	Chambers	1	150	150	Private office, desk, credenza, 2 visitor chairs
2.002	Judge Pro-Tem	1	120	120	Private office, desk, 2 visitor chairs
2.003	Director of Court Services	1	120	120	Private office, desk, credenza, 2 visitor chairs
2.004	Court Innovative Technology Coordinator	0	60	-	Workstation
2.005	Lead Clerk	1	60	60	Workstation
2.006	Warrant/In-Custody	1	60	60	Workstation
2.007	Criminal	1	60	60	Workstation
2.008	Infraction	1	60	60	Workstation
2.009	Electronic Files Technician	1	36	36	Workstation
2.010	In-Court Services Manager	1	60	60	Workstation, Bailiff
2.011	Arraignment/Review JSA	1	36	36	Workstation
2.012	Pretrial/Public Defender JSA	1	36	36	Workstation
2.013	Video JSA	1	36	36	Workstation
Subtotal				834	
Grossing				250	30%
Total				1,084	

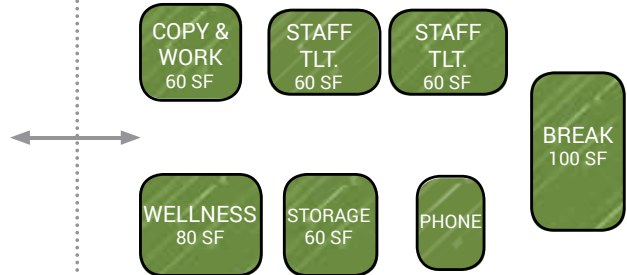
COURT ADMINISTRATION SUPPORT		Qty	SF/Space	Total	Comments
3.001	Breakroom	1	100	100	Will use building break room too. Wants access to stove/oven (in building-wide breakroom)
3.002	Workroom	1	60	60	Copier, shredder, office supplies
3.004	Wellness Room	1	80	80	sink, counter, small fridge
3.005	Phone Room	1	40	40	
3.006	Storage	1	60	60	Shelving
3.007	Staff Restroom	2	60	120	ADA
			Subtotal	460	
			Grossing	138	30%
			<b>Total</b>	<b>598</b>	



## 8.2 COURT ADMINISTRATION



## 8.3 COURT ADMIN SUPPORT



Court administration includes offices for the Judge, a Judge Pro-Tem, and the Director of Court Services. The rest of the court staff are grouped in an open office area.

The breakroom is small with the intent that Court and Probation staff would use the building-wide breakroom. The workroom houses the copier and office supplies.

The wellness room functions as a decompression, privacy, and lactation space available for all Justice Center employees. In addition there is a phone room for private or confidential conversations, a storage room, and two staff restrooms.

## COURTROOM / COURTROOM SUPPORT

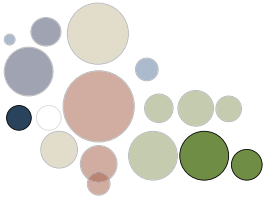
Program:		Tukwila Municipal Court (Justice Center)				
Program Code:		8.0				
Function/Area:		Court Administration				
Sub-Area Code:		8.4 - 8.7				
Sub-Area(s):		Court Room & Support				
		2018 Square Footage				
COURTROOM		2018 Staff	Qty	SF/Space	Total	Comments
4.001	Courtroom		1	1,600	1,600	Gallery for 65, Oversized well, center bench, 6-person jury.
4.002	Sound Vestibule		1	0	-	
4.003	Conference		1	100	100	adjacent to sound vestibule
4.004	Victim/Witness Waiting		1	100	100	adjacent to sound vestibule
				Subtotal	1,800	
				Grossing	180	10%
				Total	1,980	
HEARINGS ROOM			Qty	SF / Space	Total	Comments
5.001	Hearings Room		0	1,000	-	Gallery for 30, standard well, center bench, 6-person jury.
5.002	Sound Vestibule		0	100	-	
5.003	Conference		0	140	-	adjacent to sound vestibule
5.004	Victim/Witness Waiting		0	140	-	adjacent to sound vestibule
				Subtotal	-	
				Grossing	-	
				Total	-	
COURT SUPPORT			Qty	SF/Space	Total	Comments
6.001	Jury Deliberation Room		1	200	200	seating for 6-8, kitchenette
6.002	Jury Restroom		1	60	60	off Jury Deliberation
6.004	Secure Exhibit Storage		0	50	-	
6.005	Interview Room		3	80	240	Video capabilities for interpreters & workspace for Public Defender. Off court lobby.
6.007	Storage		1	80	80	Shelving
				Subtotal	580	
				Grossing	174	30%
				Total	754	



## 8.4 COURTROOM



LEGEND:



## 8.6 COURT SUPPORT

The courtroom component includes a typical courtroom with a 6-person jury. There are conference and victim/witness waiting areas between the lobby and the courtroom.

At times when a second courtroom is required for hearings or court proceedings, one of the larger rooms in the Conference Center will be used as a second courtroom. Special provisions in that space will be made for the special equipment and technology required by the Court.

In the court support area are spaces that serve court functions including a jury deliberation room with attached restroom and a storage room. The three interview rooms are located adjacent to the lobby and will serve as interpreter video stations as well as public defender work areas.

The three interview rooms noted in the program 6.005 have been indicated on the previous pages as part of the public lobby because of their direct relationship with public functions.

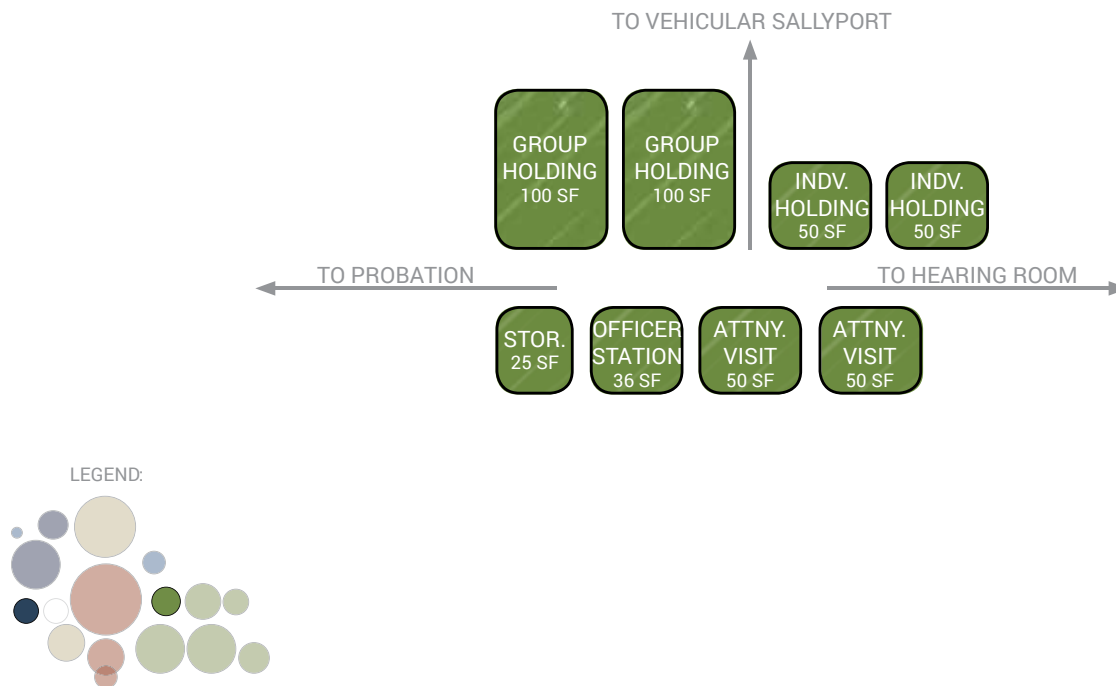


## IN-CUSTODY SUPPORT

Program:	Tukwila Municipal Court (Justice Center)					
Program Code:	8.0					
Function/Area:	Court Administration					
Sub-Area Code:	8.4 - 8.7					
Sub-Area(s):	Court Room & Support					
	7.003	Attorney Visitation	2	50	100	Police Holding after adjacency 1 ADA, window to individual holding, private
	7.004	Officer Station	1	36	36	Counter station with computer
	7.005	Staff Restroom	0	60	-	ADA
	7.006	Storage	1	25	25	closet w/ shelving
	7.007	Secure Vehicular Sally	0	600	-	Provided in Police Program
				Subtotal	461	
				Grossing	184	40%
				Total	645	



## 8.7 IN-CUSTODY SUPPORT



In-custody support is the holding area for the courtroom. It will be positioned as if there were another courtroom in the building so that when it is added in the future, both courtrooms will be serviced from the same holding area. This space includes two group holding areas. The two individual holding areas will also serve as the inmate side of attorney visitation spaces with the attorney side accessible from the lobby.

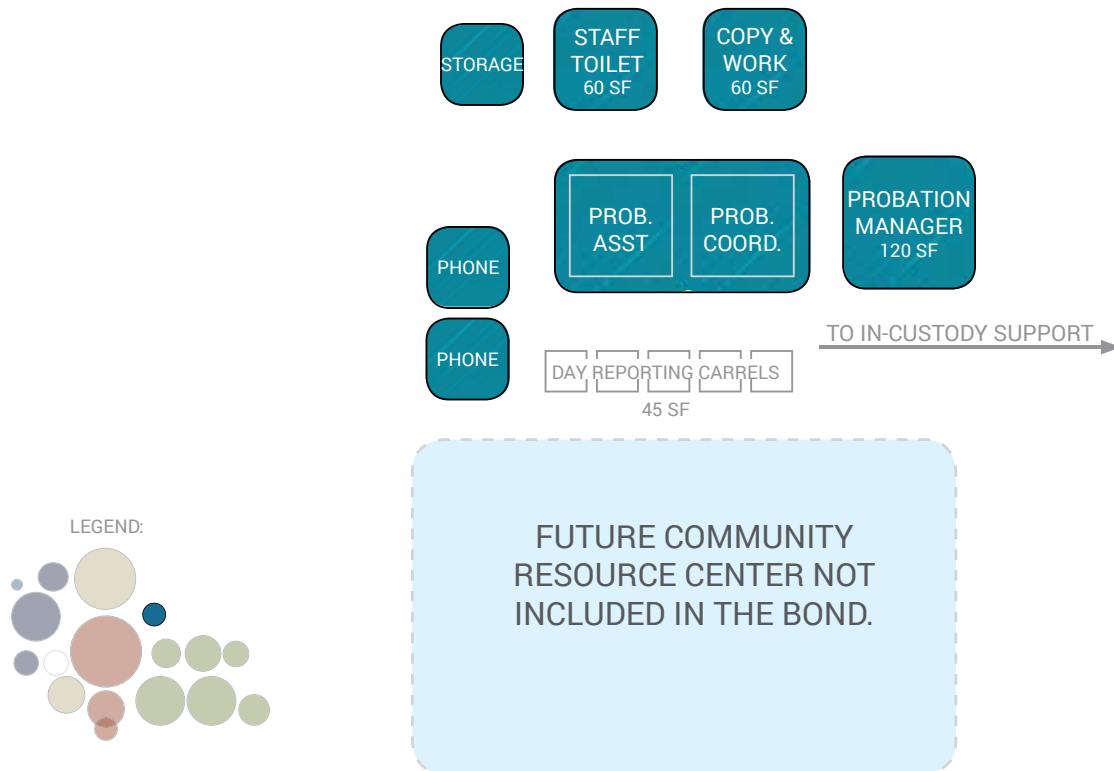
There is a small officer's station with storage. It is assumed that the vehicular sally needs will be served by the police's secure vehicle parking.

## PROBATION

Program:		Tukwila Probation Department (Justice Center)				
Program Code:		9.0				
Function/Area:		Probation				
Sub-Area Code:		9.1 - 9.3				
Sub-Area(s):		Probation				



## 9.1 PROBATION

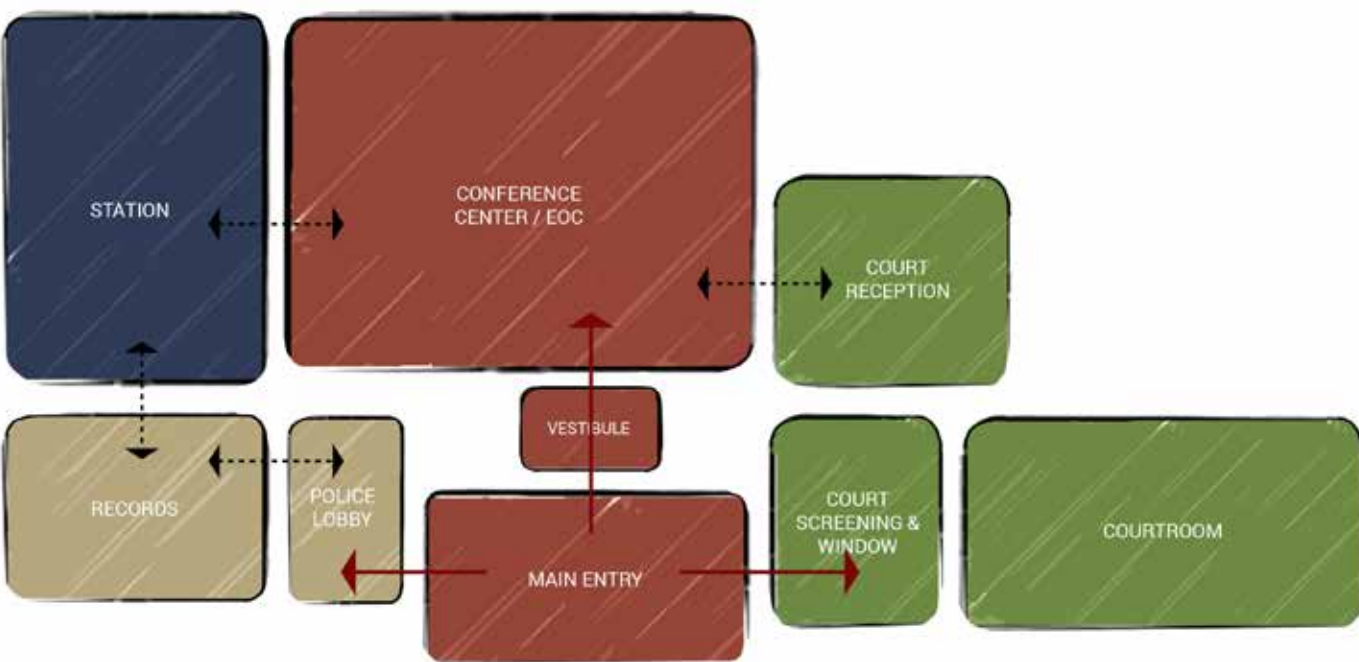


Probation works very closely with the Court. Therefore, adjacency between the two functions is critical.

There is one office for the Probation Manager and open office workstations for the Probation Assistant and the Probation Services Coordinator. This office area is supported with a workroom for office equipment and supplies, storage, a staff restroom, and two phone rooms.

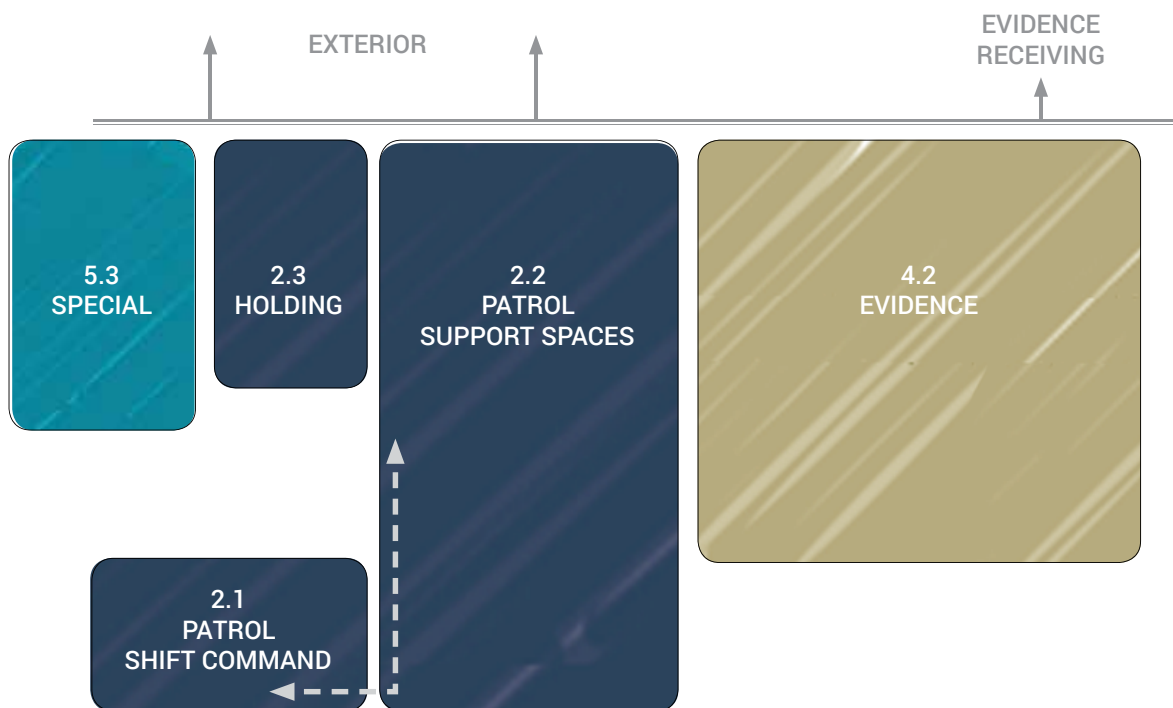
In addition, there are 5 day reporting carrels for Probation's very successful program. Probation also has a myriad of other programs that require classroom space and will use one of the multi-purpose rooms in the conference center. All programs provided by the court and probation will be provided in the conference center. Probation and courts provide critical services to clients including classroom activities, clothing assistance, food assistance, hygiene assistance, and making connections to other community support agencies. A future program component for Probation is a dedicated Community Resource Center (CRC).

ZONING DIAGRAMS



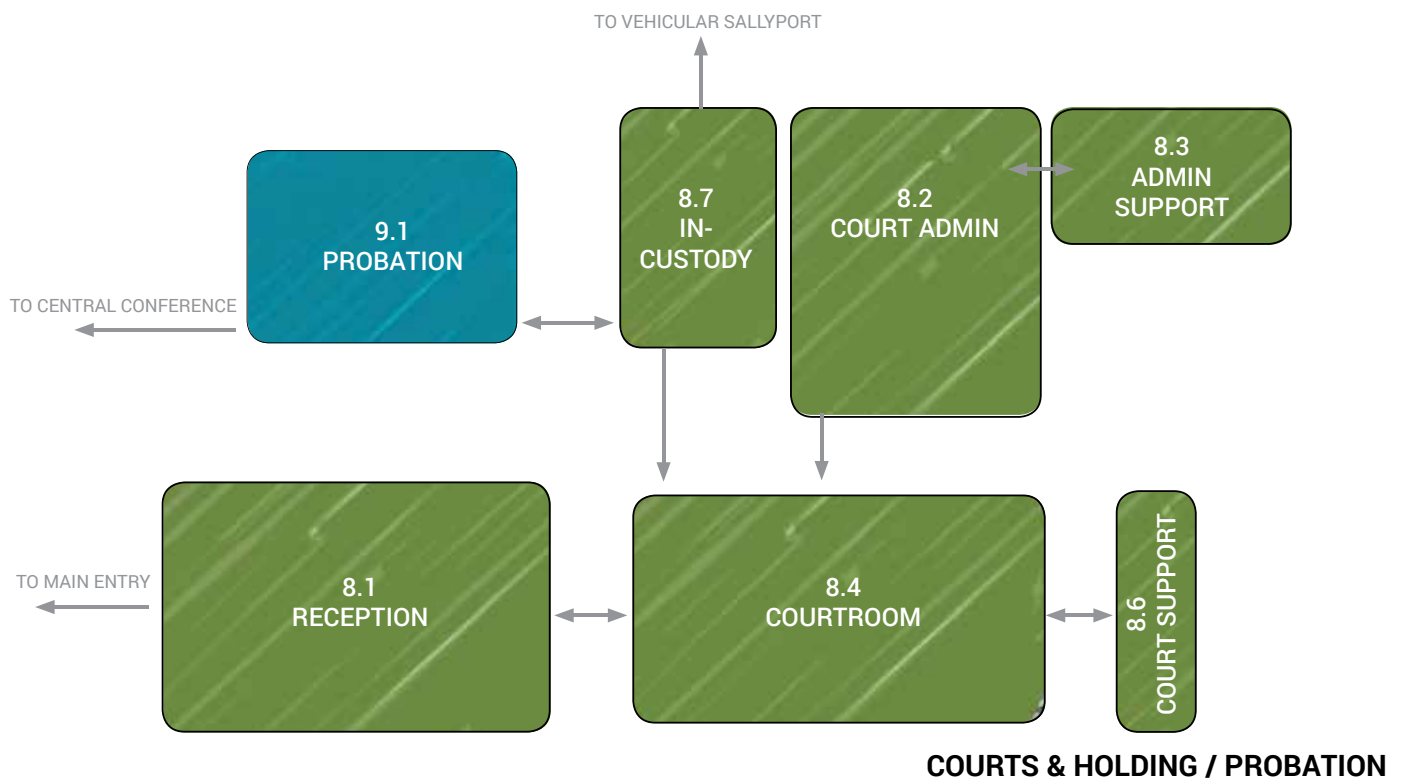
SINGLE LOBBY CONCEPT

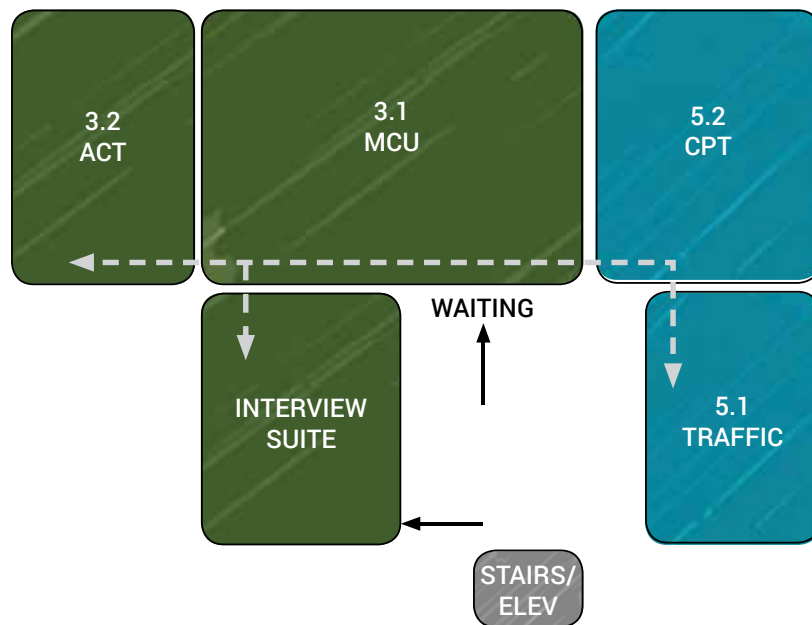




**PATROL / SPECIAL OPS & SUPPORT OPERATIONS**







INVESTIGATIONS / SPECIALS OPS