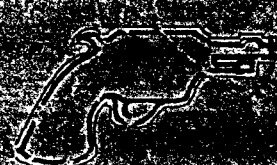
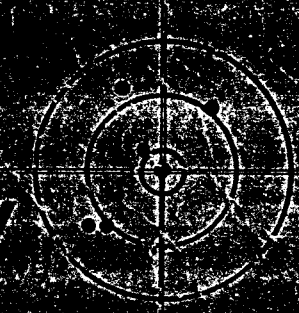




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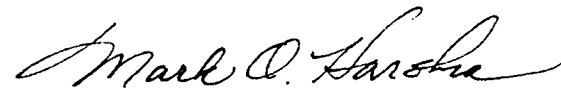


law enforcement facility



VOLUME I

This report is a partial  
fulfillment of the require-  
ments for a Masters Degree  
at Oklahoma State University.

A handwritten signature in cursive script that reads "Mark O. Harsha". The signature is fluid and elegant, with a prominent initial 'M' and a long, sweeping tail.

Mark Harsha

---

# dedication

THIS THESIS IS DEDICATED TO DAVID  
BONODONO. NO HOUR, MINUTE, OR  
SECOND OF TIME I HAVE SPENT COULD  
COMPARE TO THAT SPENT IN A PENAL  
INSTITUTION.

---

# acknowledgments

## RESOURCE PEOPLE

Prof. Cheryl Morgan  
School of Architecture  
Oklahoma State University

\* Police Chief Charles A. Spencer  
Bartlesville Police Department  
110 N. Johnstone  
Bartlesville, Oklahoma 74003  
Phone: Office (918) 336-2121  
Home (918) 336-5284

Polson Architects  
Law Enforcement Facilities Specialists  
113 N. Race Street  
Urbana, Illinois 61801  
Phone: (217) 384-8877

\* My special thanks to Chief Charles  
A. Spencer for his seemingly inexhaustible  
time and patience.

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# state of the art



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# state of the art

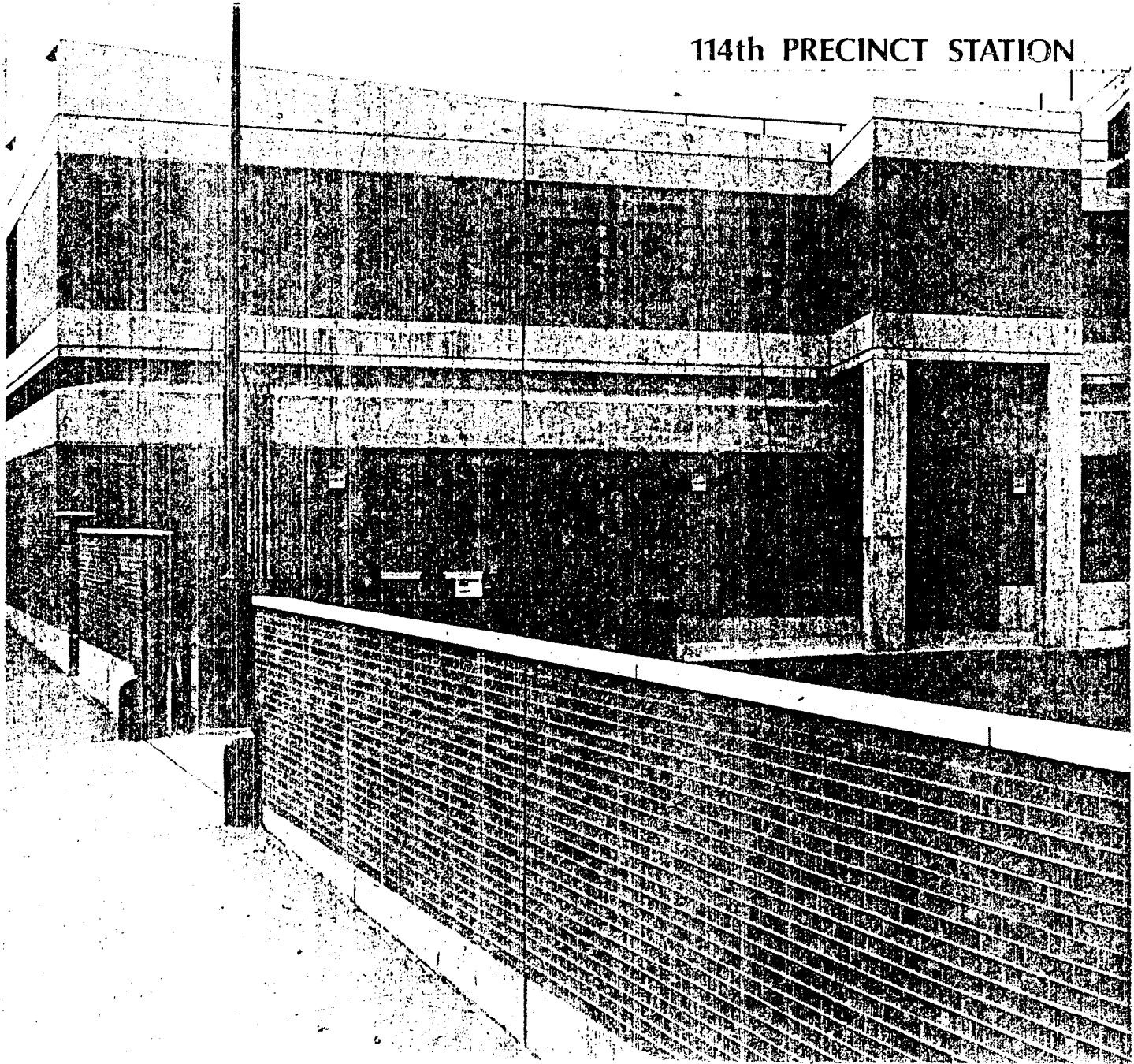
## 114 PRECINCT STATION

This police station as the article states is a well studied building. The main concept underlying the project is functionalism. For example the site is totally developed with a high degree of protection by use of a surrounding screen wall. Another functional example stated is the use of high durability materials chosen for their economy and lasting good appearance.

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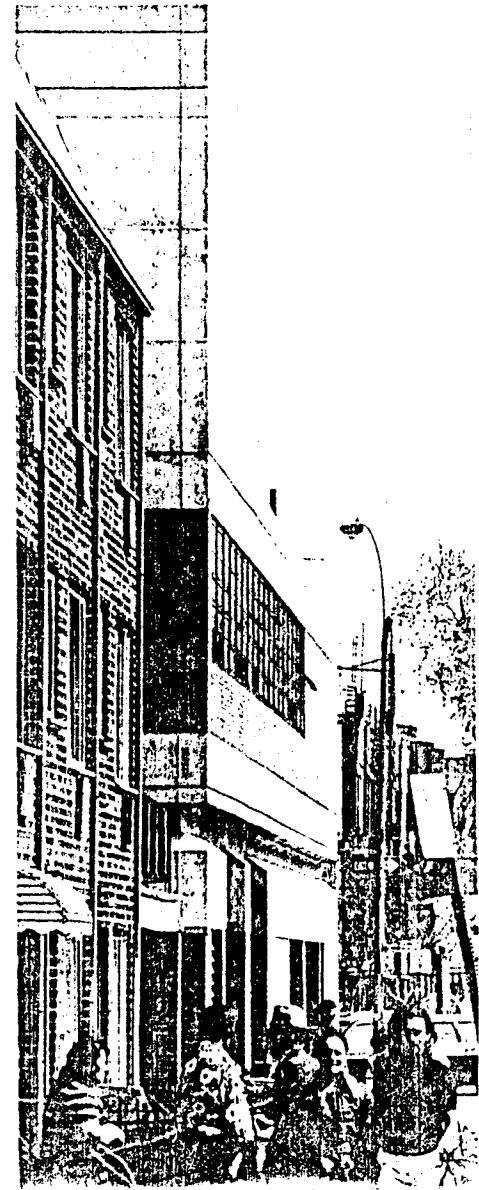
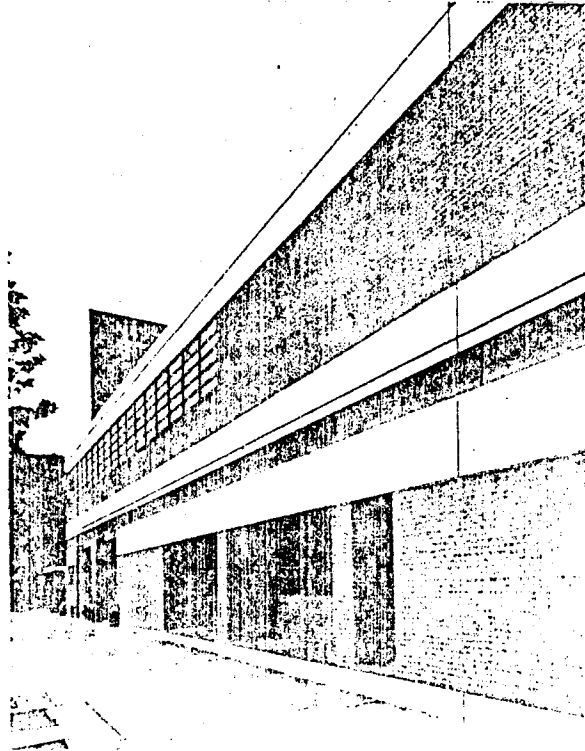
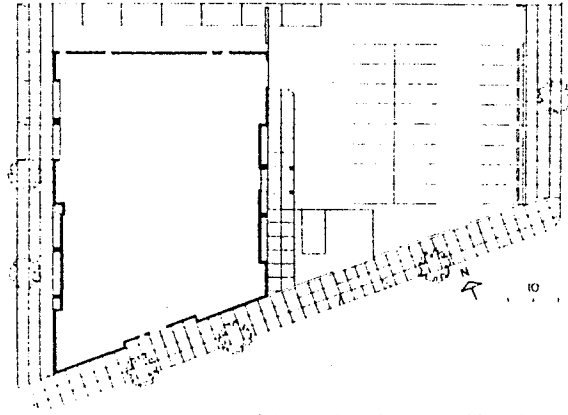
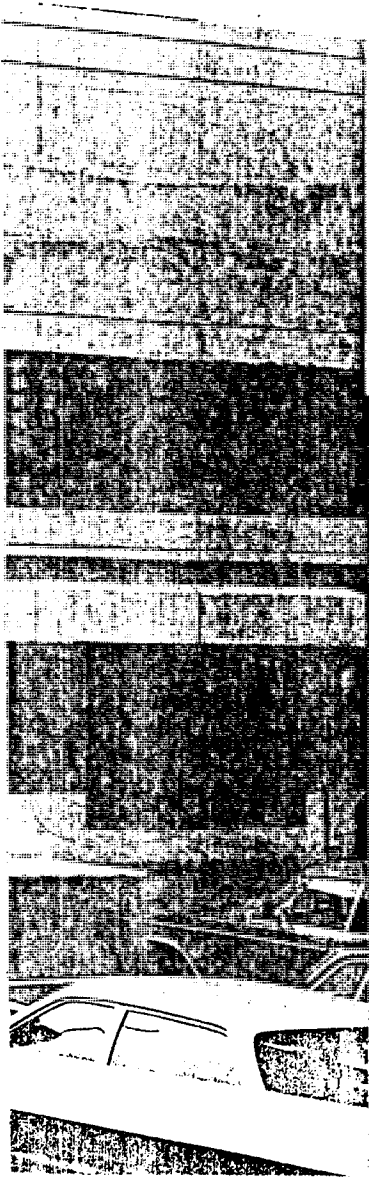
# state of the art

114th PRECINCT STATION



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# state of the art

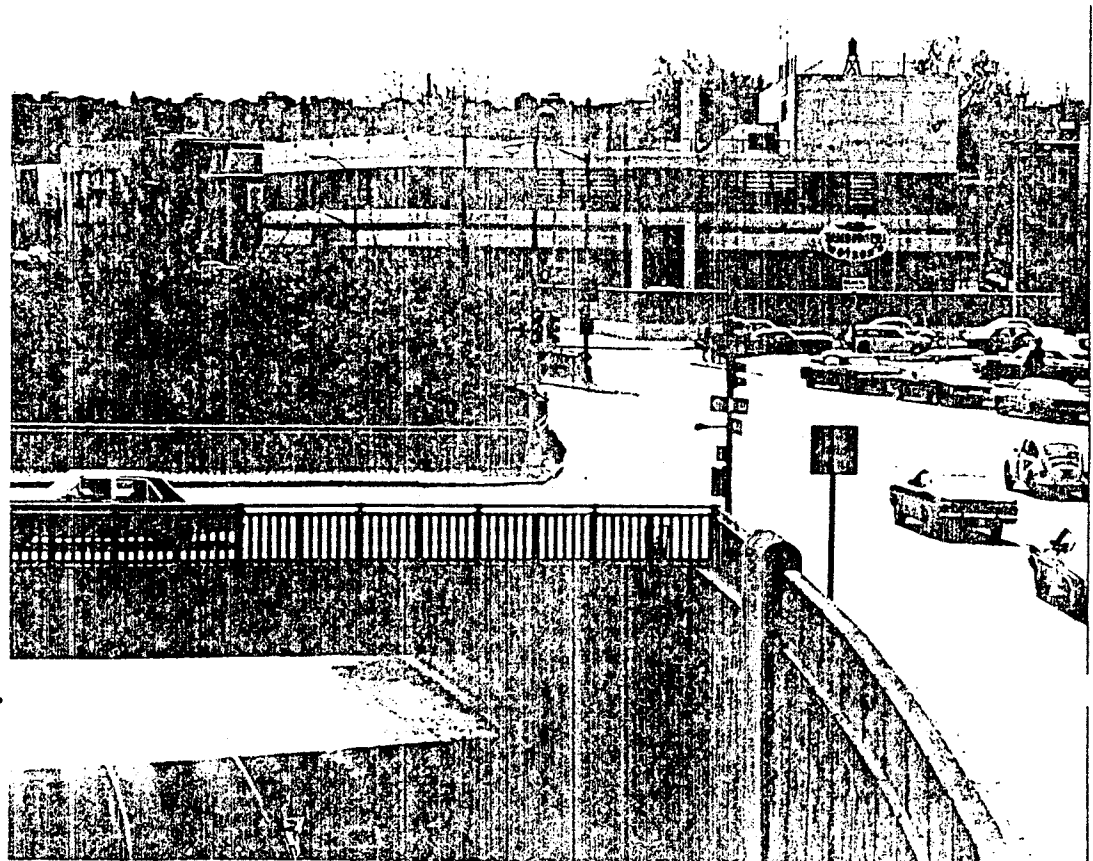


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# state of the art

## A WELL STUDIED DESIGN

It is a police station which houses district as well as precinct level functions on a trapezoidal lot (site plan right). Placing the building on the street line gave a maximum area for police parking and for the temporary storage of abandoned vehicles. The building itself and the wall that surrounds the parking lot occupy two entire sites, thus providing both security and screening for the parking area, and maintaining the traditional format of this residential area's street sidewalk and building. The exterior walls are brick and concrete; the windows and the entrances are of anodized aluminum. All materials were chosen for their durability, their economy, and their promise of lasting good appearance.



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# state of the art

## SCHENECTADY POLICE HEADQUARTERS

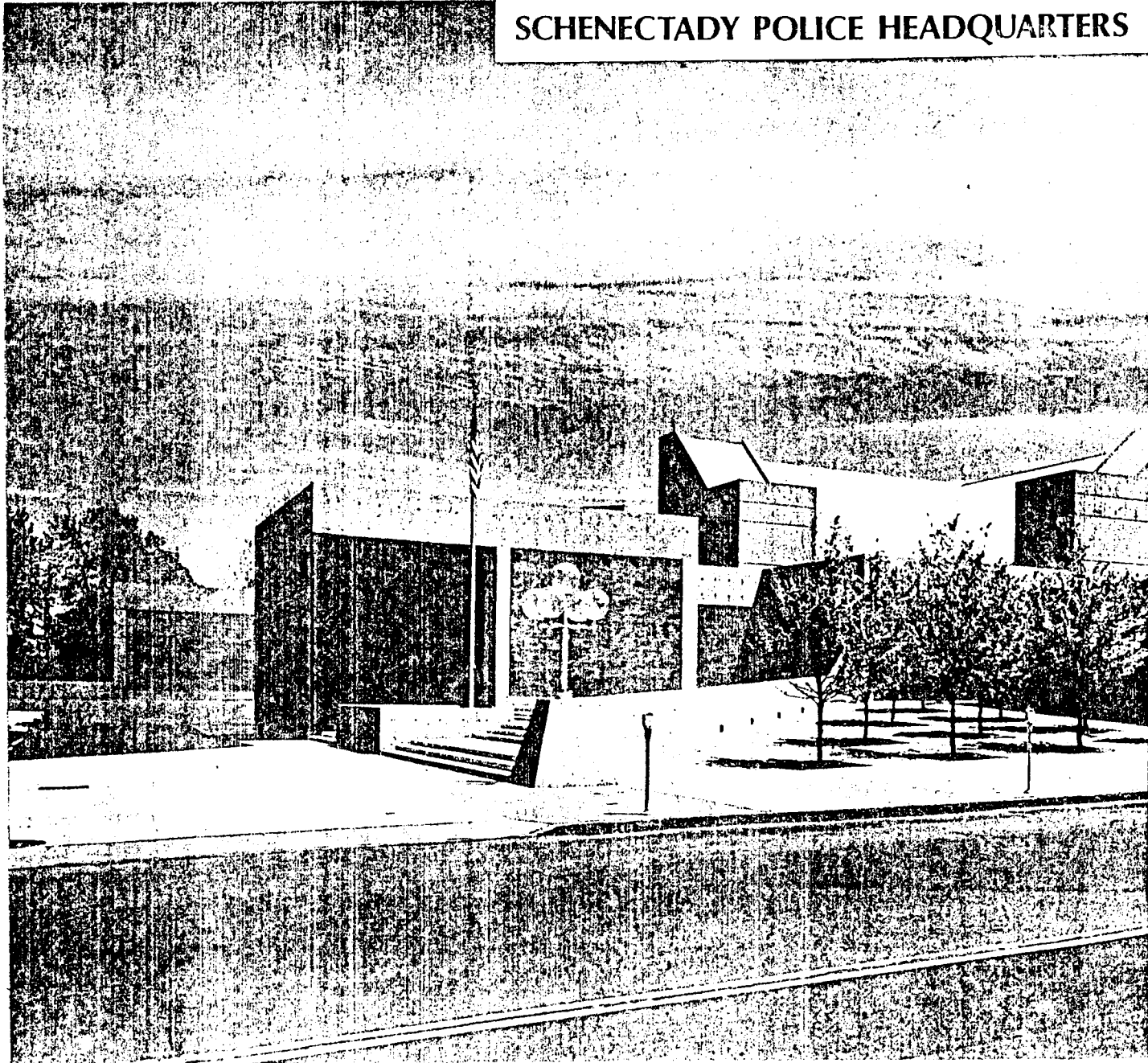
The design concept is explained as a village cluster of interconnected forms. The idea that the people's many diverse interests and needs should be reflected in the buildings design. The "village" representing the public with "interconnection" via the police department.

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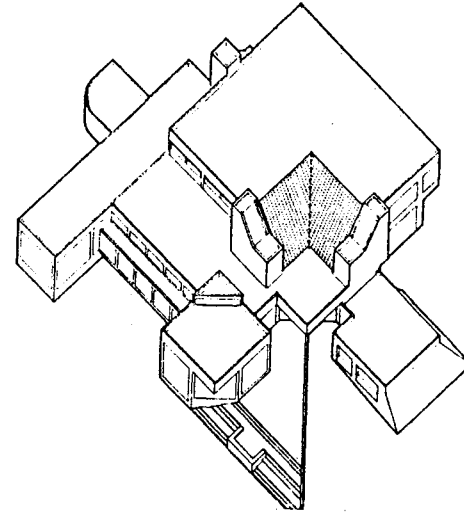
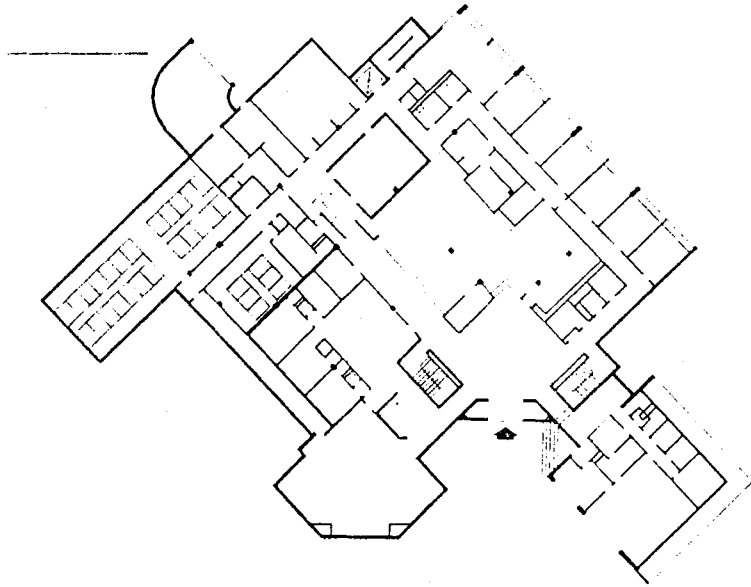
# state of the art

## SCHENECTADY POLICE HEADQUARTERS

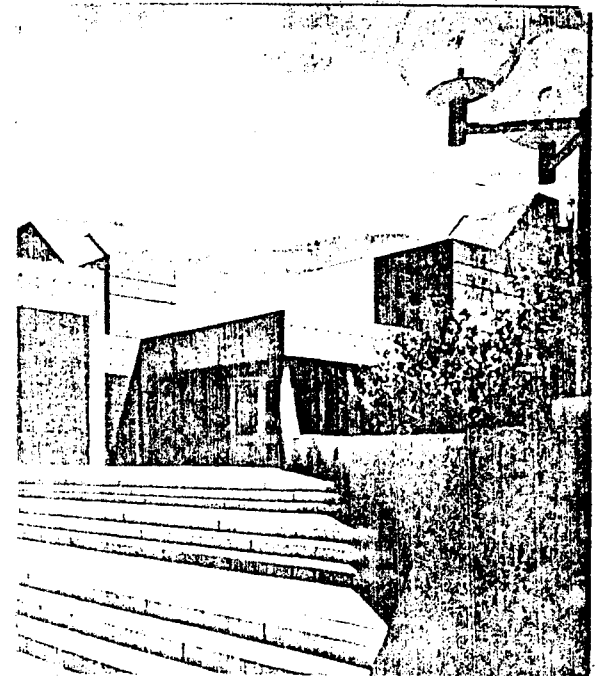
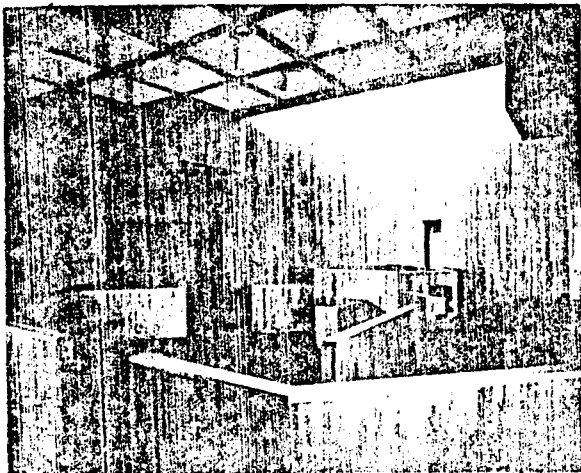


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# state of the art

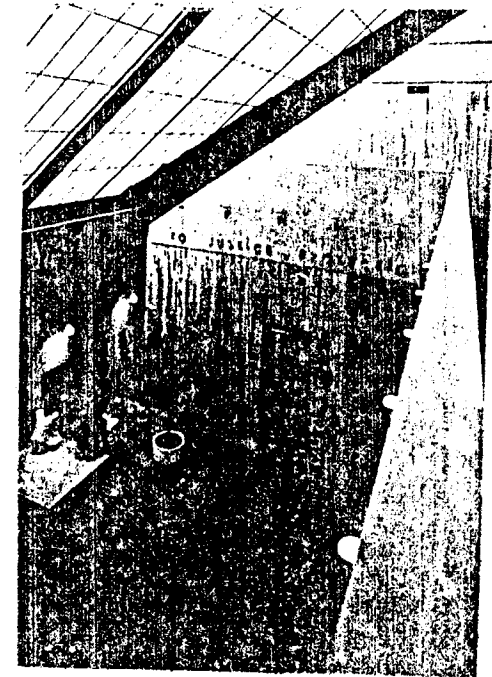


□ PUBLIC  
□ STAFF  
□ SECURITY



---

## state of the art



They allowed each of these elements proper expression and then organized them all in their most natural and immediately identifiable way, so that, according to Schmitt, the building "emerged as a village cluster of interconnected forms."



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# state of the art

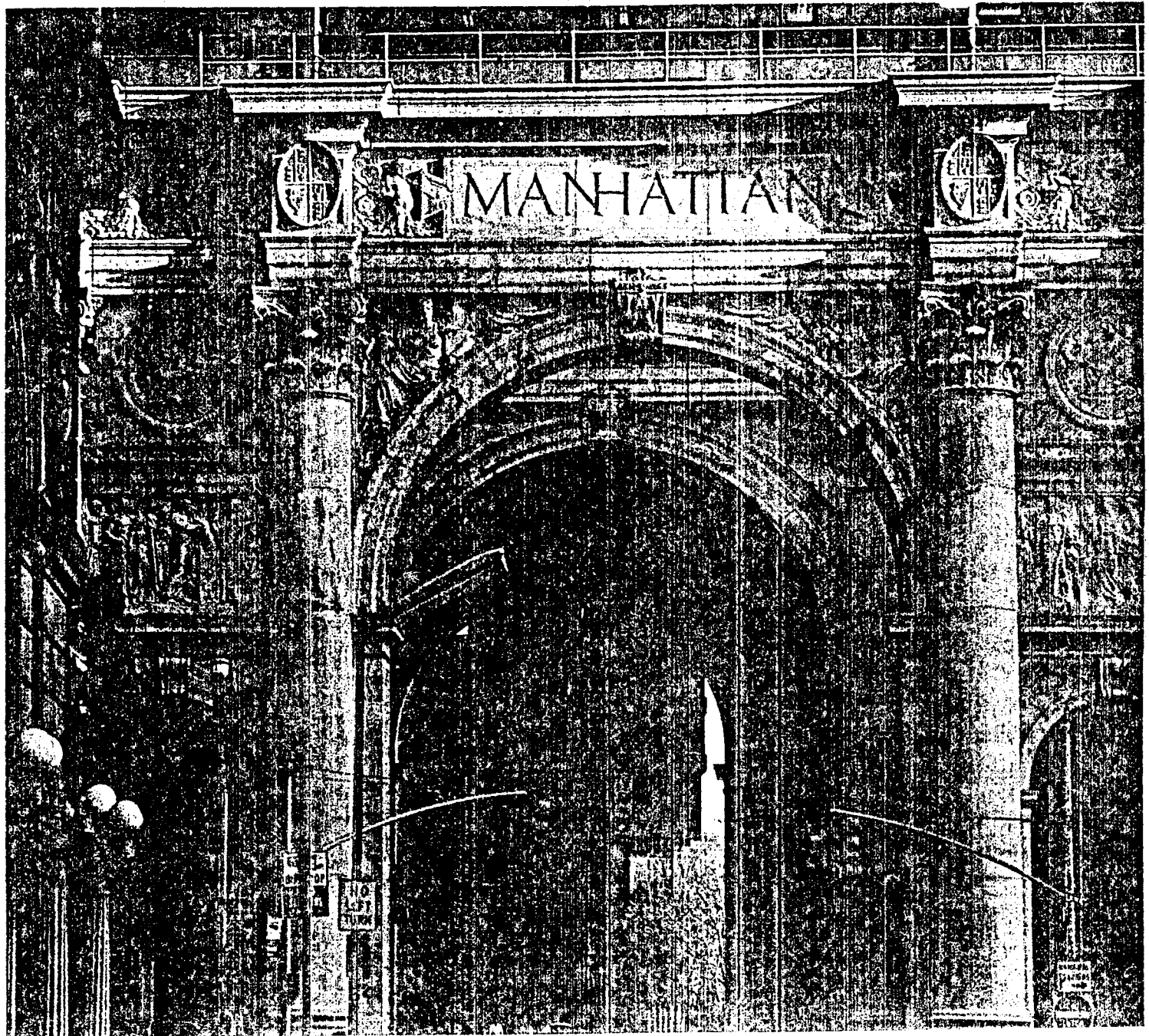
## LOWER MANHATTAN'S POLICE HEADQUARTERS

The most significant concept in the project is the planned unification of the civic district with the residential district. The design is considered to have symbolical linkage to the residential neighborhood as well as to the adjacent courthouses.

One casing point is that the Manhattan's Police Headquarters' site has similar characteristics to the proposed site in Bartlesville. The south of the site is bordered by residential usage, while to the north, east, and west by community facilities such as a Firehouse, Civic Center, and existing structure housing City Administration.

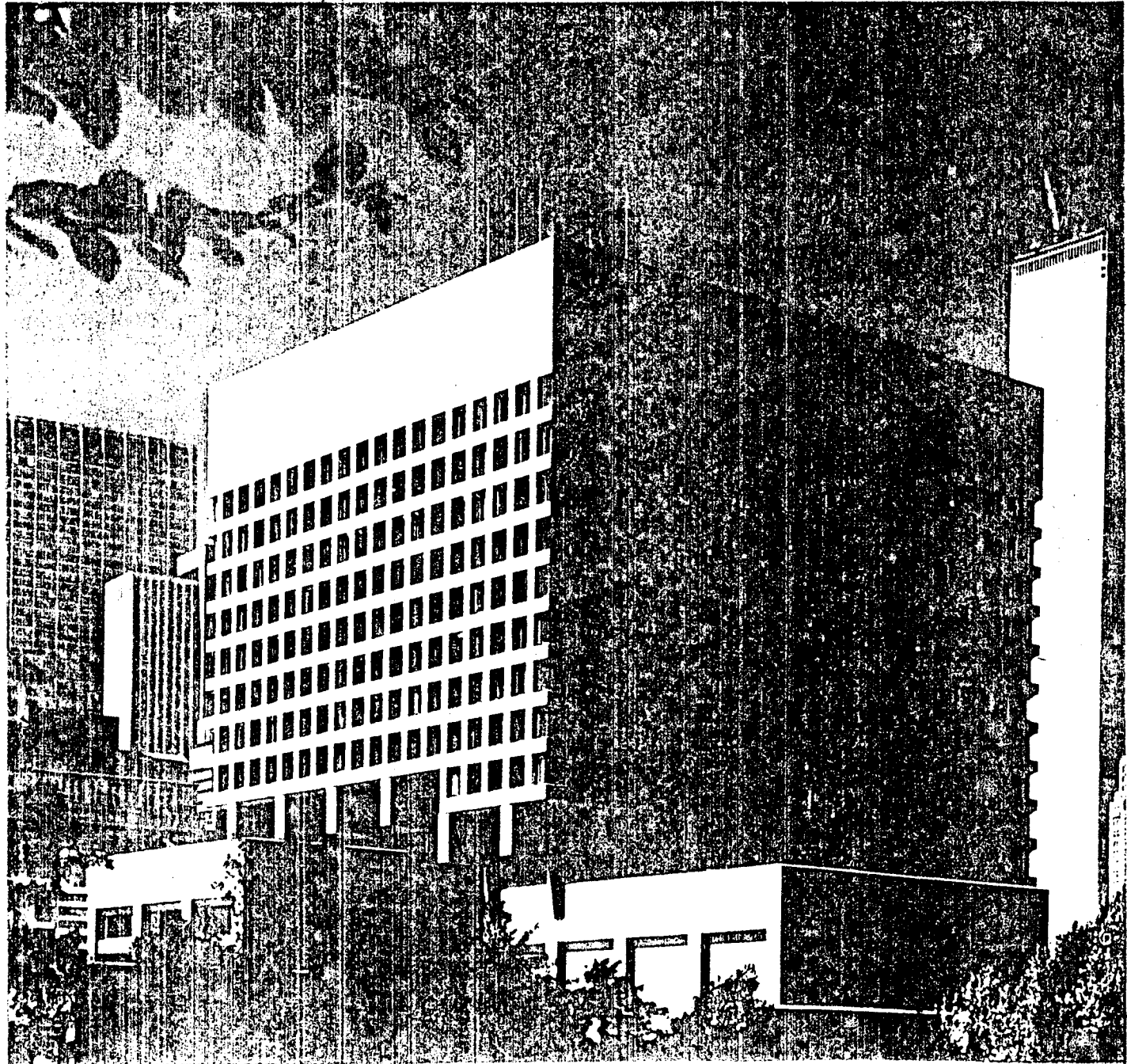
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# state of the art



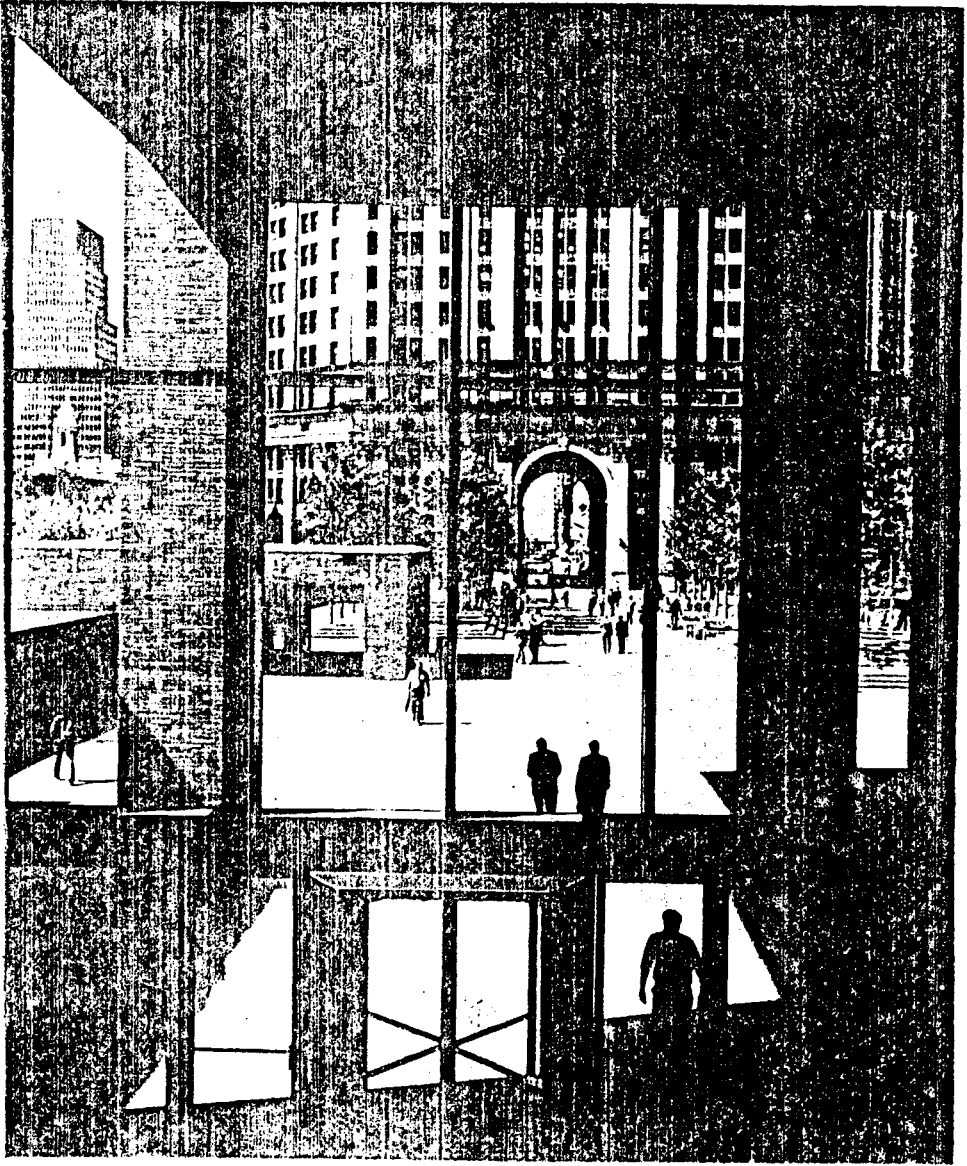
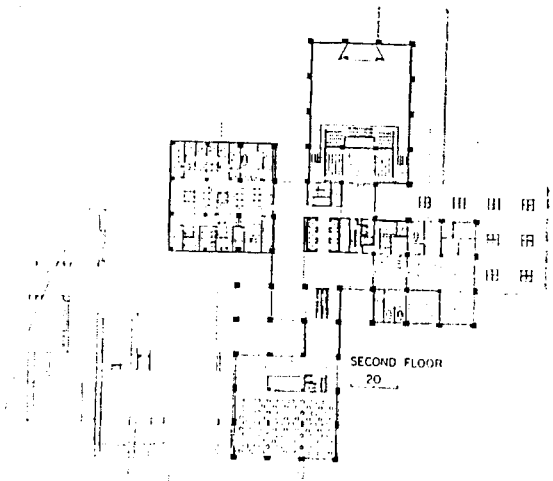
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# state of the art



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# state of the art



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# state of the art

## A FIRM, NEW EDGE FOR NEW YORK'S CHAOTIC CIVIC DISTRICT

Lower Manhattan's new Police Headquarters, with its beguiling pedestrian plaza (glimpsed through the arch below) was commissioned nearly a decade and a half ago. Today, two majors, six police commissioners, nine public works commissioners later, the building is complete and occupied.

Through all these administrative changes, with their inevitable but vexing delays, architects Gruzen & Partners were the only continuing presence. Their patience and determination resulted in not only a splendid building but, perhaps even more important, in a sound and coherent piece of civic planning in a portion of the city where this virtue has been absent too long.-  
-Barclay F. Gordon



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# state of the art

## JACKSONVILLE, FLORIDA'S NEW POLICE STATION

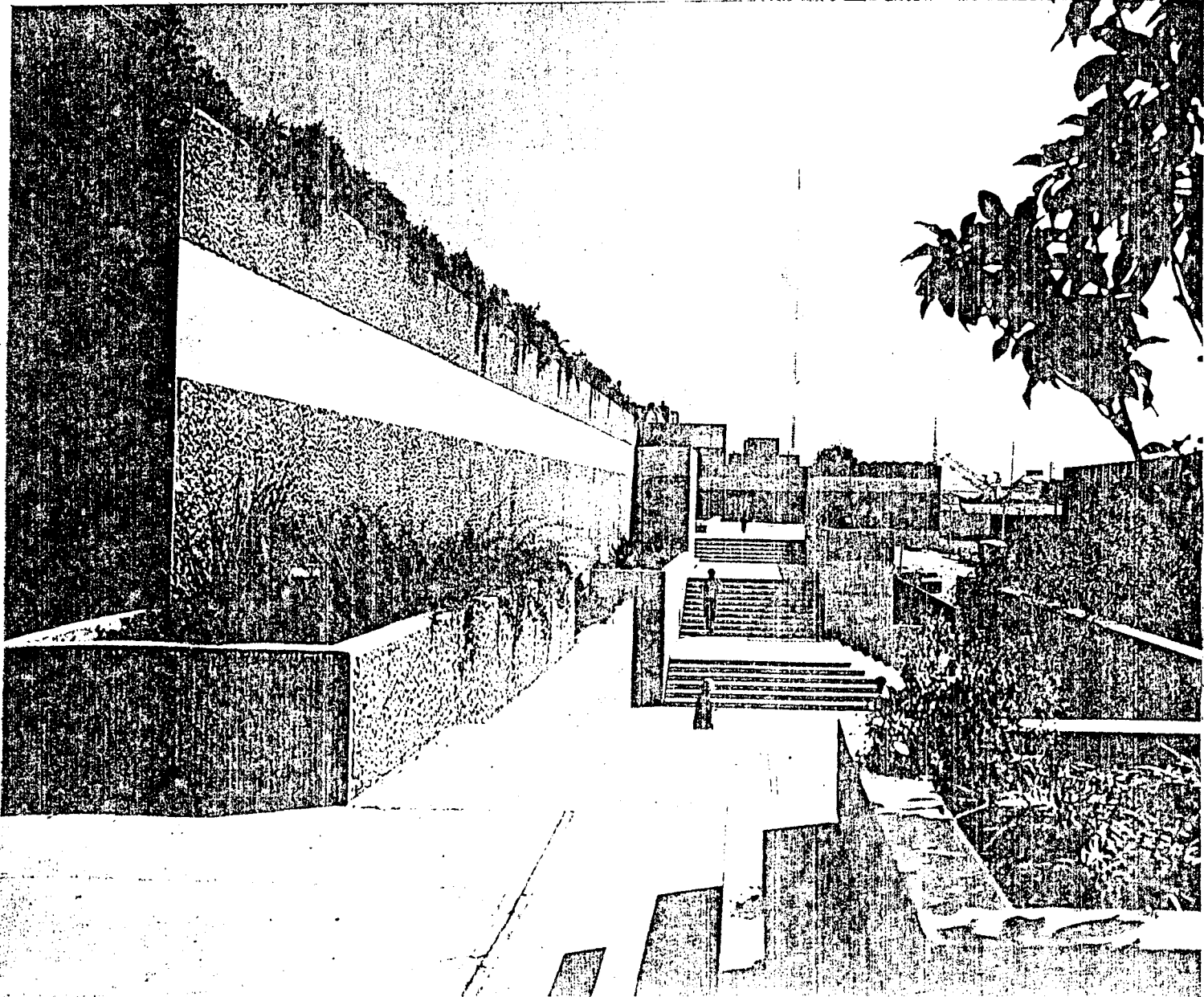
The most significant feature of this police facility is the monumentalism in Architecture created at such an economical cost (40\$/Sq.Ft.)

Another pertinent feature is planning for future expansion. At present the building utilization is seventy percent of the gross area, thus allowing future expansion to occur readily.

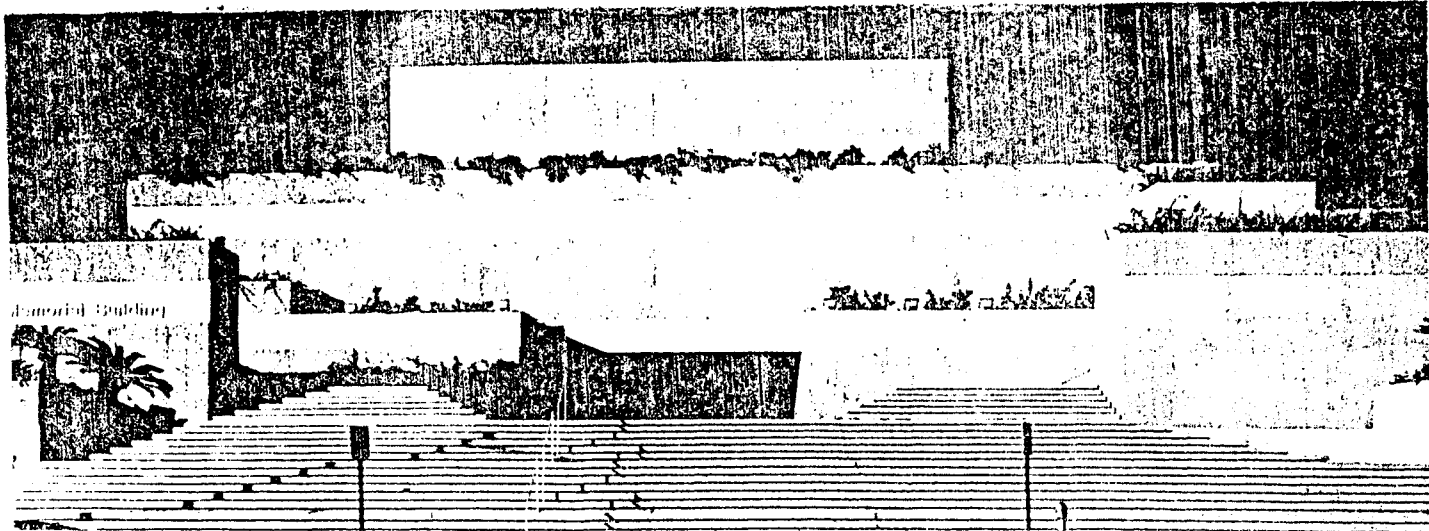
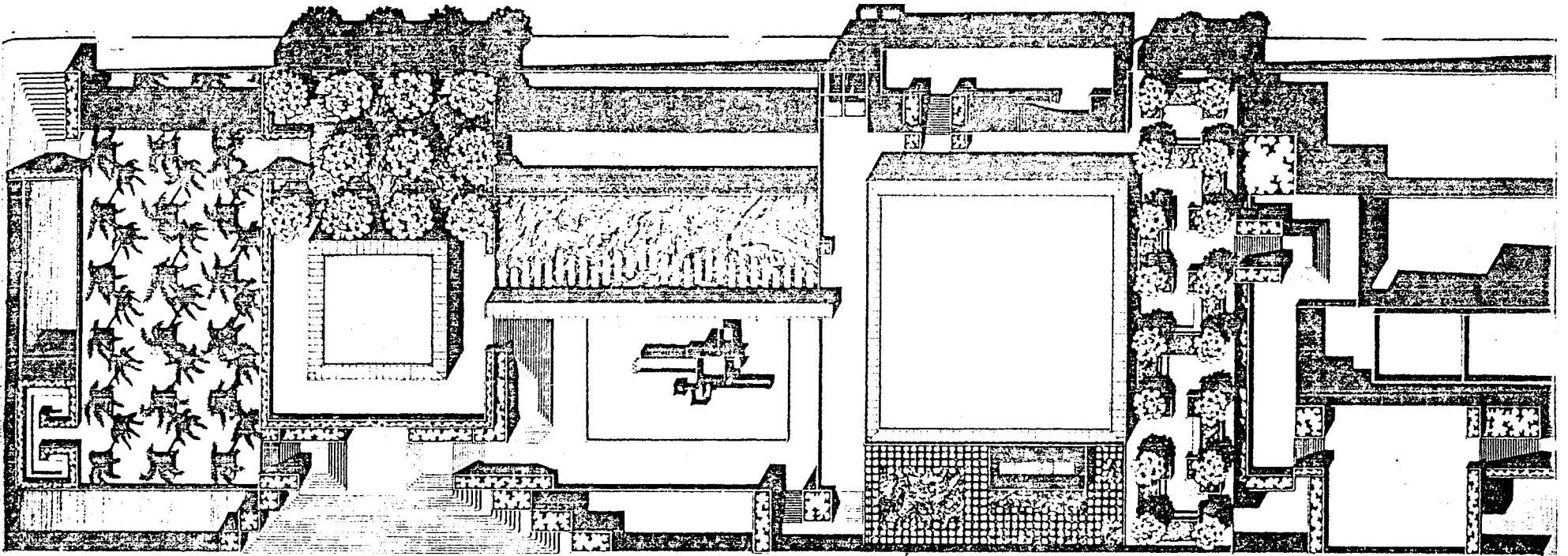
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# state of the art

## JACKSONVILLE'S NEW POLICE HEADQUARTERS



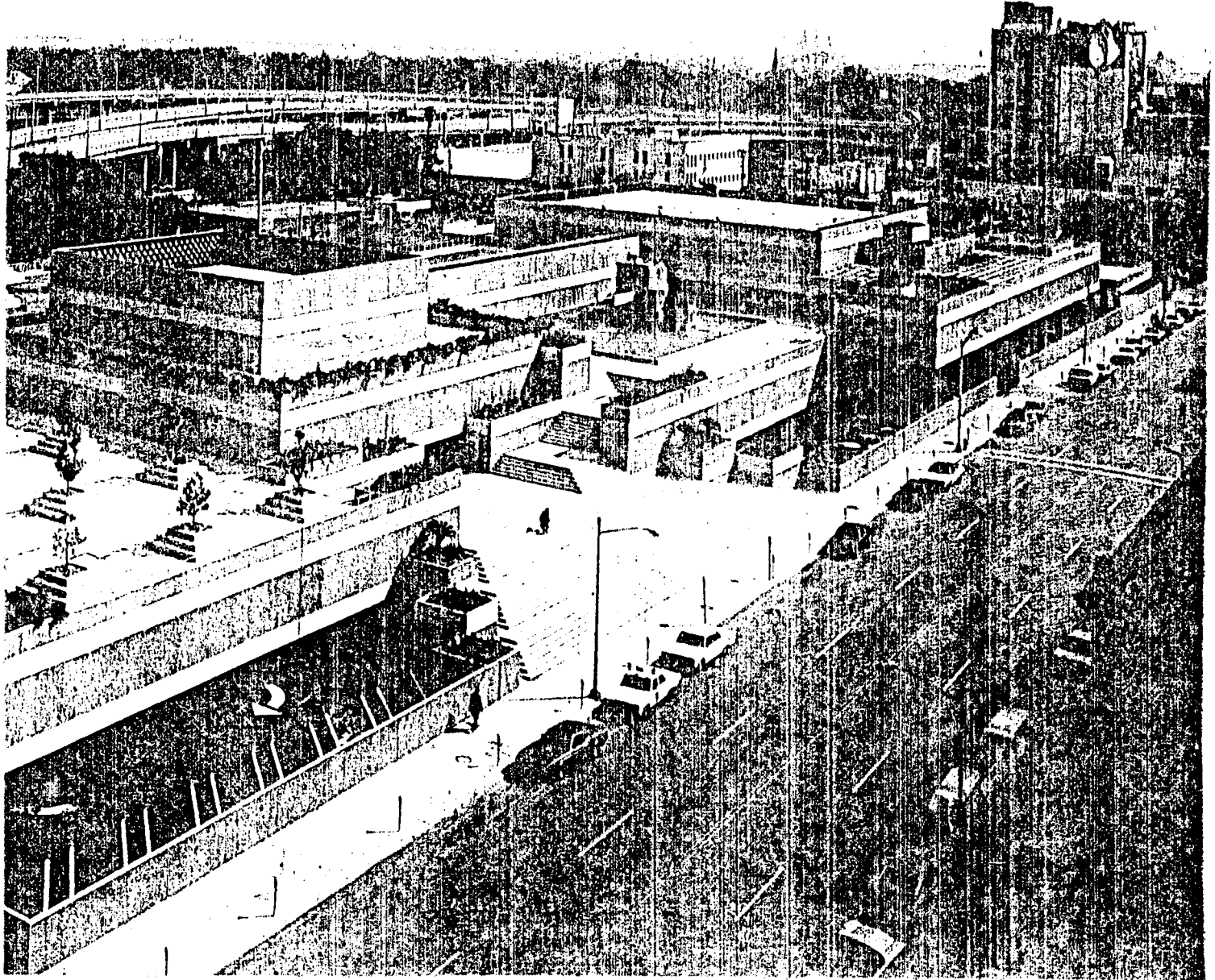
# state of the art





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# state of the art

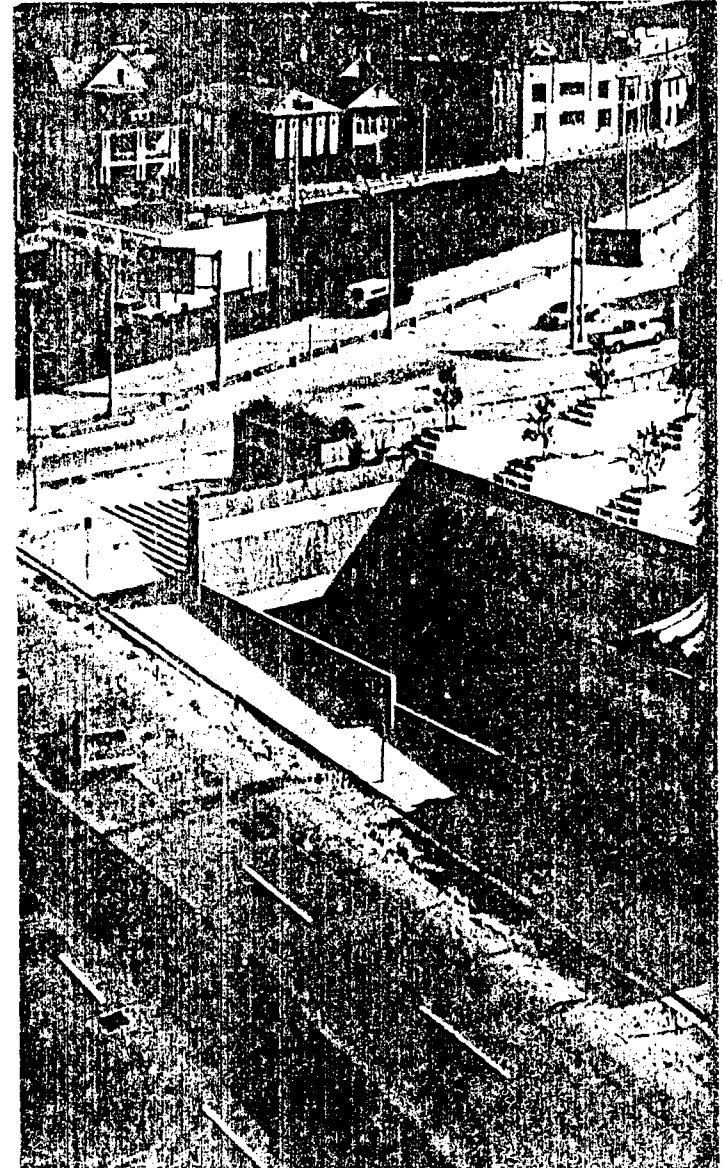


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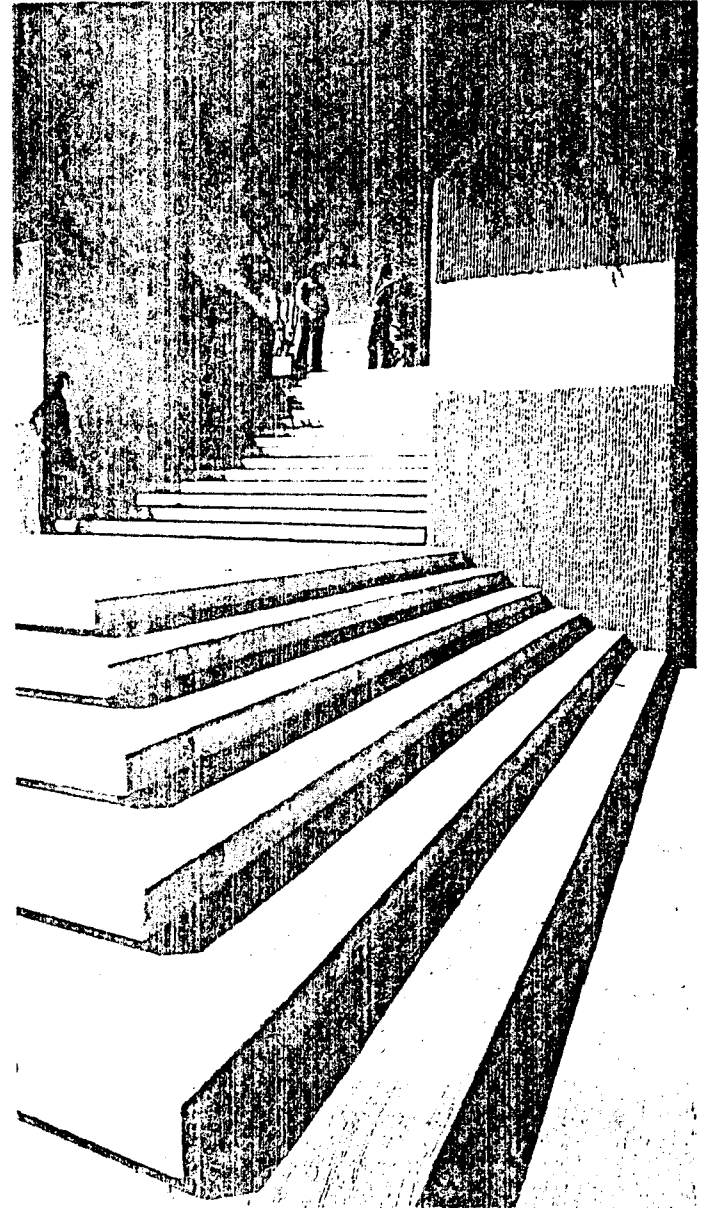
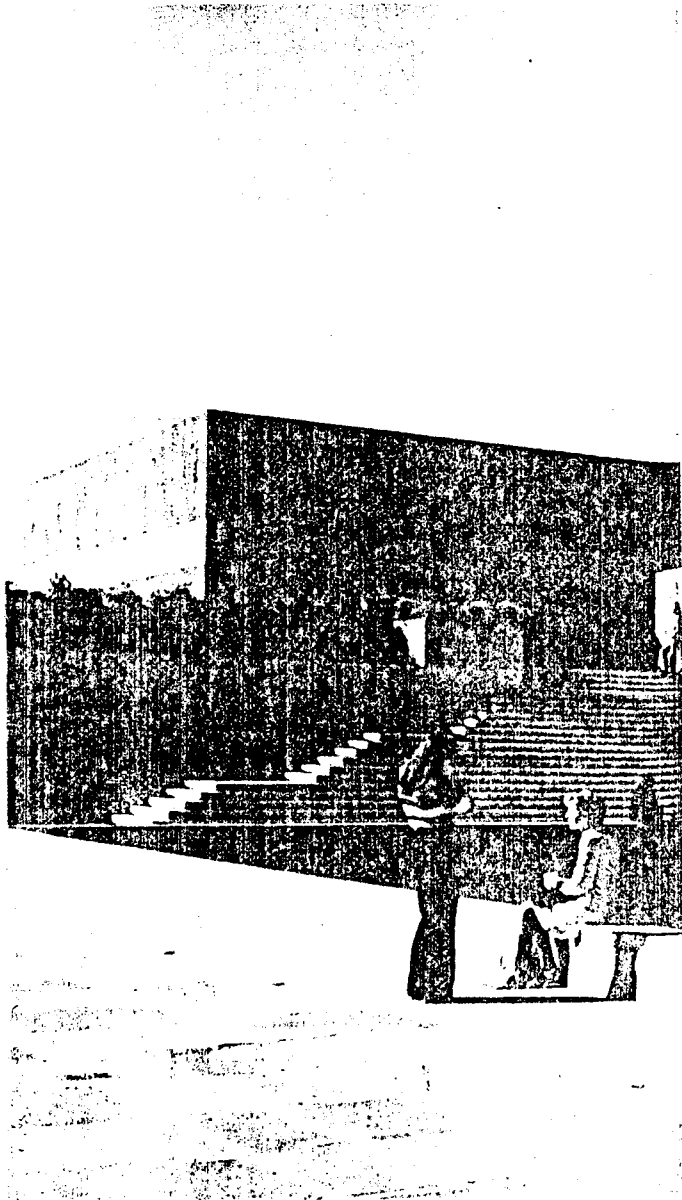
The building does handle business. Police functions are distributed over two floors, which are elevated above a subgrade parking area. The parking level also accommodates service functions such as mechanical equipment rooms, and provides space for future expansion of the building. (The utilization of the current 208,000-square-foot building is approximately 70 per cent). The main floor is surprisingly straightforward in plan for a building with the apparently complicated volumes that are seen from the exterior. All spaces are organized around two interior courts, which are respectively centers of public-related and internal functions. Accordingly, the main entrance leads to the smaller court around which the public services and records, and facilities are for public transactions--such as paying parking tickets. The sheriff's office and the offices of other police officers are located around the larger court, with such functions as detention.

Architect Morgan was determined to create a building in which people's sense of location would be quick and easy, as they traveled from place to place. Accordingly, the two courts are connected by two-story-high gallery. Here hang banners created by artist's Anne Emanuel, whose designs are derived from paintings by local school children transferred onto canvas. The building's exterior walls are poured-in-place concrete with a fluted, but hammered finish that is interrupted by smooth concrete bands at the floor levels



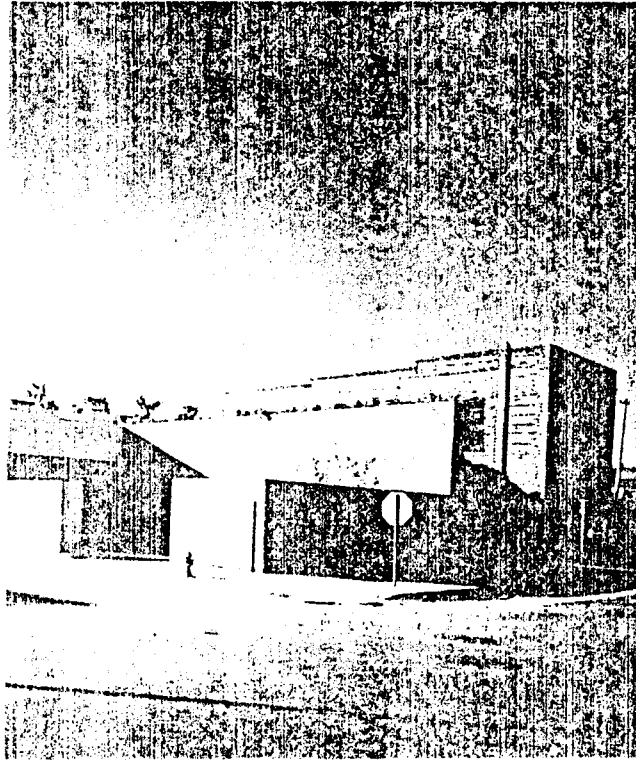
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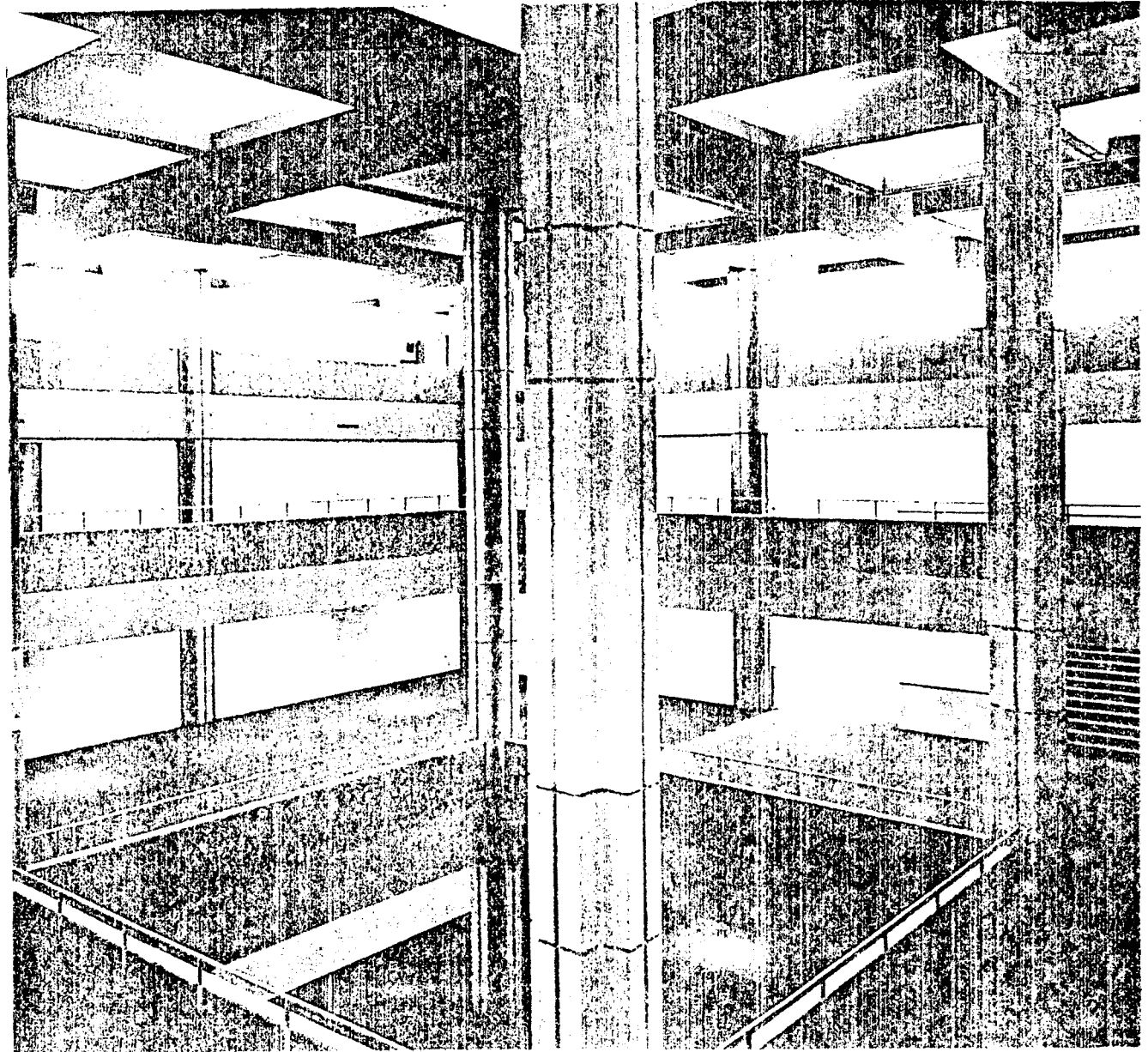
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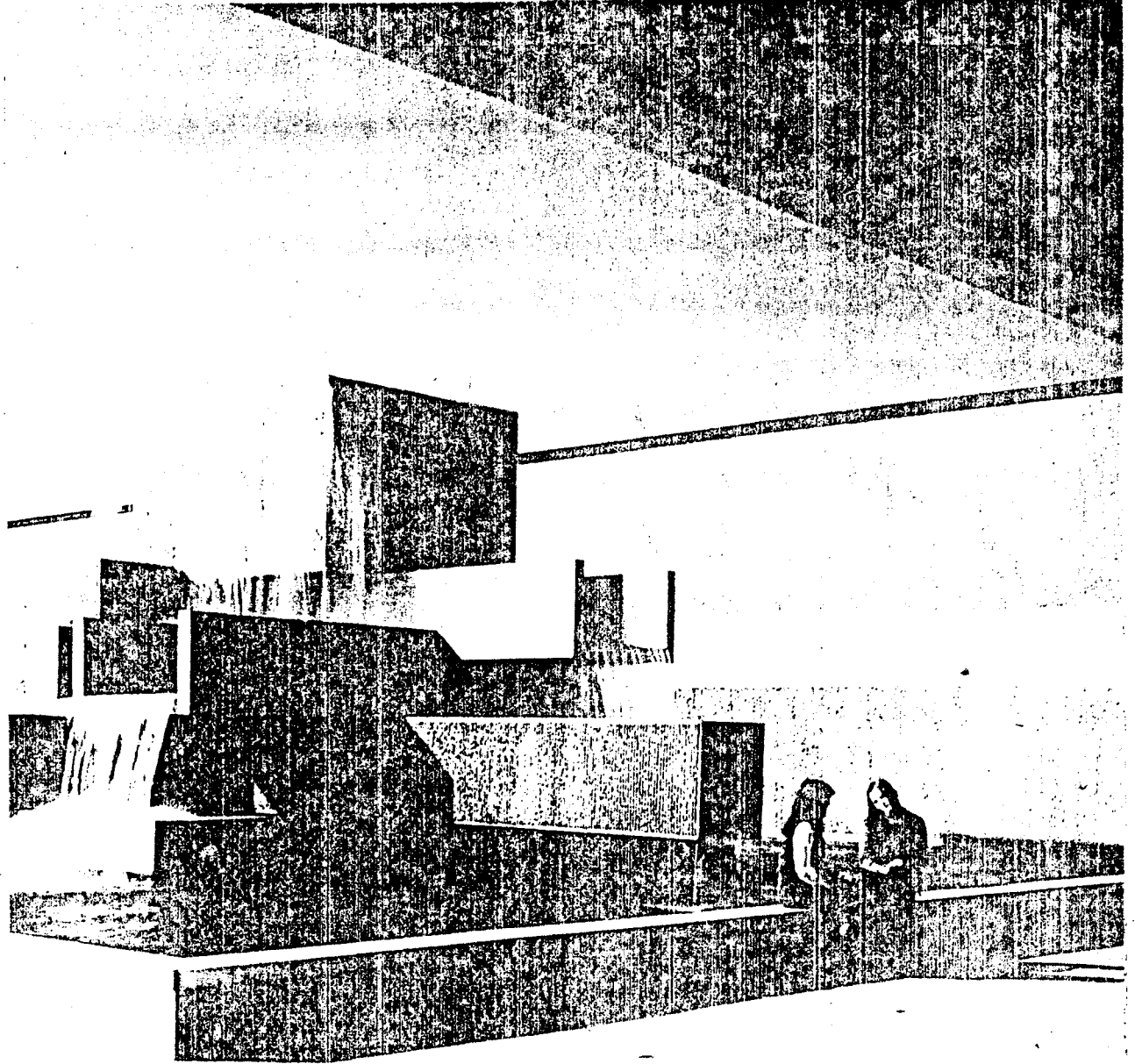
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# state of the art



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# state of the art



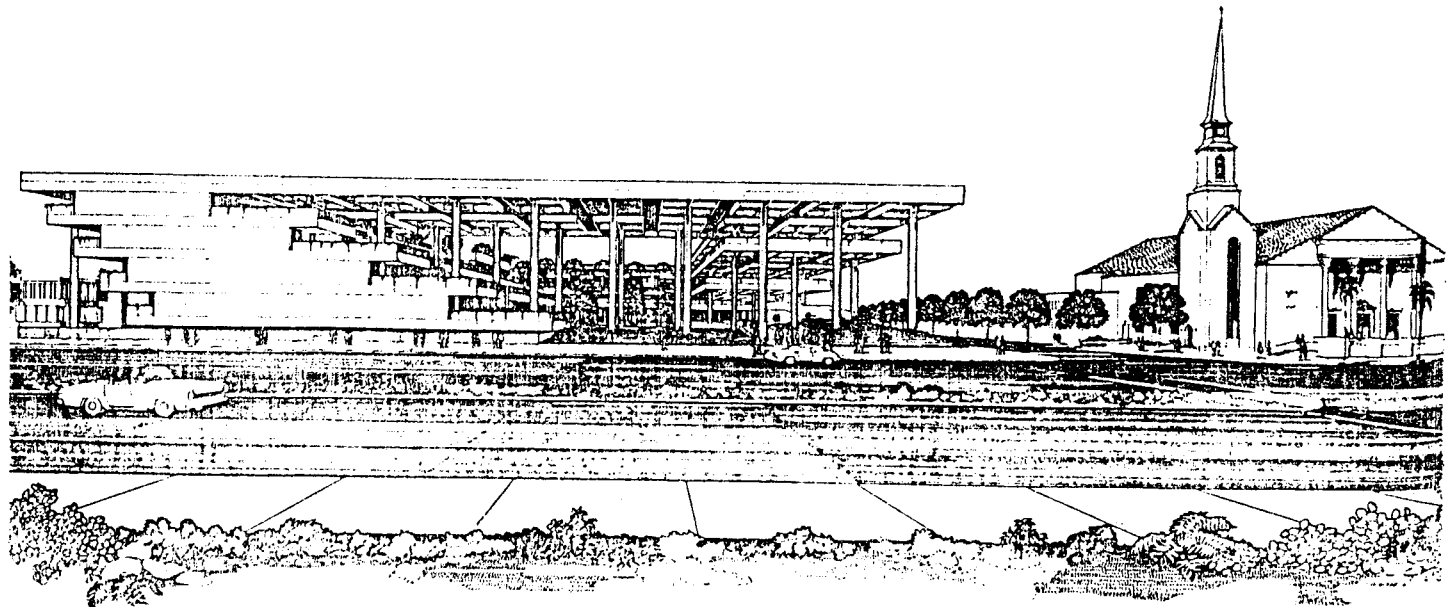
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# state of the art

The police station was completed last year for just over \$40 per square foot, on a fast-track schedule that required eight separate construction contracts.

The municipal parking spaces were combined with those for the new building, and the city retained ownership of the land. There is an appropriate urban image and a park in Fort Lauderdale's Federal courts building. (drawing below)



## MECKLENBURG COUNTY COURTHOUSE

In this particular building the most significant concept is CIRCULATION. The courthouse has a linear scheme that incorporates dual-corridor circulation.

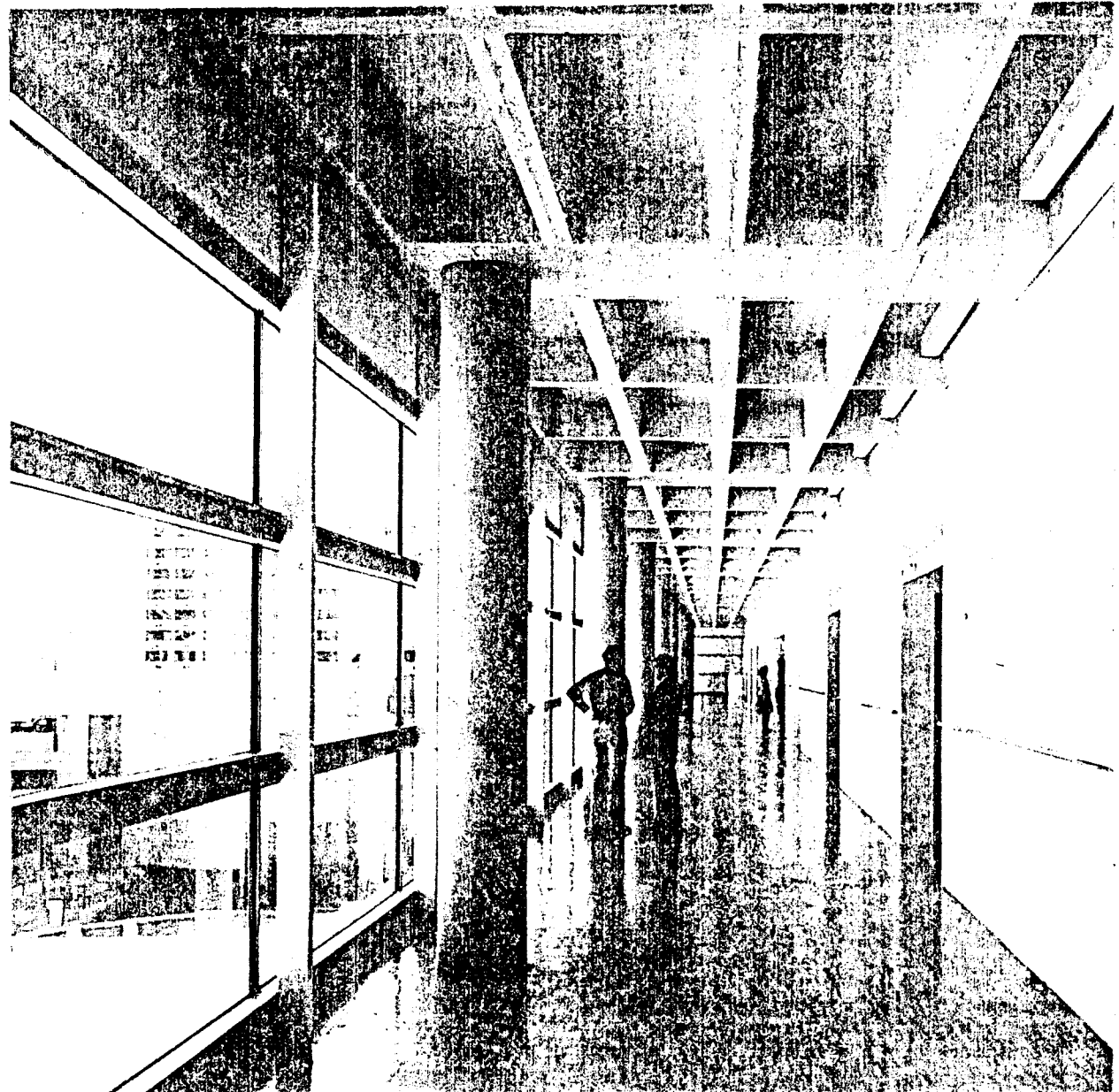
Circulation has defined the building's function. This is an interesting and practical concept due to the necessity for integrated circulation in the first place. Private circulation should be segregated from the public circulation and this building accomplishes this goal.



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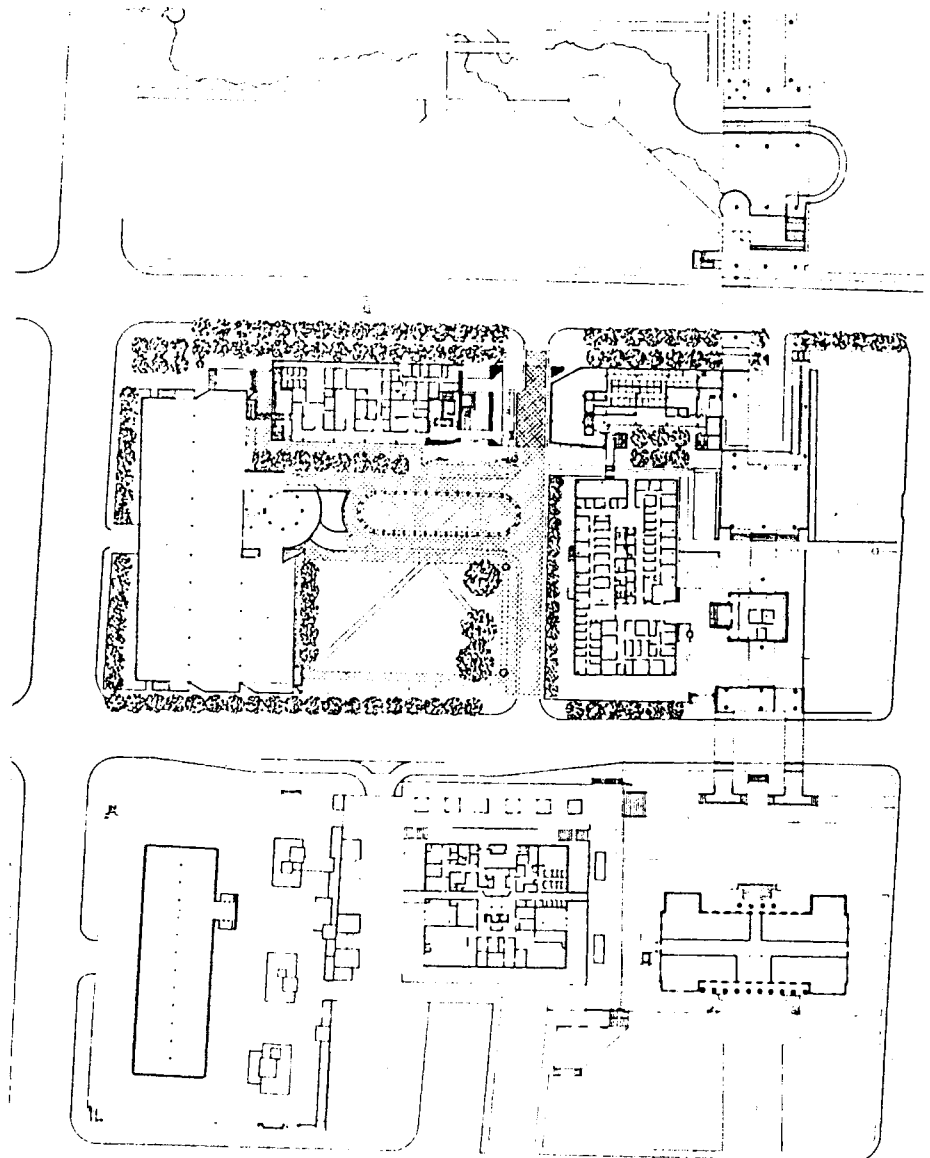
## state of the art

The courthouse uses a dual-corridor system to separate public and private circulation; the public corridors overlook the plaza through the glass curtain wall.



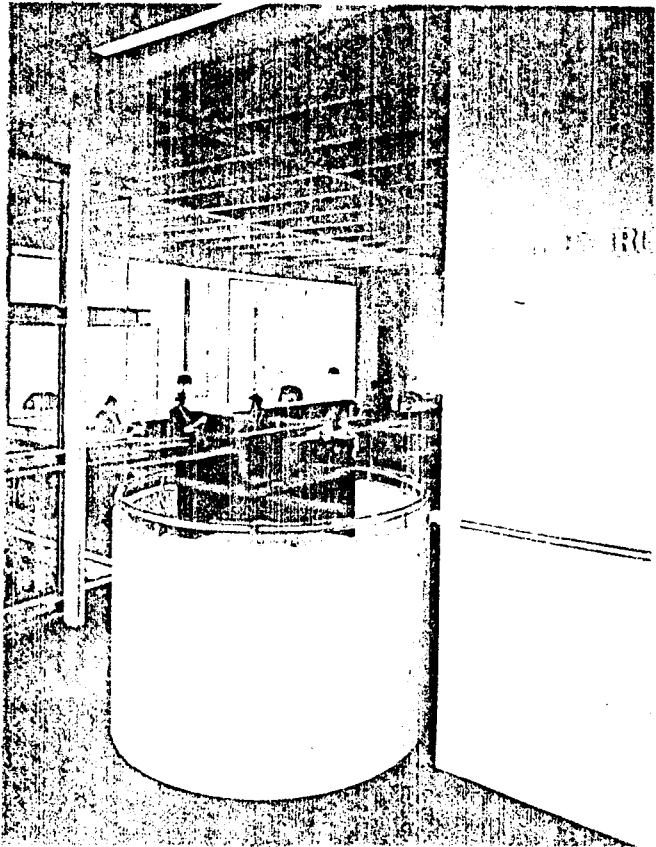
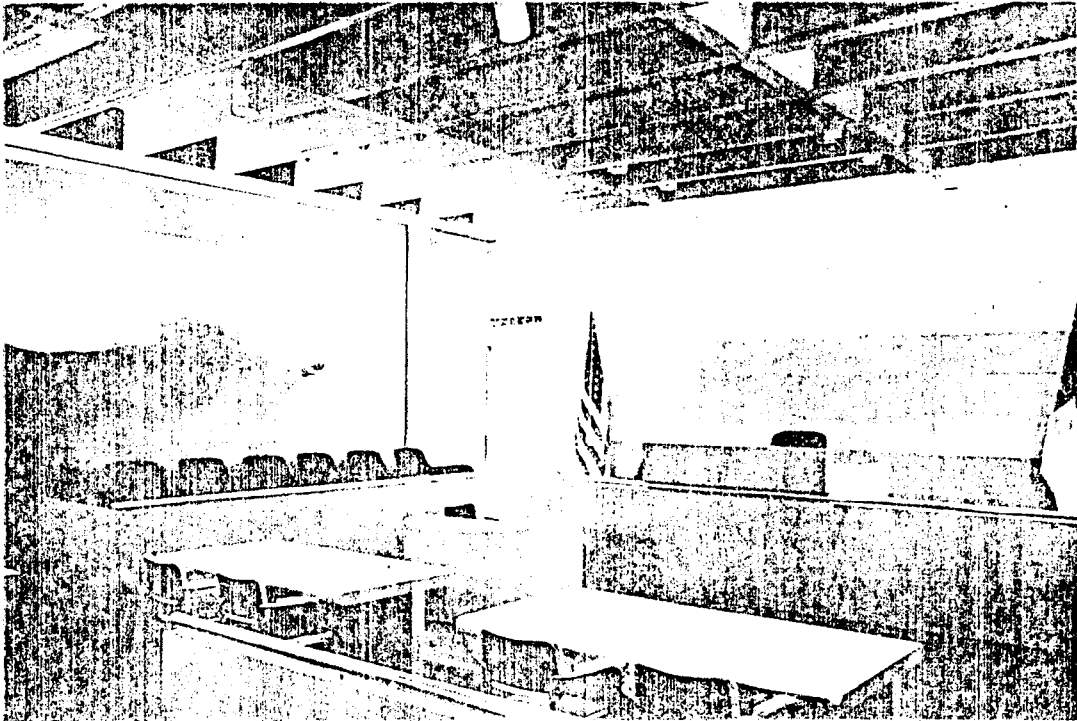
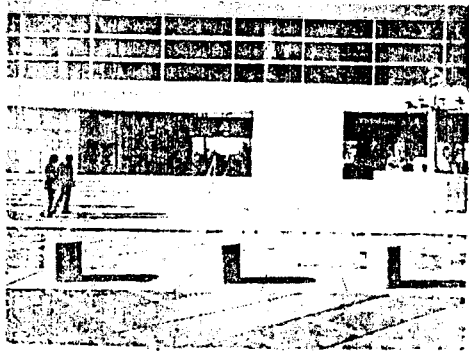
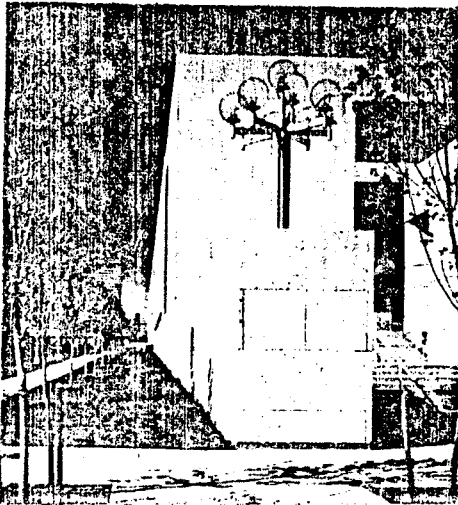
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# state of the art



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# state of the art

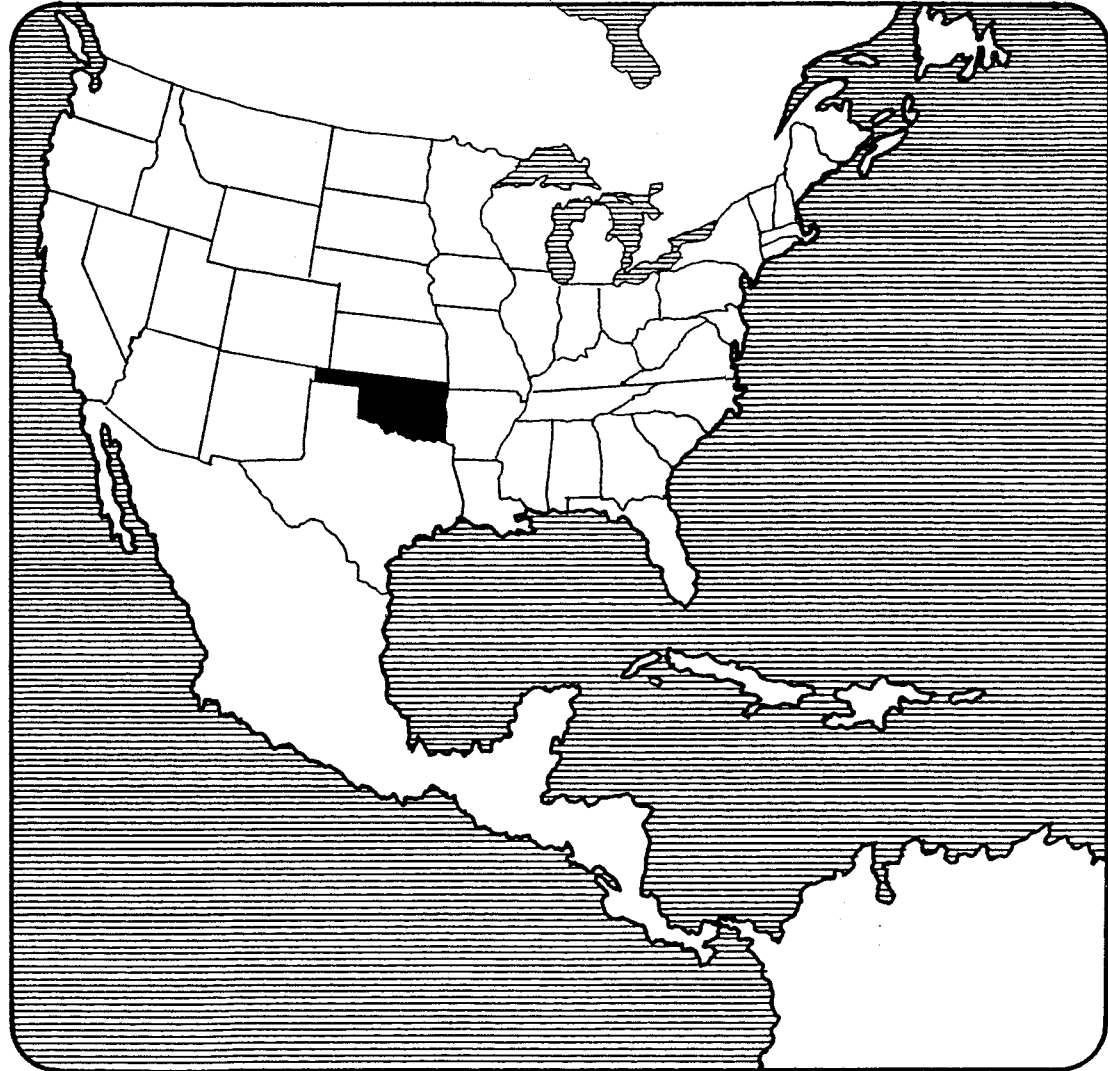


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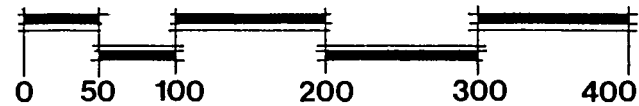
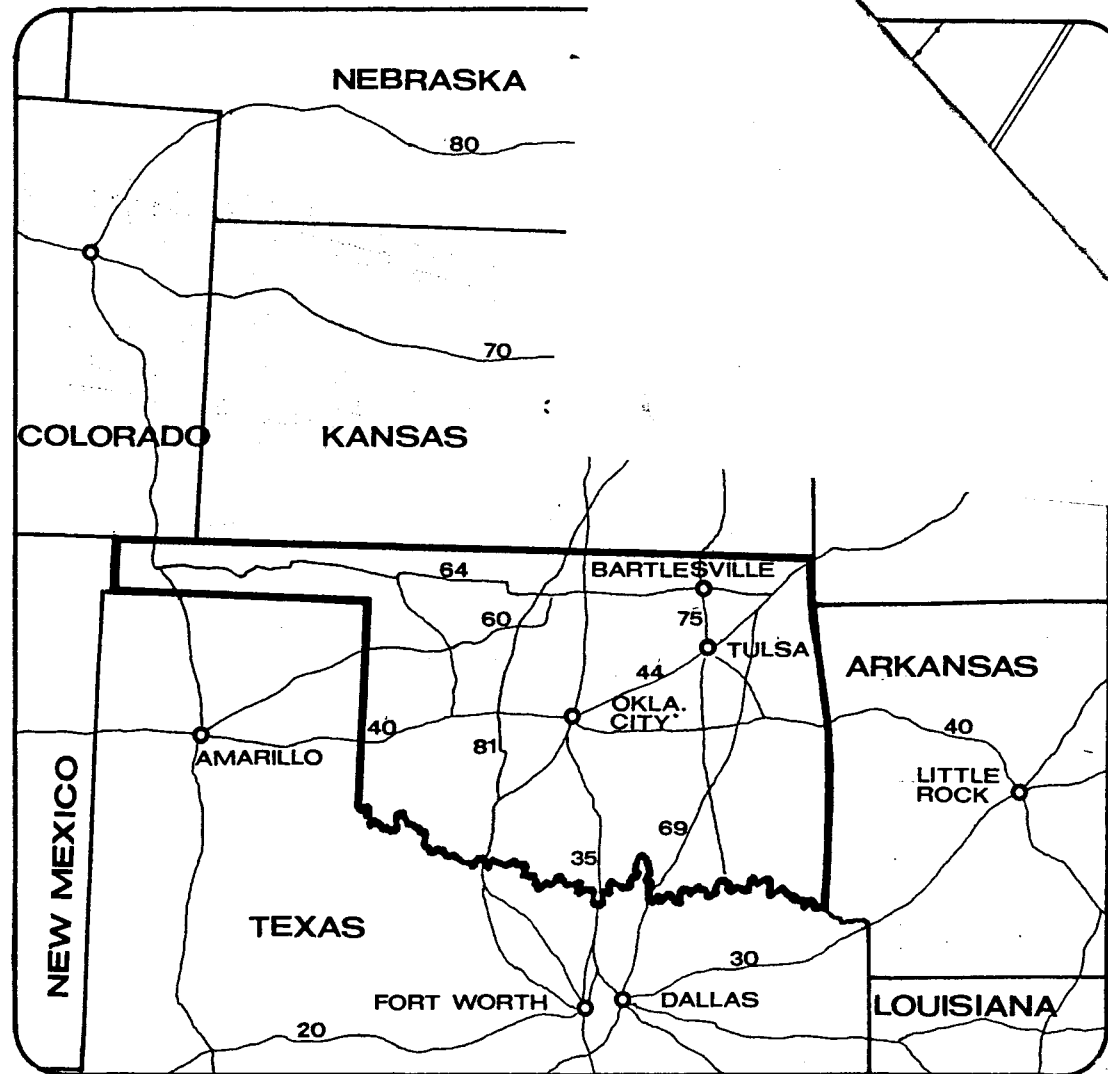
# site analysis

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# oklahoma








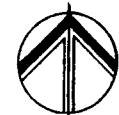
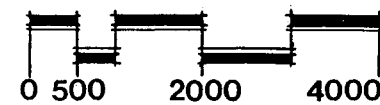
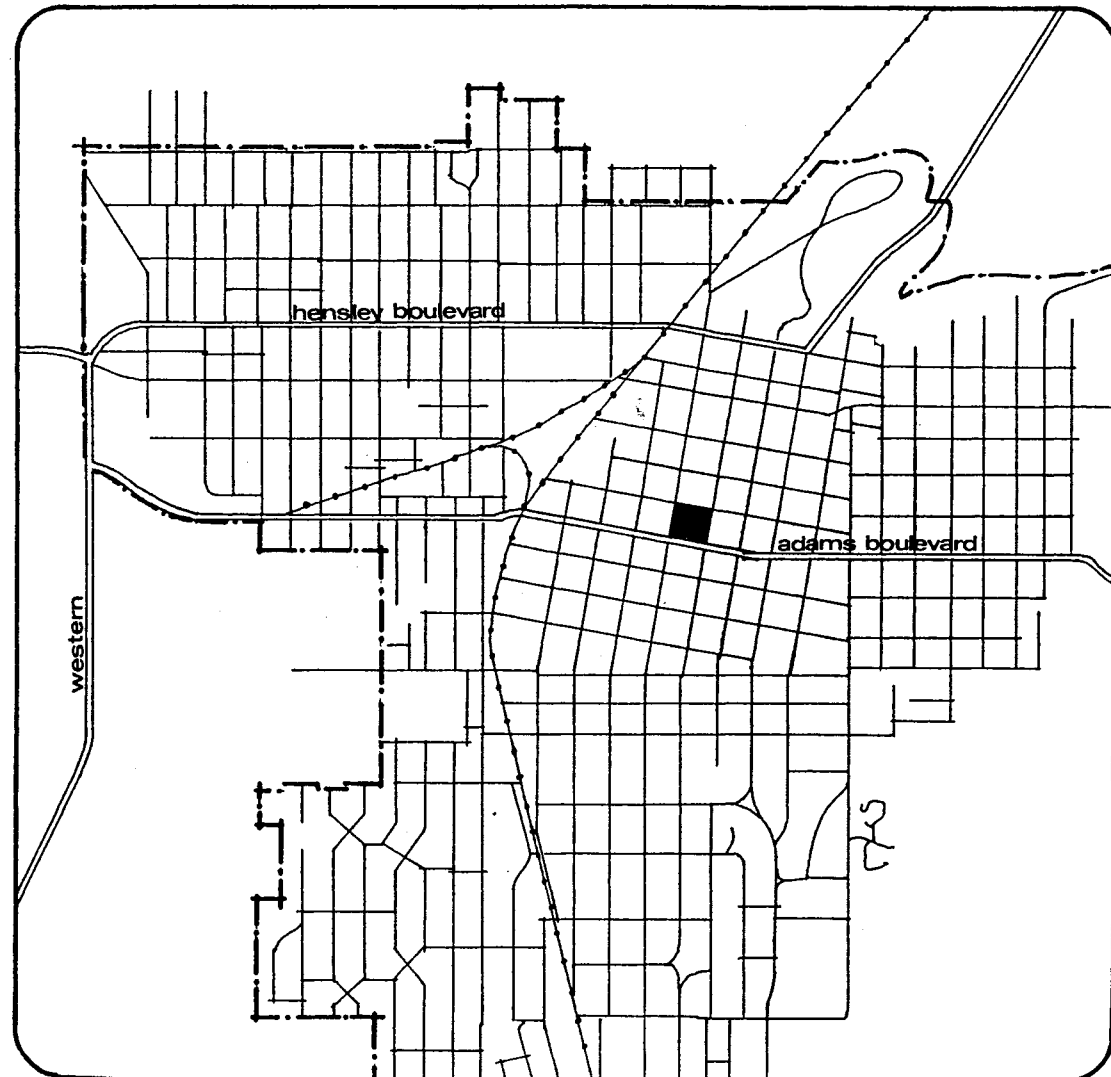
# okla c.b.d. site



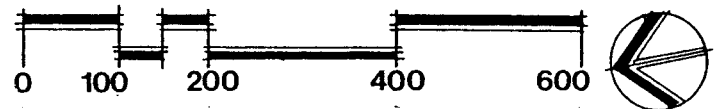
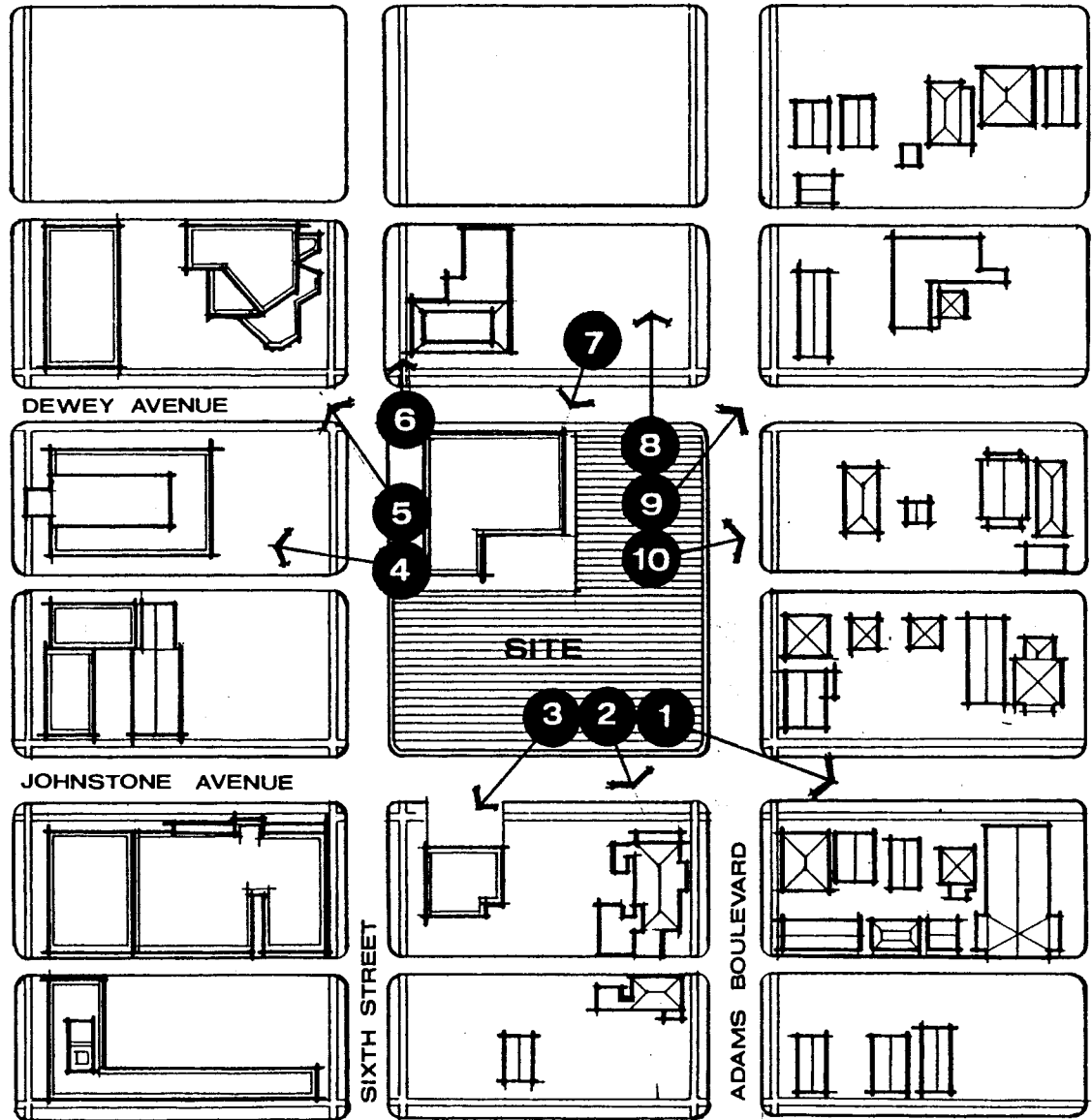
# bartlesville c.b.d. site

## legend

- MAJOR TRAFFIC ARTERY 
- MINOR TRAFFIC ARTERY 
- RAILROAD 
- BARTLESVILLE CITY LIMIT 
- SITE BLOCK 



# photographic documentation key





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# photographic documentation / site

1



2

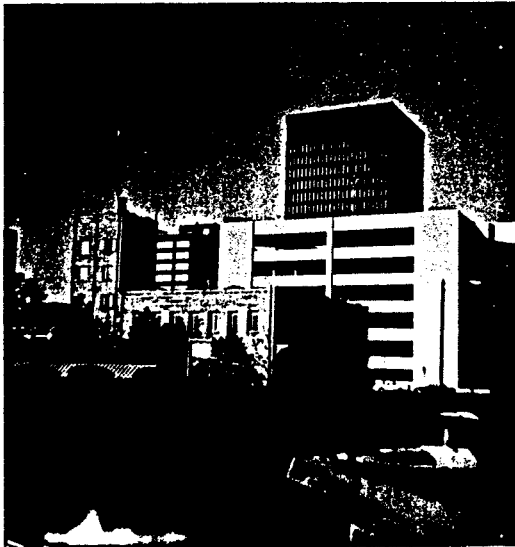


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# photographic documentation // site

3



4

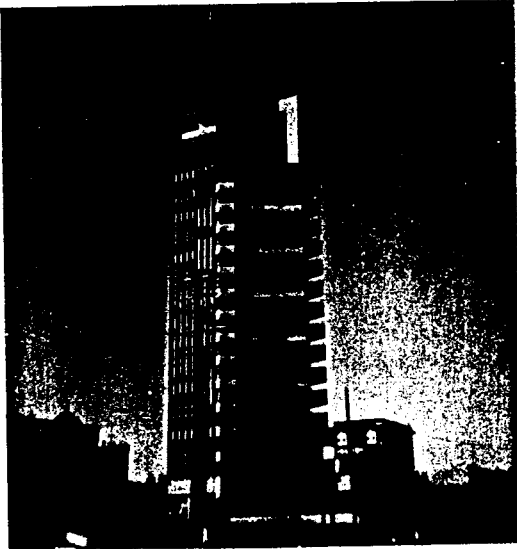


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# photographic documentation / site

5



6



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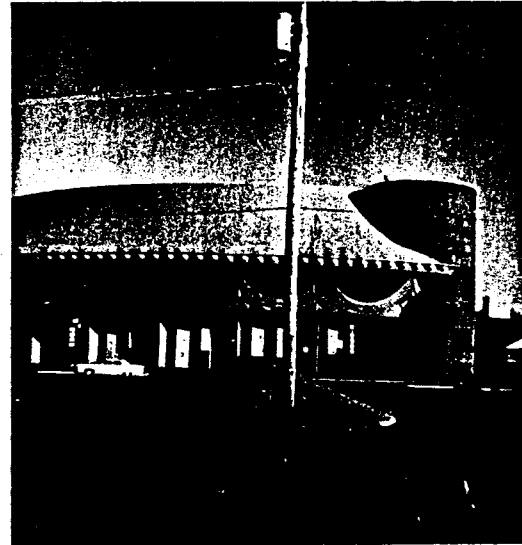
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# photographic documentation / site

7



8



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# photographic documentation // site

9



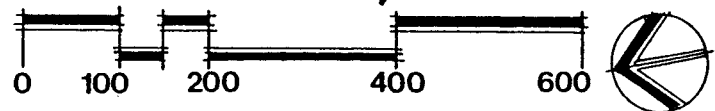
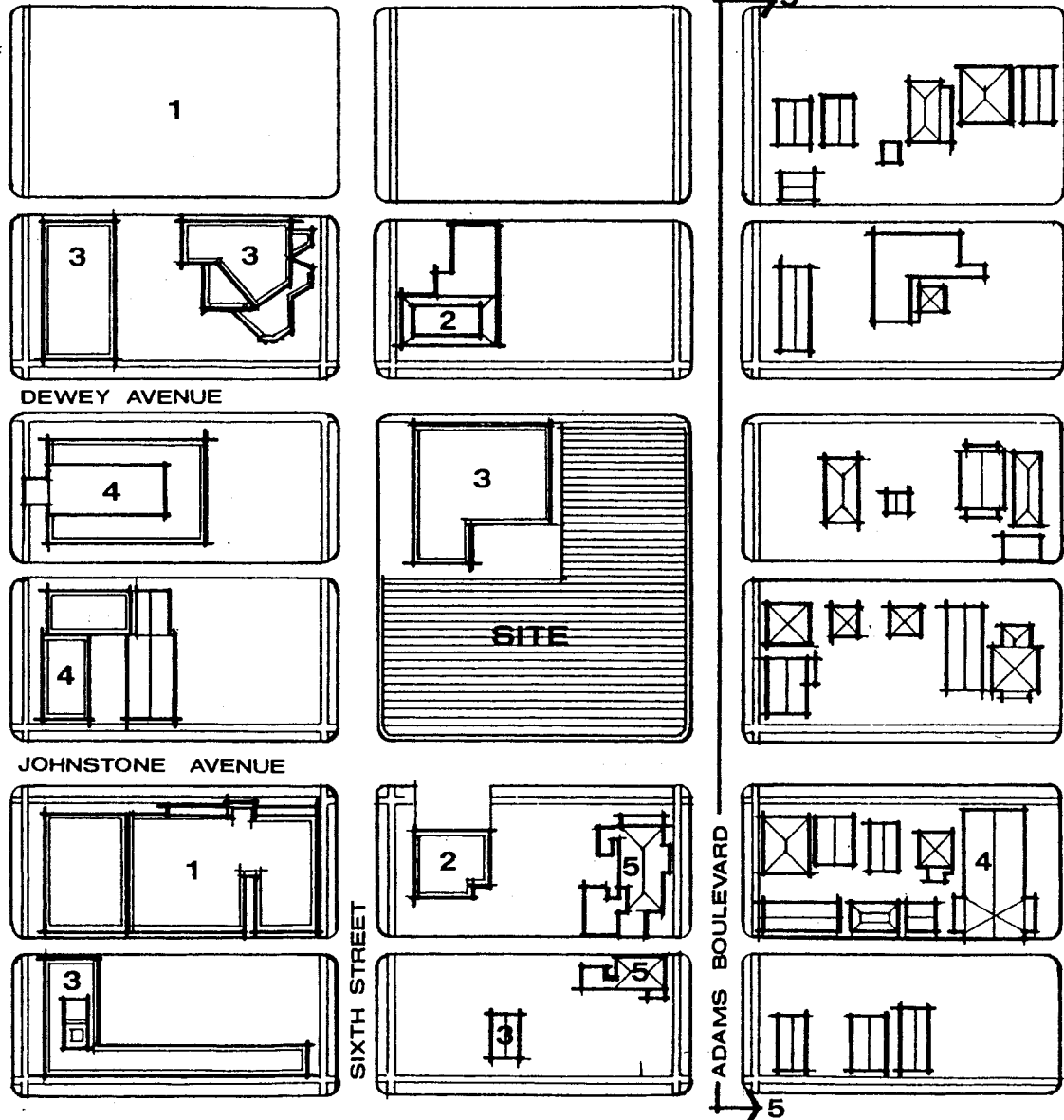
10



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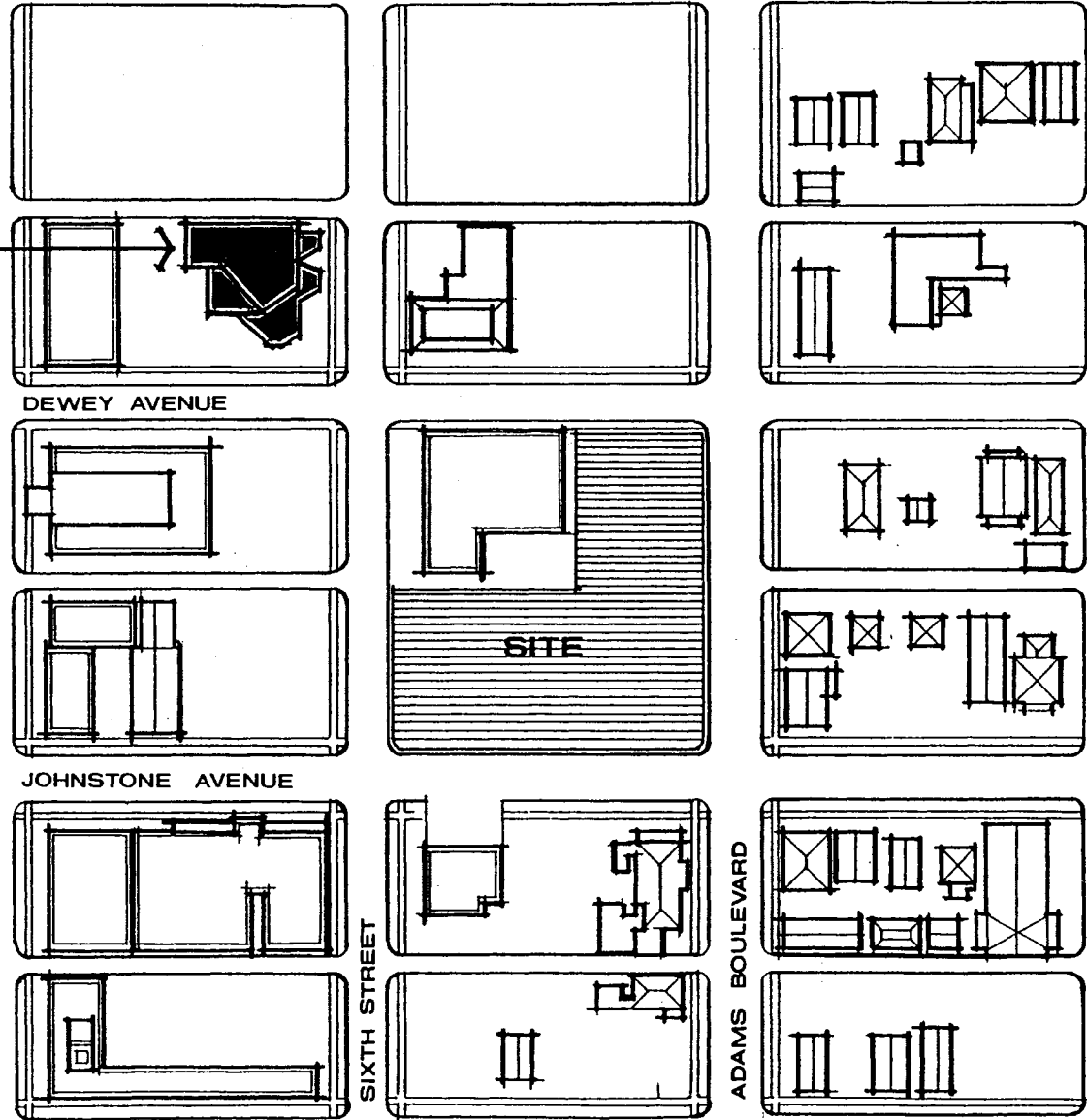
## legend

- 1 PARKING
- 2 CITY
- 3 COMMERCIAL
- 4 CHURCH
- 5 RESIDENTIAL

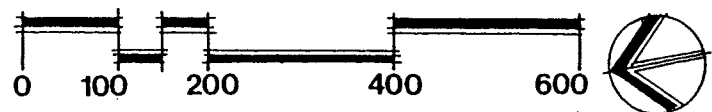
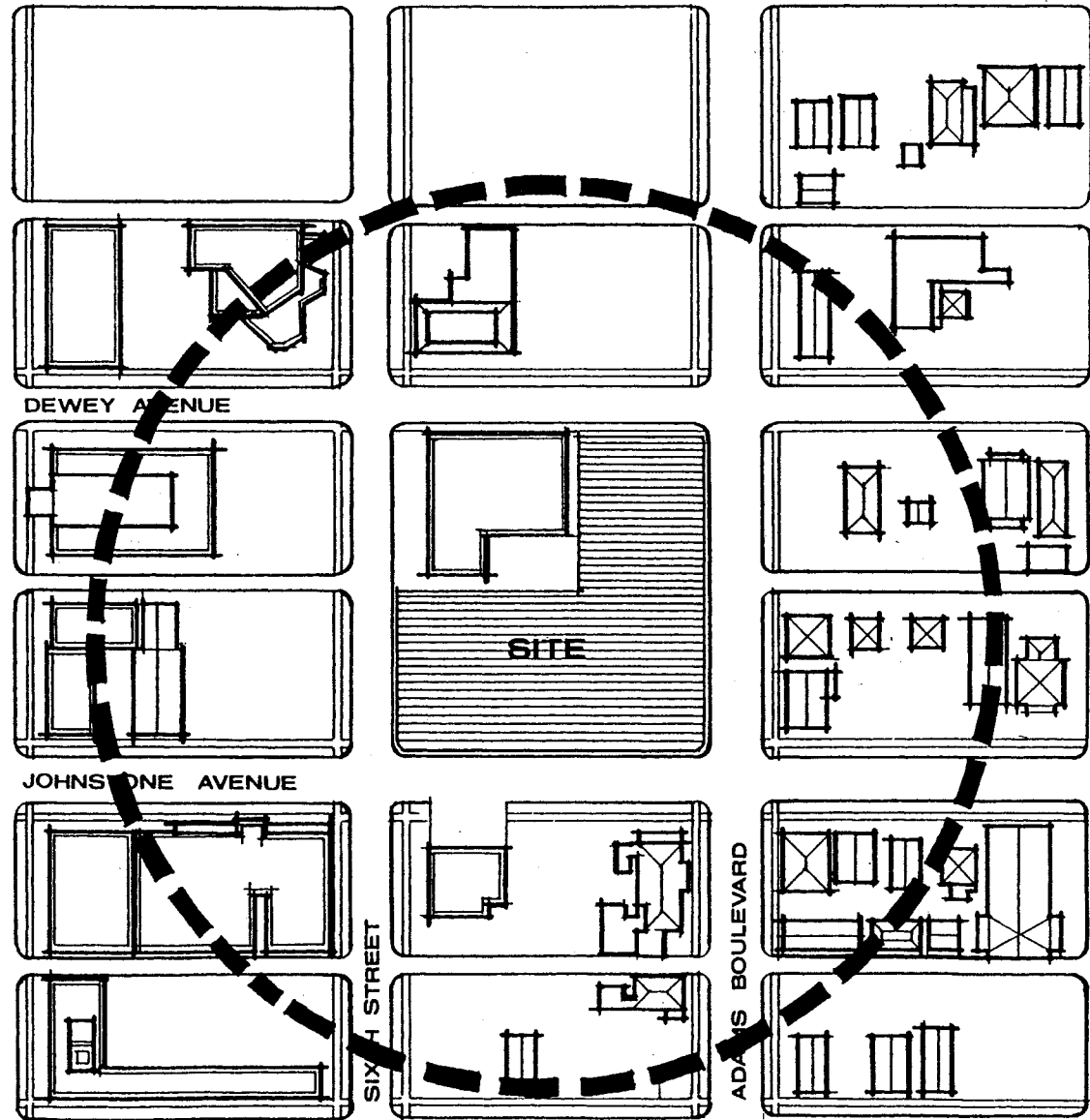


# landmarks

PRICE TOWER



# five minute walking radius



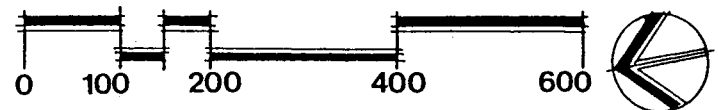
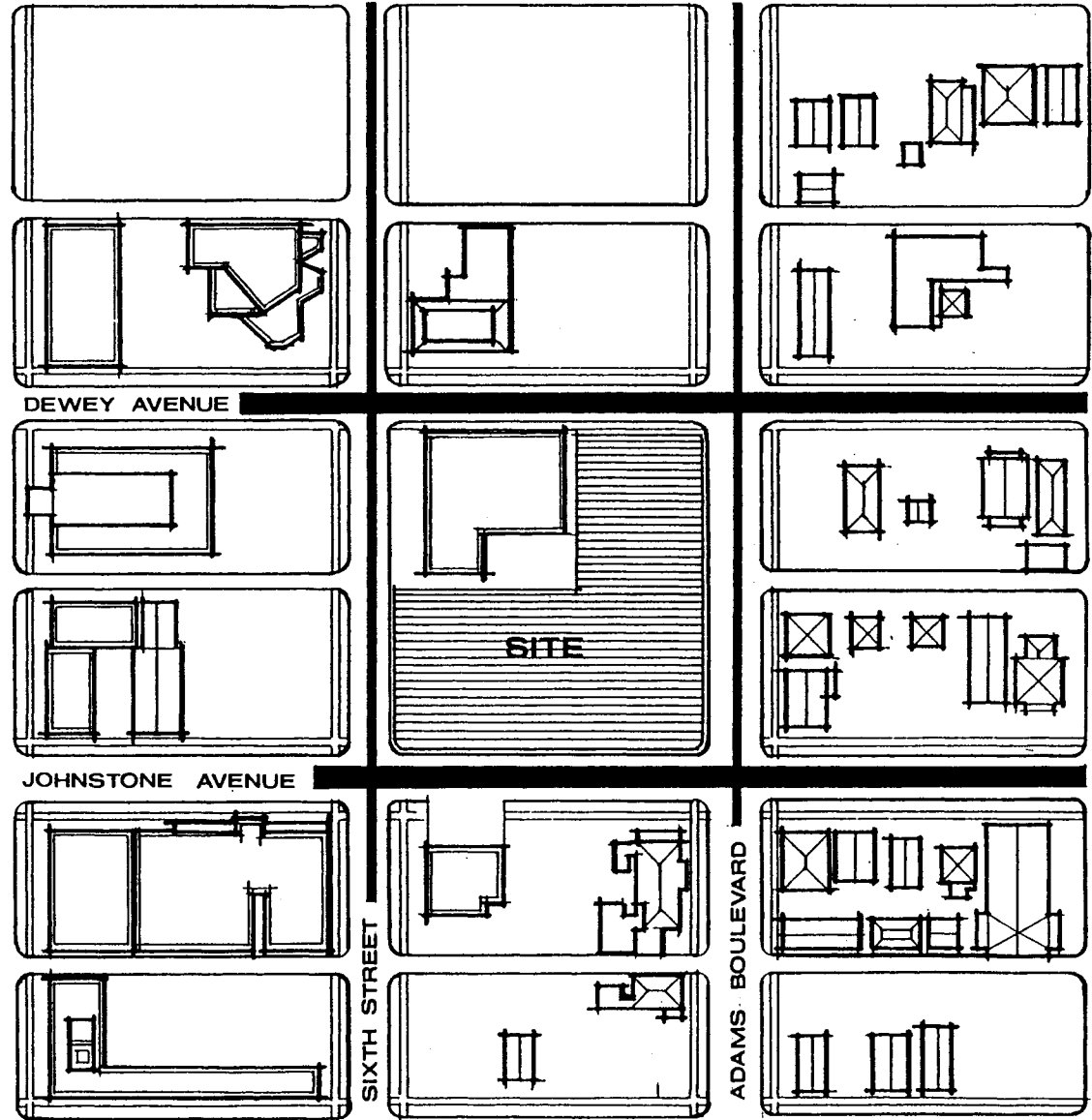
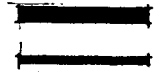


# pedestrian

## legend

PRIMARY

SECONDARY



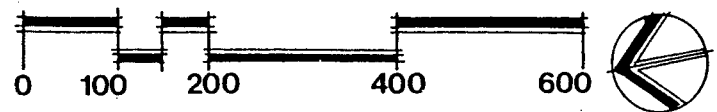
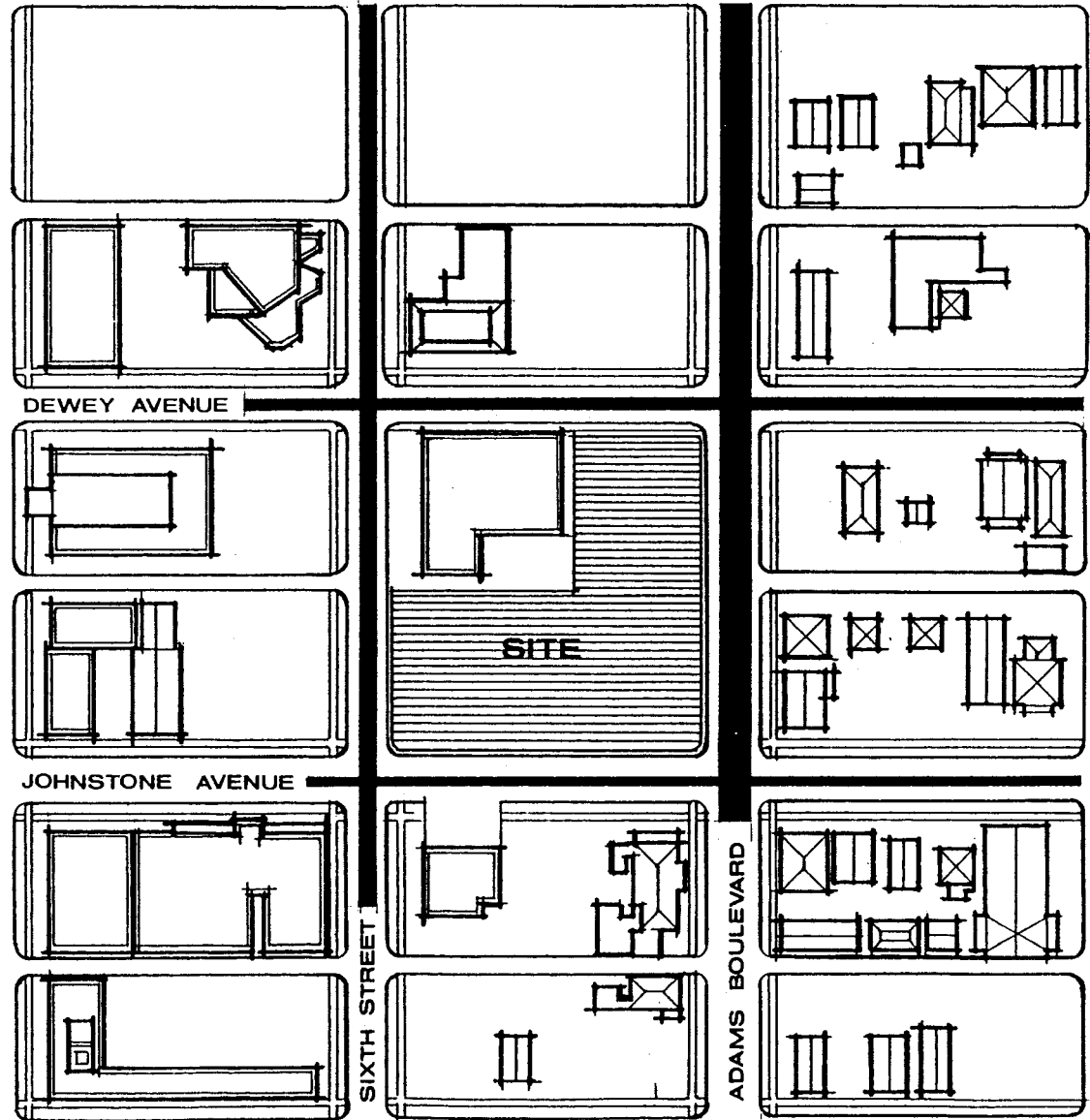
# vehicular

## legend

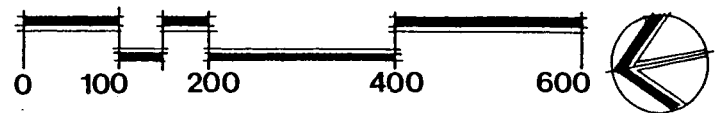
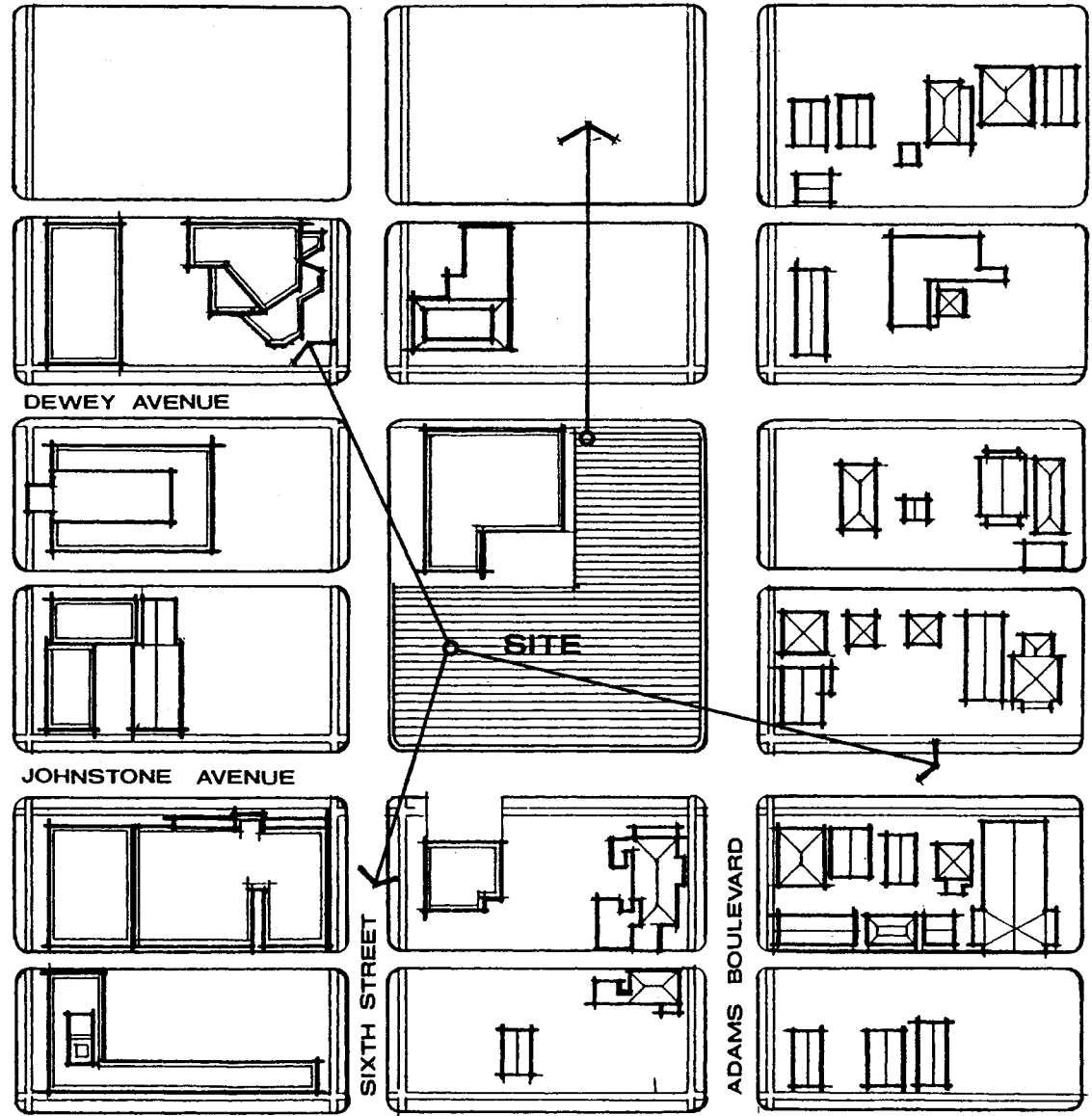
PRIMARY



SECONDARY



# desirable views



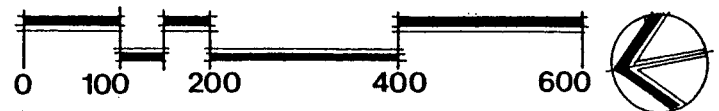
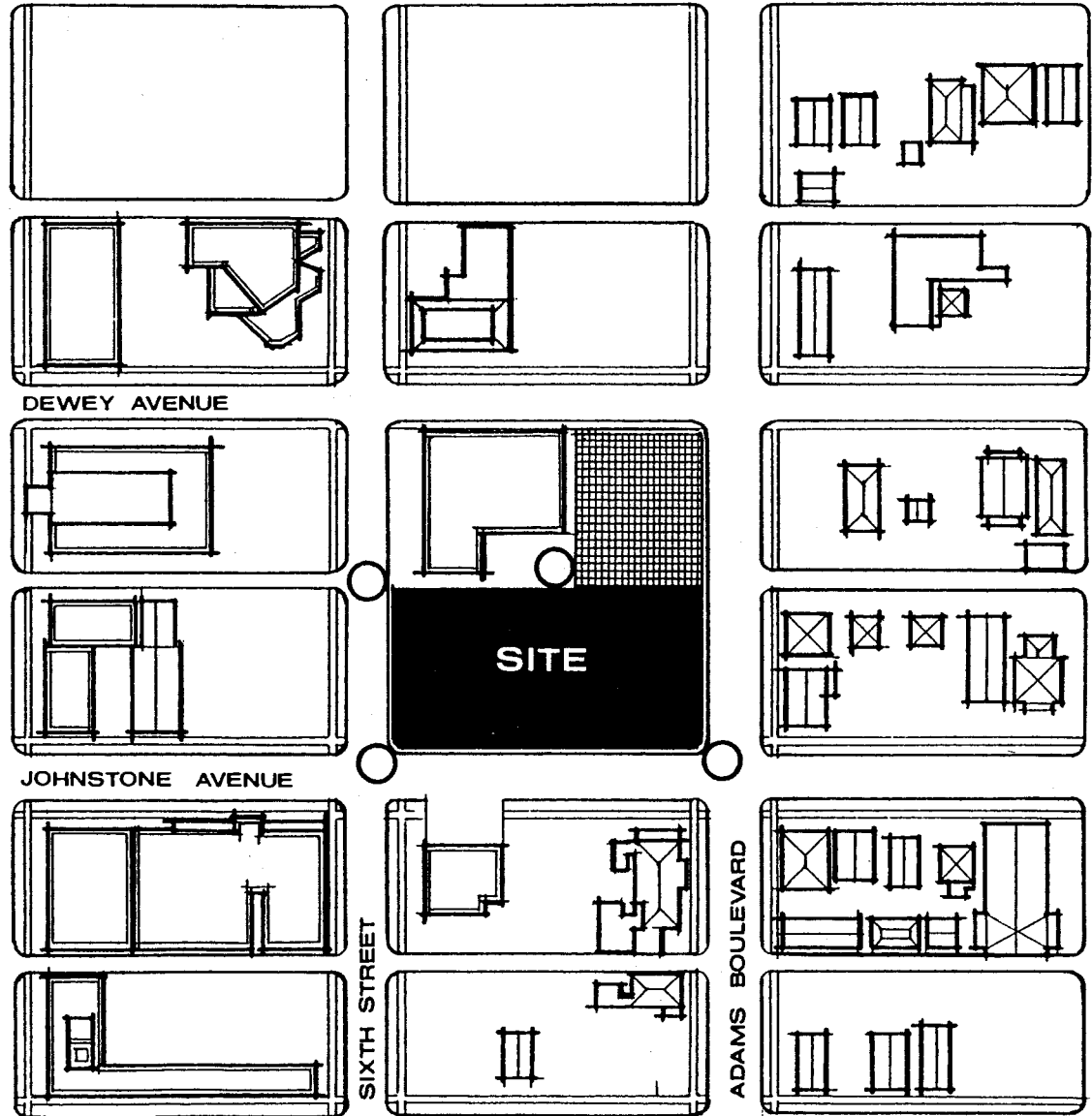
# buildable area

## legend

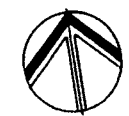
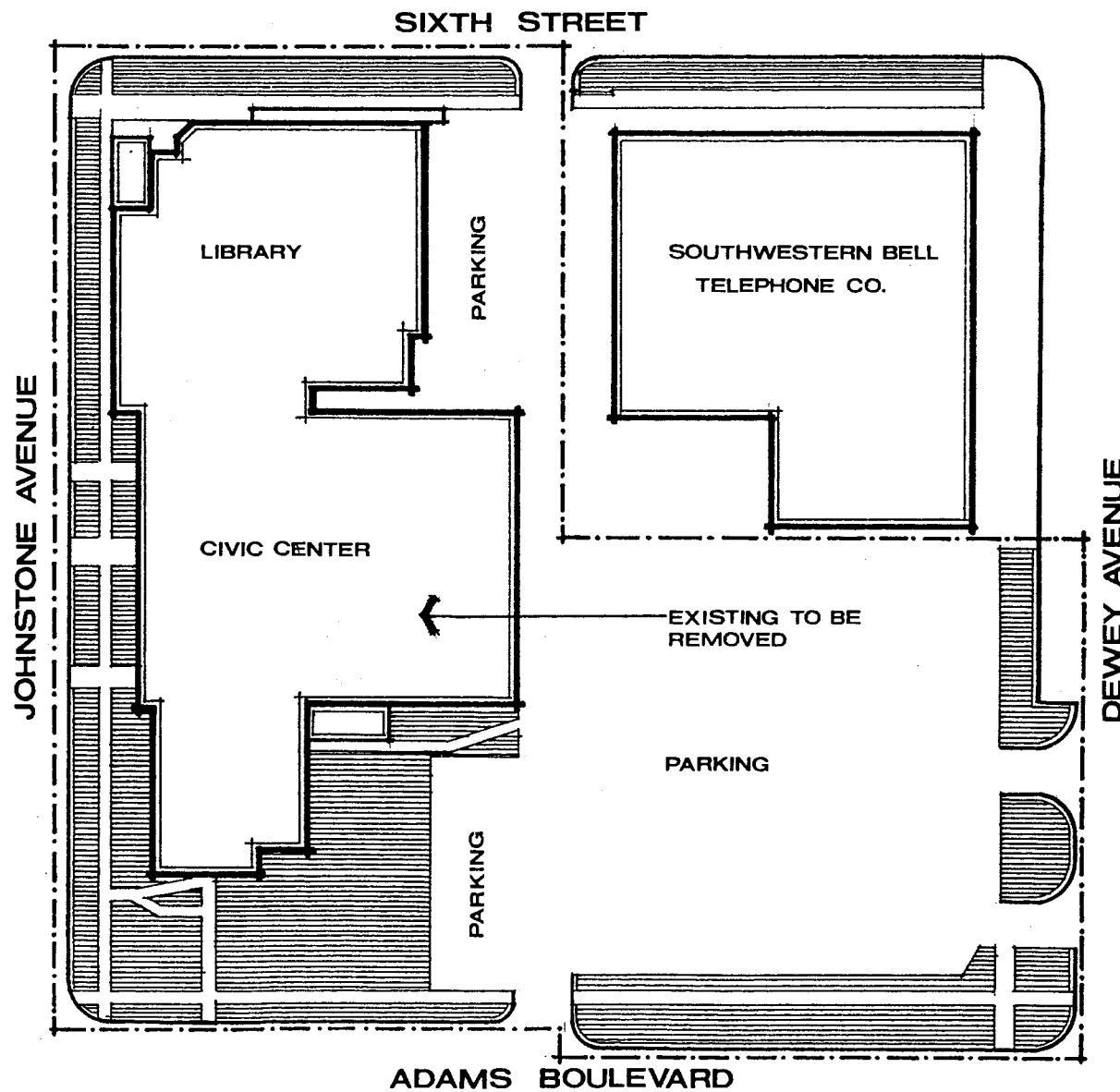
○ ENTRY/EXIT

■ FACILITY

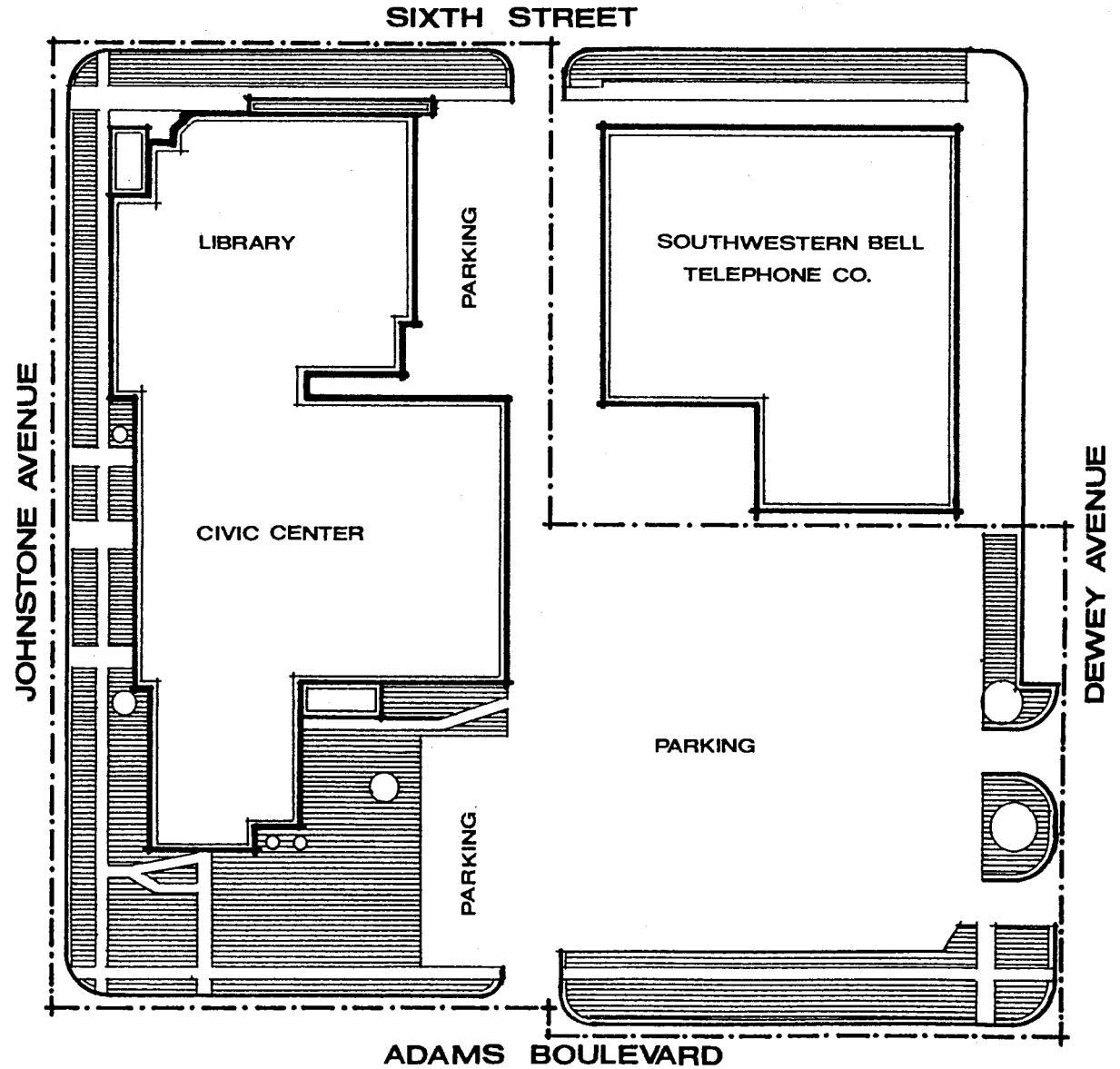
▤ PARKING



# existing site



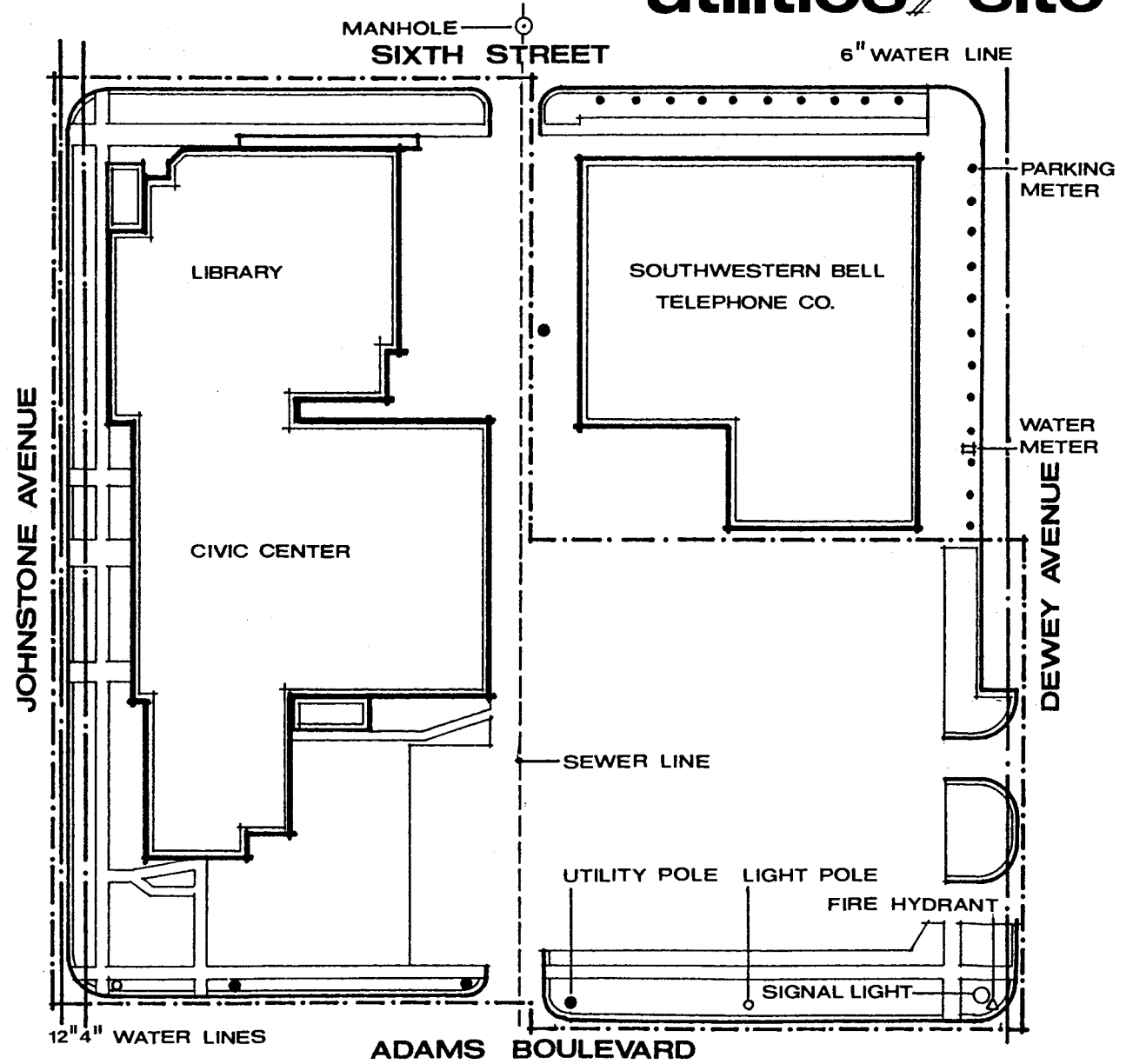
# vegetation / site



ADAMS BOULEVARD



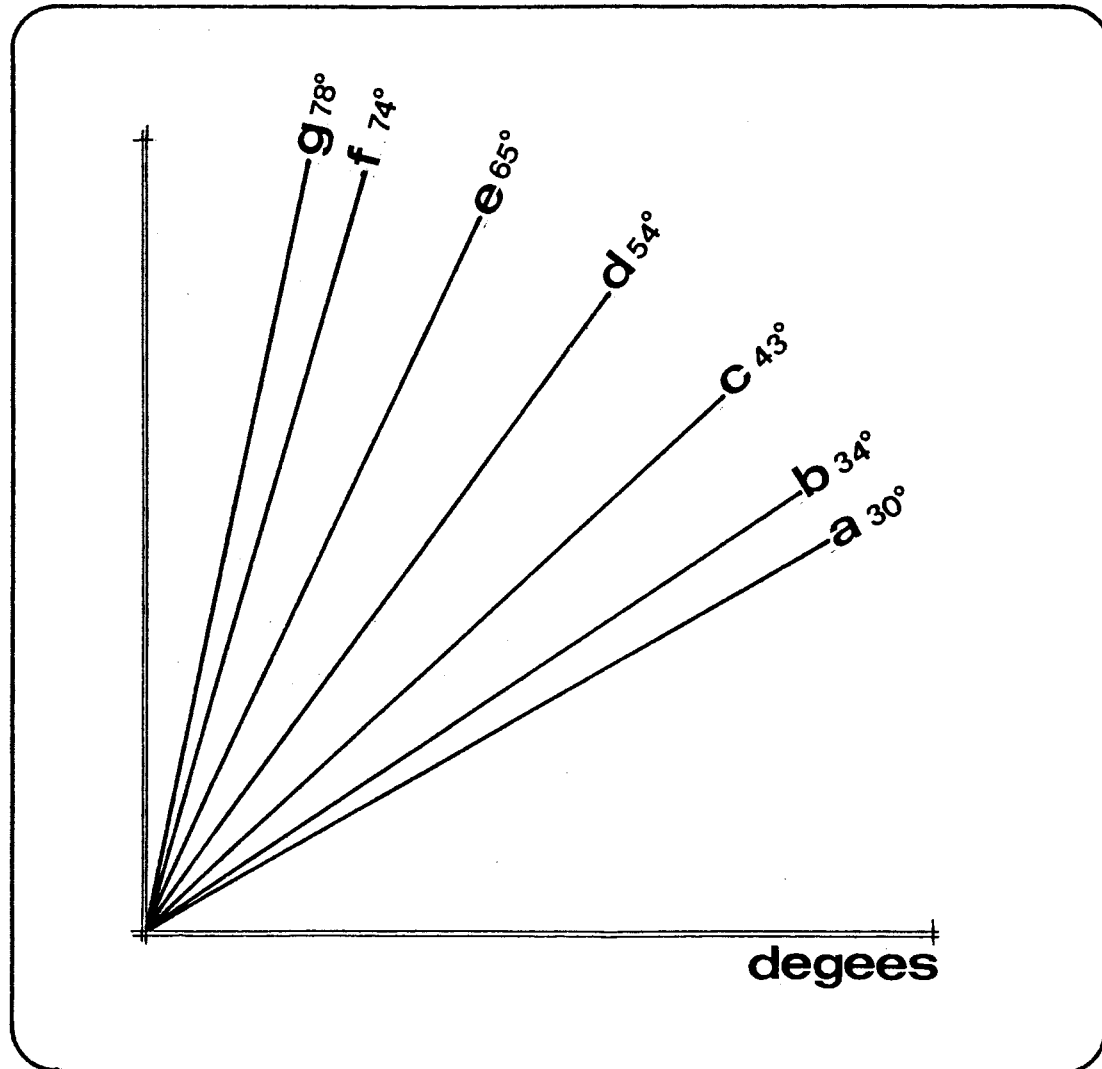
# utilities / site



# solar altitude

## months

- a. DECEMBER 22
- b. JANUARY 22 / NOVEMBER 22
- c. FEBRUARY 22 / OCTOBER 22
- d. MARCH 22 / SEPTEMBER 22
- e. APRIL 22 / AUGUST 22
- f. MAY 22 / JULY 22
- g. JUNE 22

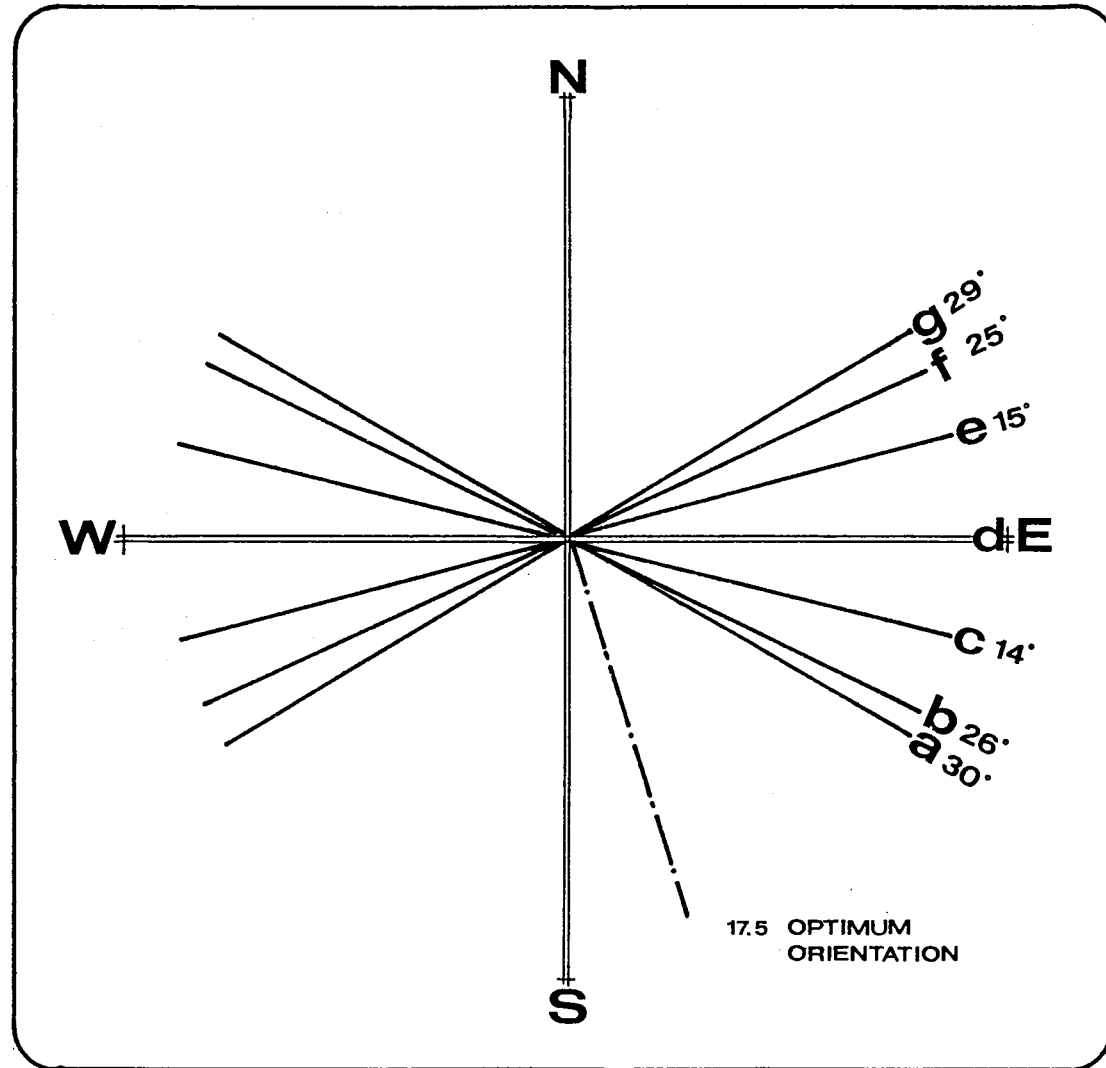




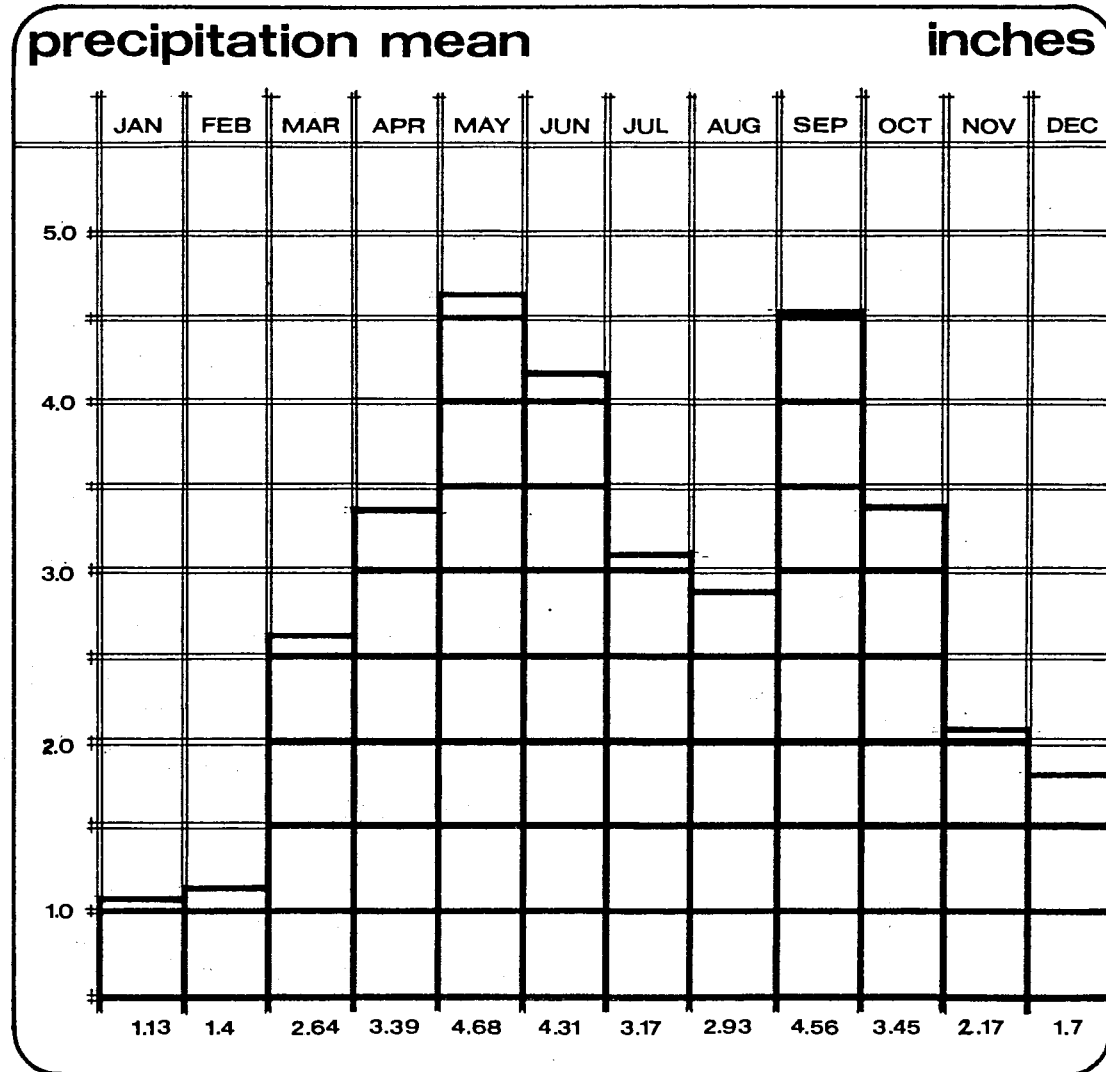
# solar azimuth

## months

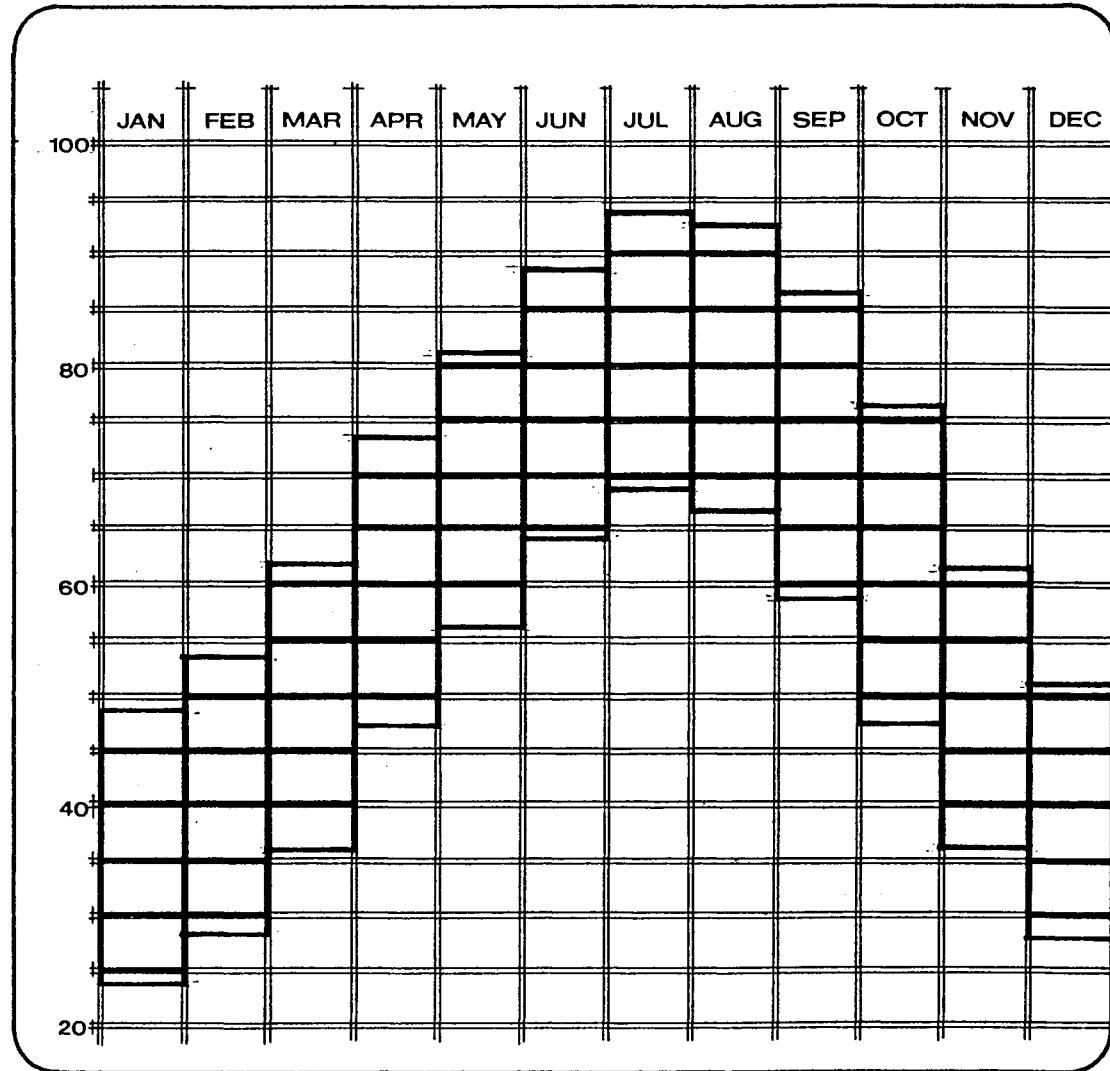
- a. DECEMBER 22
- b. JANUARY 22 / NOVEMBER 22
- c. FEBRUARY 22 / OCTOBER 22
- d. MARCH 22 / SEPTEMBER 22
- e. APRIL 22 / AUGUST 22
- f. MAY 22 / JULY 22
- g. JUNE 22



# monthly precipitation



# average monthly temperature °F



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# space allocations

# space allocations

<u>GROUP</u>	<u>ELEMENT</u>	<u>STAFFING</u>		<u>NET AREA REQUIRED</u>	<u>SECURITY</u>
		1982	1995		
LOBBY GROUP	Lobby			700	Medium
	Public Toilets			250	Medium
	Interview			80	Medium
	Training/Court/Multi-use			600	Medium
	Training storage			150	Medium
	Training Office/Planner	0	1	175	Low
	Records & Reception	2	3+	400	Medium
	Records Supplies			75	Medium
	Communications (2 pos.)	8	10	275	High
	Watch Commander (Lts.)	3	3	150	Medium
	Crime Prev./Community Rels.	1/2	1	175	Low
	Court Clerks	(4)	(4)	400	Medium
	Short-Term Detention (1 rm.)			80	Medium
	INVESTIGATIONS GROUP	Secretary/Reception	1	1	150
Lieutenant		1	1	150	Low
Investigators		5	5+	525	Low
Juvenile Operations		1/2	2	175	Low
Juvenile Conference (6 seats)				150	Low
Polygraph Testing (2 rms.)		0	0	200	Medium
Interview (2 rms.)				150	Medium
ADMINISTRATION GROUP	Chief's Secretary/Reception	1	1	175	Low
	Chief	1	1	225	Low
	Patrol Captain	1	1	175	Low
	Services Captain	1	1	175	Low
	Administrative Aide	0	1	150	Low
	Conference (12 seats)			300	Low
	Library			150	Low
EVIDENCE & PROPERTY GROUP	Evidence & Property Storage			500	High
	Evidence Technician	1/4	1/4	150	High
	Large Property Storage			200	High
	Evidence Drop			25	High
	Photo Lab	1/4	1/4	200	High

# space allocations

GROUP	ELEMENT	STAFFING		NET AREA REQUIRED	SECURITY
		1982	1995		
PATROL GROUP	Briefing (15 persons)			300	Medium
	Sergeants (2 desks)	6	7	150	Low
	Lounge			200	Low
	Lockers (80M & 20F) & Toilets	36½	43½	1900	Low
	Exercise			250	Low
	Report Writing			75	Low
	Armory			25	High
	Supplies			50	Medium
PRISONER PROCESSING GROUP	Sally Port			450	High
	Prisoner Staging			50	Medium
	Prisoner Processing			150	Medium
	Sobriety Testing			100	Medium
	Interrogation (Irom.)			75	Medium
DETENTION GROUP	Detention			1120	Medium
	Dayrooms			420	Medium
	Kitchen & Pantry			400	Medium
	Visiting			125	Medium
	Padded Cell			75	Medium
DETENTION GROUP-ALTERNATE	Detention (4 cells)			280	Medium
	Padded Cell			75	Medium
TOTAL STAFF					
		<u>68</u>	<u>83</u>		
TOTAL NET AREA					
Net-to-gross multiplier (single story)				13425	
TOTAL GROSS AREA				x1.6	
				21480	
TOTAL NET AREA-ALTERNATE DETENTION GROUP					
Net-to-gross multiplier (single story)				11540	
				x1.6	
TOTAL GROSS AREA					18464

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# lobby group

# 700

# lobby

HEIGHT: ATRIUM - 20'-0" to 30'-0"

**FINISHES:**

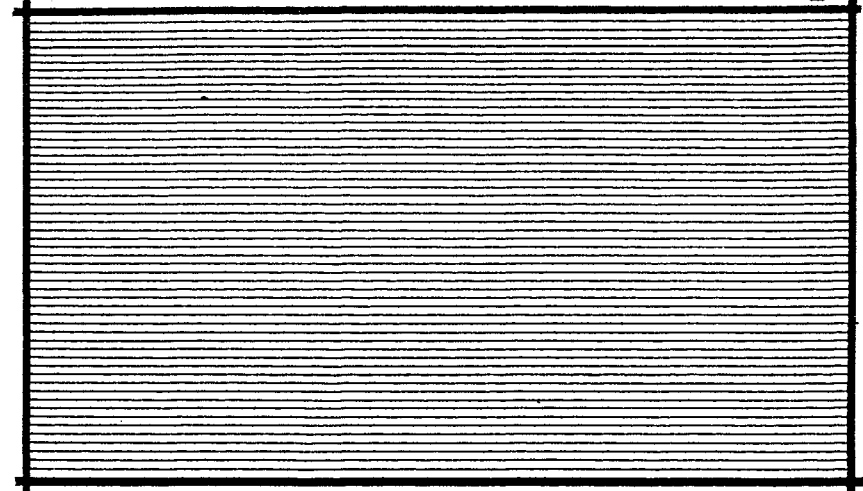
- FLOOR: TILE (\*LOW MAINTENANCE)
- CEILING: ACOUSTIC TILE
- WALLS: STUCCO/VINYL (TEXTURED)

**FUNCTION:**

PUBLIC ORIENTATION (i.e. AID TO PUBLIC IN CRIMINAL INVESTIGATIONS) ENTRY TO POLICE STATION ACCESS TO PUBLIC ORIENTED FACILITIES. PUBLIC CONTROL (SECURITY) FROM CRIMINALS. ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM.

**SPECIAL CONSIDERATIONS:**

SECURITY OF UPMOST IMPORTANCE SEPARATION BETWEEN PUBLIC AND CRIMINALS AND POLICE FORCE



**SYSTEMS:**

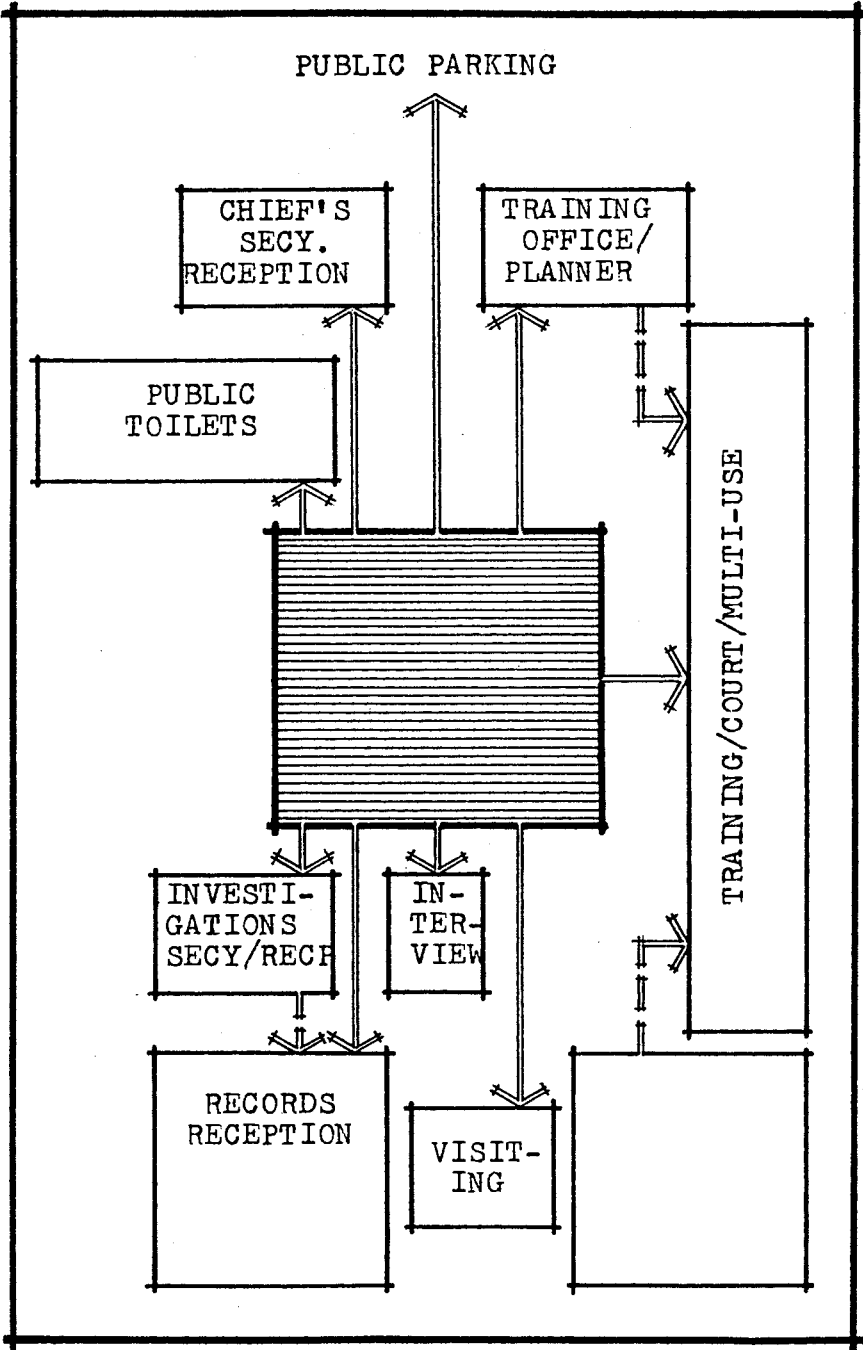
- PLUMBING: DRINKING FOUNTAINS (NEAR PUBLIC RESTROOMS)
- ELECTRICAL: MISCELLANEOUS TYPICAL REQUIREMENTS (i.e. DUPLEX RECEPTACLES)
- LIGHTING: CONTROLLED DOWNLIGHTS/FLOURESCENT NATURAL LIGHTING DESIRABLE.
- FURNITURE: 2 SOFAS/SIDE CHAIRS/END TABLES

• EQUIPMENT: : CLOSED CIRCUIT TELEVISION

• H.V.A.C.: REQUIRED



# bubble diagram / user roles



# 250

# public restrooms

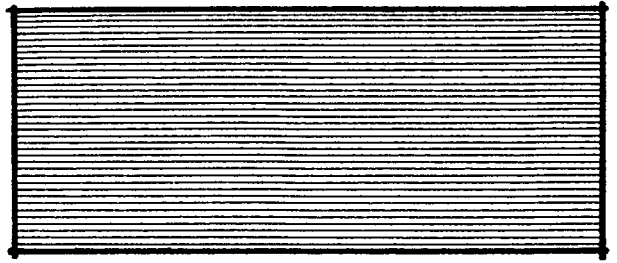
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: MELAMINE OR SIMILAR HARD FINISH  
(\* TO PREVENT DESTRUCTION)

**FUNCTION:**

PUBLIC SERVICE  
DRINKING FOUNTAIN/PHONE ADJACENCY  
OTHER ADJACENCY REQUIREMENTS DEFINED BY BUBBLE  
DIAGRAM

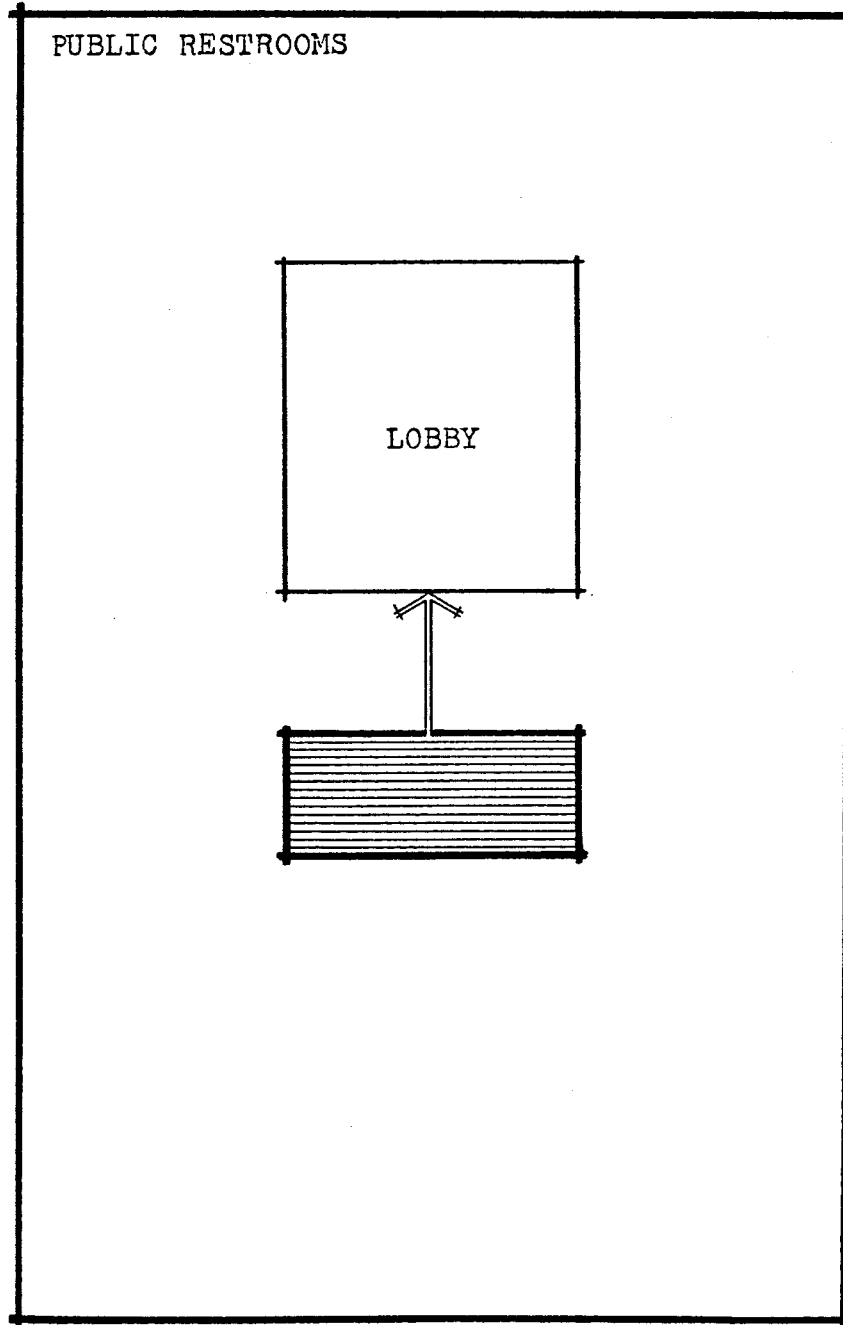


**SPECIAL CONSIDERATIONS:** PROVISION FOR HANDICAPPED

**SYSTEMS:**

- PLUMBING: AS REQUIRED (TOILETS, LAVATORIES, URINALS)
- ELECTRICAL: TYPICAL (i.e. DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: VANITY (WOMEN'S)
- EQUIPMENT: ELECTRIC HAND DRYERS
- H.V.A.C.: REQUIRED

# bubble diagram // user roles



**80**

# interrogation/interview

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

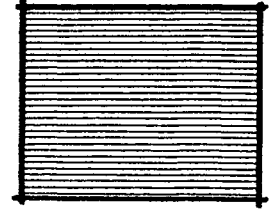
• CEILING: ACOUSTIC TILE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

INTERVIEW

ADJACENCY REQUIREMENTS AS DEFINED BY BUBBLE DIAGRAM



SPECIAL CONSIDERATIONS: CLOSED CIRCUIT TELEVISION MONITORING  
TELEPHONE JACKS

SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (i.e. DUPLEX RECEPTACLES)

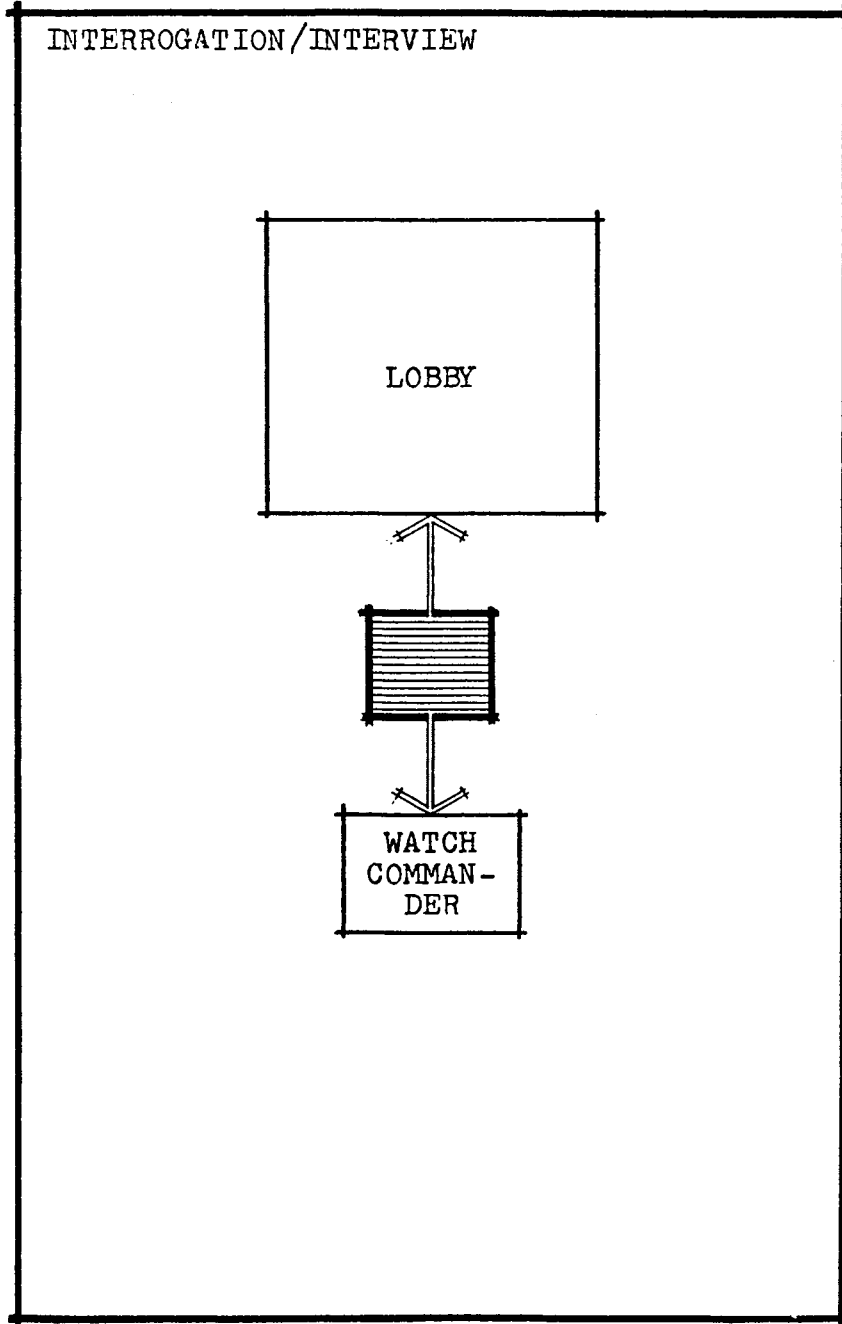
• LIGHTING: FLOURESCENT

• FURNITURE: SPARTAN ONE TABLE (2X6) 2 CHAIRS

• EQUIPMENT: CLOSED CIRCUIT TELEVISION

• H.V.A.C.: REQUIRED

# bubble diagram // user roles



# 600

# training/court/multi-use

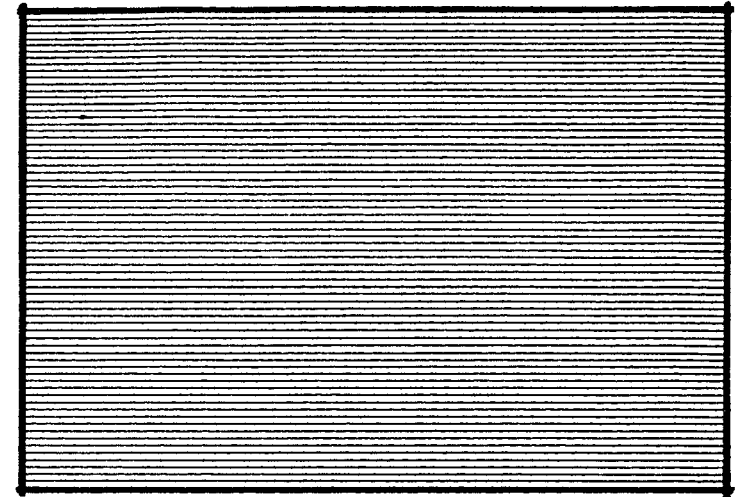
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED WALL SURFACE

**FUNCTION:**

GENERALLY USED AS AN ALL PURPOSE ROOM  
PREDOMINATELY USED FOR MEETINGS AND  
ASSEMBLIES  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE  
DIAGRAM

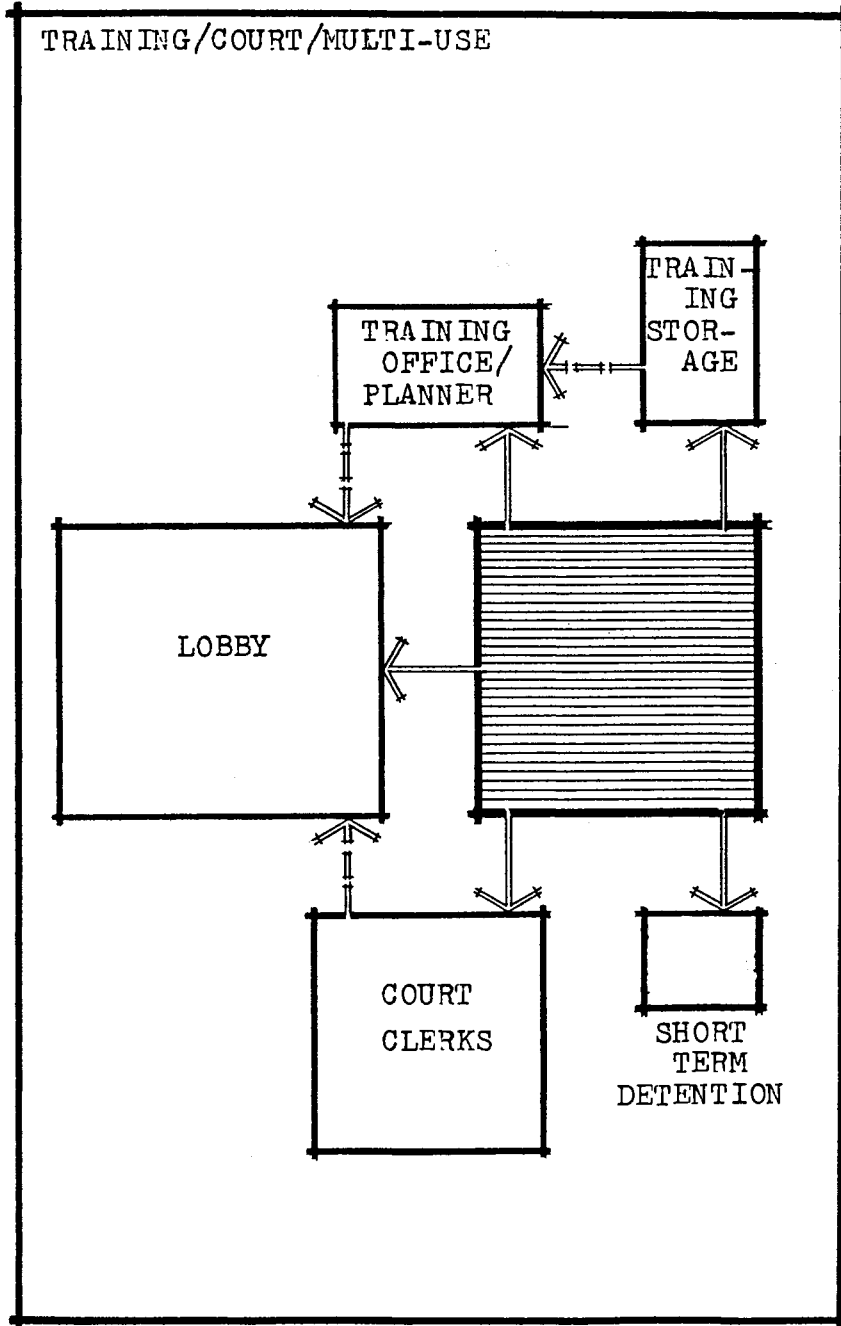


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: PROVIDE MORE THAN STANDARD AMOUNT OF DUPLEX RECEPTACLES
- LIGHTING: FLOURESCENT
- FURNITURE: SMALL DESK TABLES WITH PENCIL TRAYS  
MOVEABLE SEATING
- EQUIPMENT: AUDIO/VISUAL NEEDS: CHALK BOARD,  
BULLETIN BOARD, AND WALL MOUNTED  
SCREEN
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# 150

## training storage

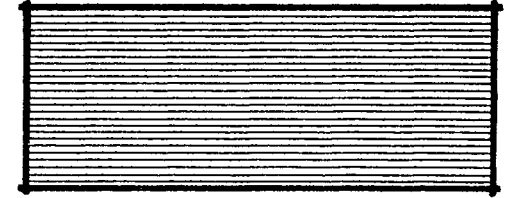
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: VINYL/TEXTURED

**FUNCTION:**

FILM AND EQUIPMENT STORAGE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



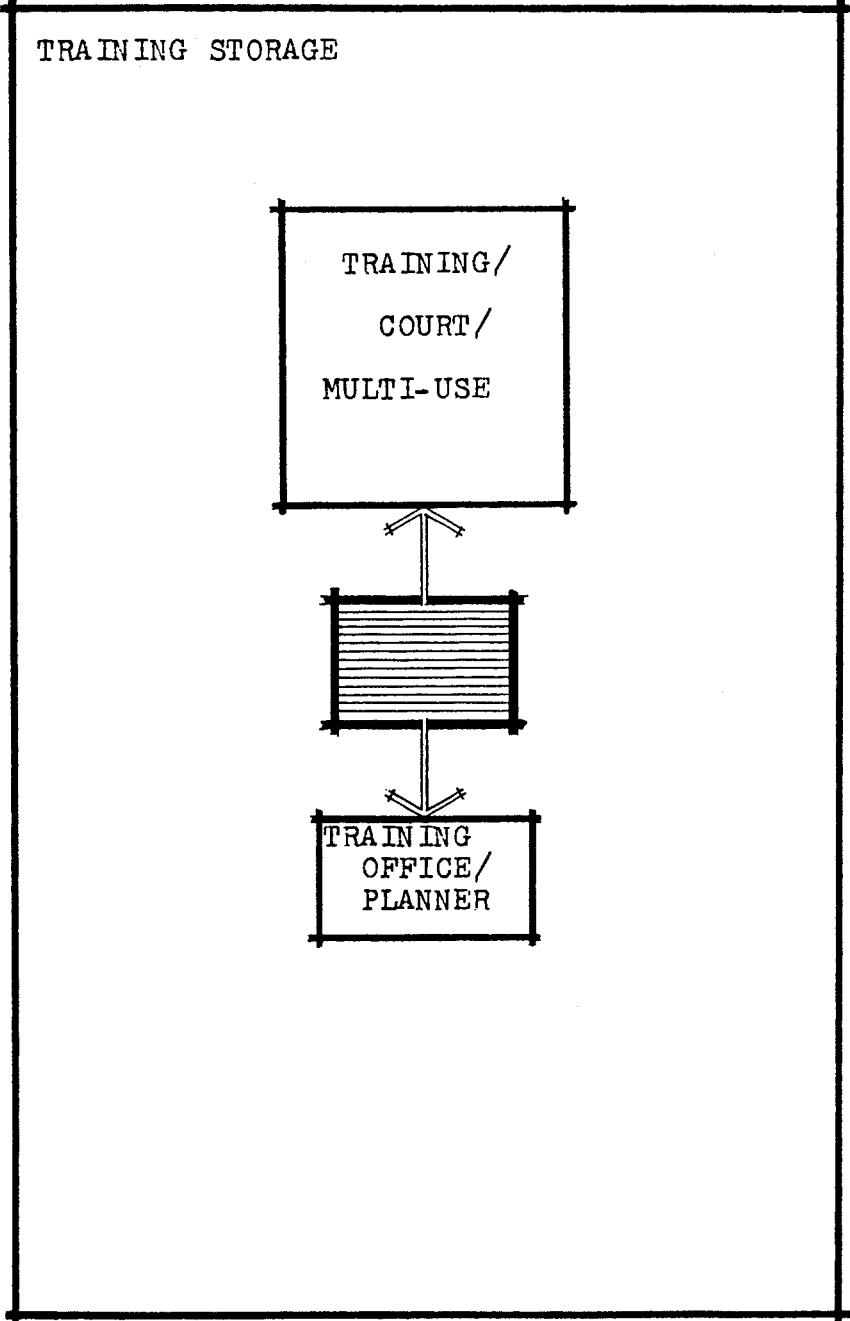
**SPECIAL CONSIDERATIONS:** OPEN SHELVING  
PREPARATION TABLE FOR MATERIAL  
ASSIMILATION

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: TABLE/2 CHAIRS
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED



# bubble diagram / user roles



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**170**

**training/planner office**

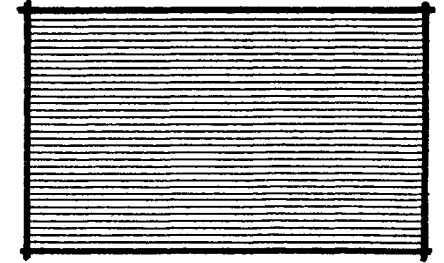
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD

**FUNCTION:**

OFFICER IN CHARGE OF TRAINING OF NEW OFFICERS  
ADJACENCY REQUIREMENTS DEPICTED IN BUBBLE DIAGRAM

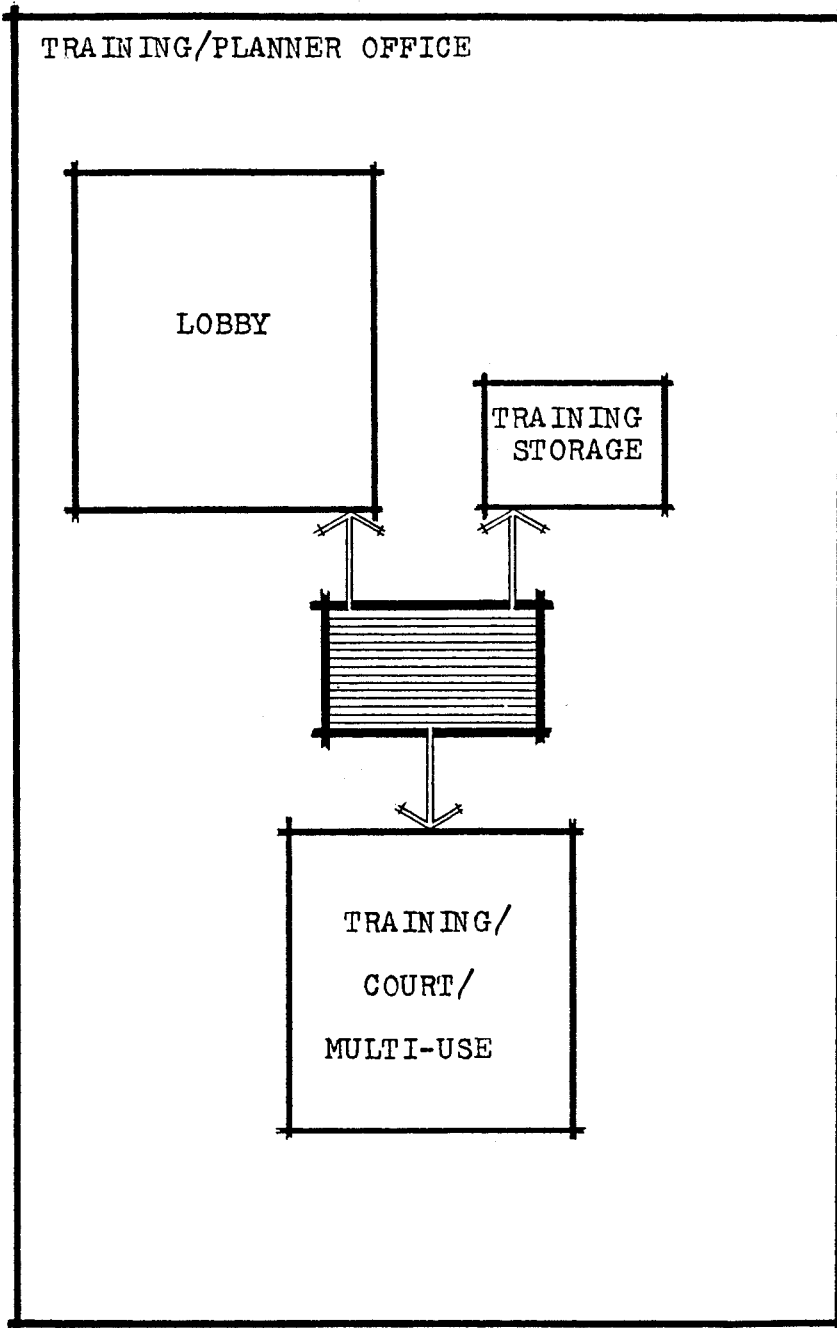


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK (STANDARD SIZE)  
BOOK SHELF/CABINET
- EQUIPMENT: FILE CABINET  
STORAGE CABINET  
WALL SHELVING
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



## POLICE TRAINING SERGEANT

### Nature of Work

This job is located in the Services Division of the Police Department. The duties performed by the employee, in addition to training, are supervisory in nature. General direction is received from the Captain in Services Division. The employee is responsible for interviewing and evaluating Police Department applicants and for training police personnel. The employee coordinates and devises new educational programs as well as informs officers and employees of existing ones. The employee should have a high degree of emotional stability, be able to work independently and self motivating.

### Examples of Work Performed

Coordinates personnel and training procedures in the department.

Interviews applicants, administers examinations and grades same; organizes and conducts applicant review boards and records results of same; conducts background and character investigations.

Organizes and conducts local basic police school for new officers; teaches courses in job related areas; directs activity of assistant instructors; coordinates all phases of interdepartmental training such as workshops and seminars; organizes and assists in refresher training, in-service training and prepares and coordinates use

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# user roles continued

## POLICE TRAINING SERGEANT CONTINUED

and presentation of roll call training.

Keeps informed of developments in fields of police science and relays this information to the department; provides officers with information concerning new laws and legal procedures which directly or indirectly affect an officer in performance of duty.

Maintains training and educational records for all officers and employees of the department; prepares necessary reports.

Counsels and assists officers and employees with information concerning college and higher education; maintains liaison with institutions of higher education.

Works with other law enforcement organizations and agencies to develop and promote training and education; arranges cooperative training functions with other agencies and departments.

Provides information to the public including occasional public speaking engagements.

Assumes responsibility for operation of Services Division in the absence of Captain.

Maintains, in good operating condition, all department weapons, supplies and equipment; performs periodic inspections

of same; responsible for arranging maintenance and repair at the department firing range.

May perform or assist in periodic officer/employee evaluations.

### Desirable Qualifications

Knowledge of law enforcement practices and procedures.

Ability to apply principles of logic and/or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Ability to speak clearly and distinctly before a group.

Knowledge of the English language in order to write and prepare materials utilizing proper format and grammar.

Knowledge of police programs and procedures essential to instructing officers and employees how to perform duties correctly and safely.

Skill in instructing students.

Ability to communicate to officers and employees of the department.

Skill in interviewing and investigating applicants.

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# user roles continued

## POLICE TRAINING SERGEANT CONTINUED

Ability to read and interpret legal writings and materials.

Ability to research, plan and prepare training curriculum.

Ability to make judgements, based on observations, and to take directive action.

Ability to prepare and maintain accurate and orderly files.

Ability to use and maintain department equipment effectively and safely.

Ability to maintain effective working relationships with the public, civic organizations, schools, law enforcement agencies and other employees.

Ability to supervise and motivate personnel.

Ability to work under stressful conditions and willingness to work an extended number of hours when necessary; work in office; work outside consistent with preparation and presentation of training; occasional night work assignments; periodic travel; some physical exertion required consistent with training duties.

## Education and Experience

High school graduate.

Three (3) years service with the Police Department as officer.

# 400

# records / reception

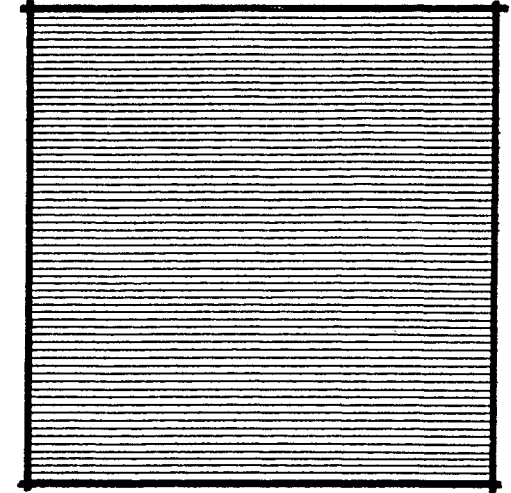
HEIGHT: 8'-0"

## FINISHES:

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR PANELED (WOOD)

## FUNCTION:

RECORD STORAGE (CLERICAL)  
RECEPTION AREA (PUBLIC)

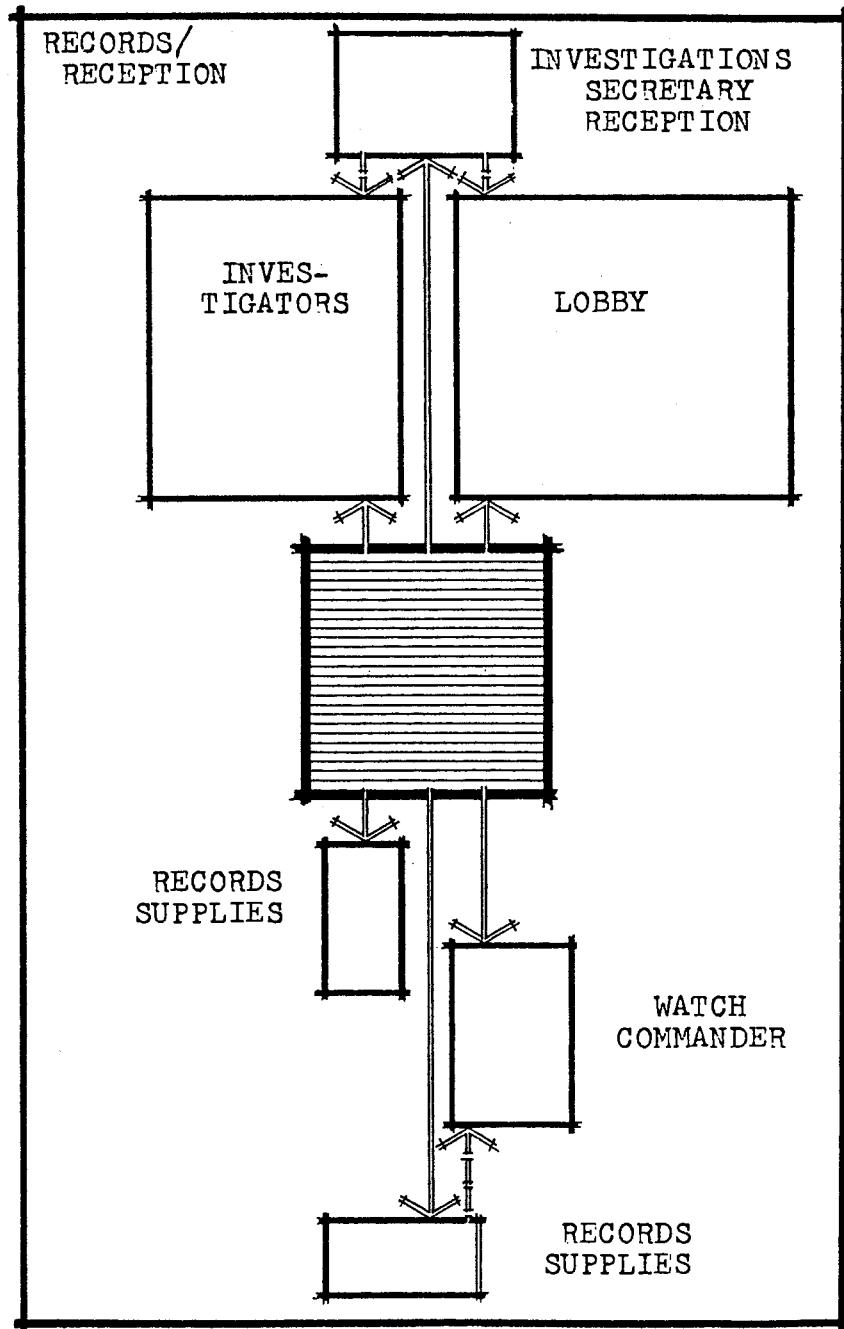


**SPECIAL CONSIDERATIONS:** DIRECT ADJACENCY TO LOBBY  
OTHER ADJACENCY REQUIREMENTS DEFINED  
BY BUBBLE DIAGRAM

## SYSTEMS:

- PLUMBING: NOT REQUIRED
- ELECTRICAL: ALLOW FOR C.R.T. (DEDICATED CIRCUIT)  
XEROX WALL PLUG-IN \* EACH ON SEPARATE CIRCUITS
- LIGHTING: FLOURESCENT-ADEQUATE LIGHT FOR READING
- FURNITURE: SMALL CONFERENCE TABLE (4 PERSON SEATING)  
FILE CABINETS/OPEN SHELVING  
PUBLIC COUNTER/SHELVING BELOW (POLICE SIDE)
- EQUIPMENT: C.R.T. TERMINAL/XEROX MACHINE/MICROFILM VIEWER  
SMALL BULLETIN OR CHALK BOARD
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



## POLICE RECORDS CLERK

### Job Summary

This job is located in the Records Division of the Police Department and is under the direct supervision of the Service Division supervisor. The Records Division maintains police files, performs clerical duties, and assists other police personnel with miscellaneous tasks.

### Duties and Responsibilities

**Maintaining Records:** The principal duties of the employee is to compile and maintain police records. Examples of such duties are:

1. Process accident reports daily by;
  - a. Coding and copying the officer's reports.
  - b. Entering, into a log book, the code number and other pertinent information.
  - c. Filing copies.
  - d. Sending original to the Oklahoma Department of Public Safety.
2. Types cards which contain the name, age, date of birth and driver's license number of each individual involved in the accident.
3. Copies two incident reports which are filed by the officers for the purpose of filing one and relaying the other to the Investigations Divisions.
4. Files, categorically and numerically cards containing the incident report summary information on every individual involved in an incident.

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# user roles continued

## POLICE RECORDS CLERK CONTINUED

5. Gathers arrest reports and logs pertinent data on said report.
6. Posts and files cards containing arrest information and the final disposition of each individual referred to in an arrest report.
7. Maintains files on:
  - a. Traffic tickets issued
  - b. Leash law violations
  - c. Pawn tickets
8. Maintains a correspondence file containing authorization from citizens to release police records to non-departmental investigations.
9. Maintains a file of negatives of photos (mug shots) taken during the processing stage.

Clerical Duties: In addition to the records duties, the employee performs a variety of clerical duties; for example:

1. Keeps a tally sheet of current arrest reports which are used for the compiling of the Uniform Crime Report.
2. Types a daily, monthly, and yearly tally sheet containing all the accidents within the city. This tally sheet is sent monthly and annually to the National Safety Council.
3. Corresponds with other law enforcement agencies; for example:
  - a. Sends all finger print cards to the FBI and the OBI.
  - b. Sends copies of the final disposition papers on a person who has been processed, along with the identification numbers from the City Police Department, the FBI and the OBI.

Miscellaneous: The worker will occasionally assist others with departmental business; such as:

1. Assists insurance agents with obtaining information on motorists and motor vehicles.
2. Assists the public in filling out the State Accident Report.
3. Assists officers in processing an individual.

### Job Requirements

Knowledge of the English language in order to communicate effectively, both orally and in writing.

Ability to take interest and work along with others in the department.

Ability to apply common sense understanding in carrying out detailed, but uninvolved, instructions.

Ability to compile report material efficiently.

Skill in typing.

Ability to maintain orderly files.

Skill in researching records, utilizing the cross-index system, etc.

Ability to work quickly and efficiently.

### Other Significant Facts

Difficulty of Work: The work of Records Clerk generally consists of routine report compiling and filing. Worker encounters few variables which, on the average, are concrete. The job demands accuracy and efficiency.



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# user roles continued

## POLICE RECORDS CLERK CONTINUED

Interpersonal Relations: The worker communicates frequently with the public and Police Department officials concerning record inquiries. Also, worker assists other law enforcement agencies and insurance investigators with their information needs.

Working Conditions: Normal office conditions.

Physical Effort: Normal physical activity.

Education: Graduation from a standard high school with course work in typing, filing, and office procedure or comparable experience.

## CLERK TYPIST I

### Job Summary

This position, located in the Purchasing office, involves skilled typing and clerical duties with some application of independent judgement. Work is performed in accordance with established office routines, procedures and methods.

### Duties and Responsibilities

Clerical: Clerical duties include, but are not limited to, the following:

1. Receives requisition, posts to ledger indicating number, date, date received, items requisitioned and purchase order number.

2. Issues purchase order number to requisition.
3. Maintains vendor ledger to insure payment to proper vendor for purchasing transaction.
4. Maintains file of vendors for future bid items.
5. Types purchase orders, including all pertinent data, and submits copies to vendor and the City Clerk.
6. Types bid notices, specifications, notice of award of contract, change orders, contracts and related material following standard or specified format.
7. Maintains file of purchase orders for reference of payment and for future bid items.

Miscellaneous: Examples are:

1. Sorts and counts parking meter money using a coin sorter and coin counter.
2. Operates photocopy machine to make copies of various printed or typed material.
3. Performs related work as required.

### Job Requirements

Knowledge of the English language in order to communicate effectively, orally and in writing.

Skill in typing, copying and recording various types of data, using correct punctuation, spelling and grammar.

Skill in operating/using a typewriter.

Ability to observe differences in copy, to proofread works or numbers to avoid perceptual errors in mathematical computation.

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# user roles continued

## CLERK TYPIST I CONTINUED

Ability to apply common sense understanding to carry out instructions furnished in oral, written, or schedule form.  
Knowledge of the basic purchasing procedures.  
Ability to deal with problems arising from standardized situations.  
Skill in operating/using adding machine or calculator.  
Ability to operate a coin sorter and coin counter.  
Skill in operating/using photocopy machine.

### Other Significant Facts

**Difficulty of Work:** This position consists of routine duties of which few variables are encountered. Work is of a standardized nature, requiring skills in the use of standard office machines.

**Interpersonal Relations:** The employee is involved in an exchange of information with other departmental personnel and the public in person and by telephone. The employee need possess an understanding attitude and a pleasant disposition to accommodate these varying circumstances.

## CLERK TYPIST II

### Job Summary

This position is located in the Water Department, the Clerk Typist II positions require similar skills and clerical abilities. Worker functions are of a specialized nature involving techniques in cash accounting,

keypunching statement transactions and clerical tasks of a more sophisticated nature.

### Duties and Responsibilities

**Accounting Activities:** Tasks include, but are not limited to, the following:

1. On new accounts process order to give to the meter reader.
2. On new accounts process new order sheets to be keypunched.
3. On new accounts keypunches new order sheets when necessary.
4. On old accounts process customer complaints.
5. On old accounts process "cut-off" order.
6. On old accounts process "restore service" order.
7. On old accounts search past records to validate past account balances.
8. Balance personal cash drawer twice-daily at the open of business and the close.
9. Balance all accounts.
10. Key punch balances to send to the bank.
11. Balances night deposit cash flow.
12. Balances current daily cash accounts.

**Collection and Bill Payment Activities:** Task include, but are not limited to the following:

1. Collect bill in cash or check at customer service window.
2. Collect tap fees from the public and contractor.
3. Collect service charger.

**Clerical:** Clerical tasks include, but are

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# user roles continued

## CLERK TYPIST II CONTINUED

not limited to:

1. Miscellaneous filing activities.
2. Open incoming and night deposit mail.
3. Process new service orders.
4. Take emergency service orders.
5. Type response letters to the public.
6. Originate structure of response letter.
7. Make out bank deposit forms.
8. Make out reread of meter orders.
9. Fill out miscellaneous order sheets.

Calculations: All tasks are related to accounting tasks operations using whole numbers.

1. Miscellaneous accounting calculations involving American money.

Miscellaneous: These tasks are limited to out of department activities.

1. Relieve at PBX
2. Open and close vault to begin and end daily business.

### Job Requirements

Knowledge of English language in order to communicate effectively orally or in writing.

Skill in typing, copying, keypunch and recording a variety of data using correct punctuation, spelling, and grammar.

Ability to observe differences in copy and to avoid perceptual error in arithmetic computation.

Skill in performing basic arithmetic functions involving all American money units by hand or by using a calculator or adding machine.

Knowledge of ten-key adding machine.

Knowledge of keypunch machine operation.

Ability to apply common sense understanding to carry out instructions furnished in oral, written, and schedule form and to perform tasks involving several concrete variables in and/or from situations encountered on the job.

Ability to tend to the needs and requests of the public and to project a helpful attitude at all times.

Knowledge of basic accounting and book-keeping procedures.

Knowledge of procedures of preparation of monthly statements.

Knowledge of available sources of data and ability to refer to them for required information.

Knowledge of the procedures for writing various receipts, orders, deposits, and statements.

### Other Significant Facts

Difficulty of Work: The employee performs tasks of a specialized nature involving established procedures. Accuracy is imperative in the performance of tasks involving money and accounting techniques.

Interpersonal Relations: Public contact is continual either in person or by phone. Such interaction requires a great deal of courtesy and effectiveness in dealing with the public.

Working Conditions: Normal office environment.

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# user roles continued

## CLERK TYPIST II CONTINUED

Supervision Received: The employee is responsible to the office manager in the Water Department.

## ANIMAL CONTROL OFFICER

### Job Summary

This position is located in the Health Department. The employee's primary objective is to observe the enforcement of all animal control ordinances. The employee investigates various complaints, performs humane investigations, impounds and quarantines animals, issues citations for ordinance violations and picks up dead and injured animals as required. Other worker functions include the performance of various record keeping and miscellaneous tasks.

### Duties and Responsibilities

Code Enforcement: Examples of tasks incurred include, but are not limited to, the following:

1. Receives complaints concerning animal abuse, neglect, and animal related disturbances. Determines which complaints warrant city action and responds accordingly.
2. Impounds dogs and cats under circumstances stipulated by law using standard procedures.
3. Issues citations to animal owners for dogs at large, failure to obtain rabies vaccination, failure to obtain and renew

pet licenses, and for various other ordinance violations.

4. Sends notices for non-payment of citation:
  - (1) Fills out warrant after second notice and obtains signature of City Judge.
  - (2) Appears in court as a witness concerning the violation.
5. Effects quarantine of biting animals and ships animal heads to Oklahoma City for rabies examinations.
6. Maintains contact with S.P.C.A. officials to insure proper care of impounded animals.

Animal Pick-up: Examples of tasks incurred include, but are not limited to, the following:

1. Picks up deceased animals, both wild and domestic, from city streets and veterinary hospitals. Disposes of bodies in sanitary landfill. Picks up injured wild animals. Selects method whereby animal will suffer least and destroys accordingly.

Record Keeping: Examples of record keeping tasks incurred include, but are not limited to, the following:

1. Maintains lost and found animal list.
2. Records daily activities in log book.
3. Compiles report summarizing monthly activities with information as to number of animals picked up, citations issued, complaint calls made, etc.

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# user roles continued

## ANIMAL CONTROL OFFICER CONTINUED

Public Contact: Examples of tasks incurred include, but are not limited to, the following:

1. Answers questions from the public concerning animal control ordinances and gives advice on animal care as requested.
2. Presents brief oral programs at schools when requested to encourage proper animal care and to stress the need for enforcement of animal control ordinances.
3. Consults various professional people such as veterinarians, epidemiologist, attorneys, etc., to obtain information needed in solving special problems.

Miscellaneous: Examples of miscellaneous tasks incurred, include but are not limited to, the following:

1. Devises, implements, and improves procedures as required.
2. Trains part time helpers.
3. Picks up bicycles and other lost items when requested by the Police Department.
4. Responsible for the safe use and proper use of dog and cat traps, tranquilizer guns, control poles, and other related equipment.

### Job Requirements

Skill in speaking before an audience with confidence using correct English and well-modulated tone of voice.

Ability to convey and exchange information through explanation and demonstration.

Skill in influencing others in favor of a point of view and in giving advice on the basis of advice and experience.

Skill in writing in order to furnish instructions to subordinates, fill in log book, fill out citations, warrants, lost and found list, monthly reports, etc.

Skill in reading, comprehending, and interpreting animal control ordinances.

Ability to determine which complaints aired by the public warrant city action and to respond accordingly.

Knowledge of procedures for performing investigations of animal abuse, cruel neglect and animal related disturbances.

Ability to use independent judgement in situations where only limited standardization exists such as in determining the borderline between proper and improper treatment of animals.

Knowledge of procedures for apprehending, impounding, or quarantining domestic or wild animals under circumstances described by law.

Skill in apprehending domestic animals (and wild animals under limited circumstances) using standard trapping and handling equipment.

Knowledge of and ability to use various sources of professional information when confronting special problems.

Ability to withstand various unpleasant odors and sights associated with such tasks as picking up dead animals, shipping of animal heads, destroying injured wild animals, etc.

Skill in effectively dealing with people under stressful conditions.

Skill in devising, implementing and improving procedures as required.

Skill in training part-time helpers.

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# user roles continued

## ANIMAL CONTROL OFFICER CONTINUED

Ability to use and maintain proper care of trapping and handling equipment, tranquilizer guns, etc.

Ability to withstand verbal abuse.

Knowledge of city streets.

Supervision Exercised: Supervisory functions are limited to the training of part time helpers with the furnishing of written instructions to helpers working on different shifts.

### Other Significant Facts

Difficulty of Work: The employee uses independent judgement in making decisions when legal guidelines are lacking or are too broadly defined. Problems are addressed which require consultation with various sources of technical and legal information. Limited standardization often necessitates the contrivance and implementation of new procedures.

Interpersonal Relations: The employee deals with the public on a daily basis-frequently under stressful conditions. Contact is maintained with the S.P.C.A. and various professional people who confer technical and legal advice.

Working Conditions: The performance of the job often involves unpleasant tasks, odors, and sights. The investigation of complaints, and the picking up of animals requires the employee to spend considerable time driving about town.

Physical Effort: The performance of certain tasks require the exertion of considerable physical strength.

Supervision Received: Supervision is minimal. Animal control ordinances serve as worker guidelines.

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# 75

# records supplies

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

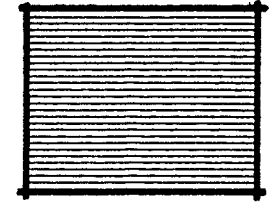
• CEILING: ACOUSTIC TILE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

ARCHIVE AREA

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:** STAND-UP ISLAND WORK AREA REQUIRED

**SYSTEMS:**

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

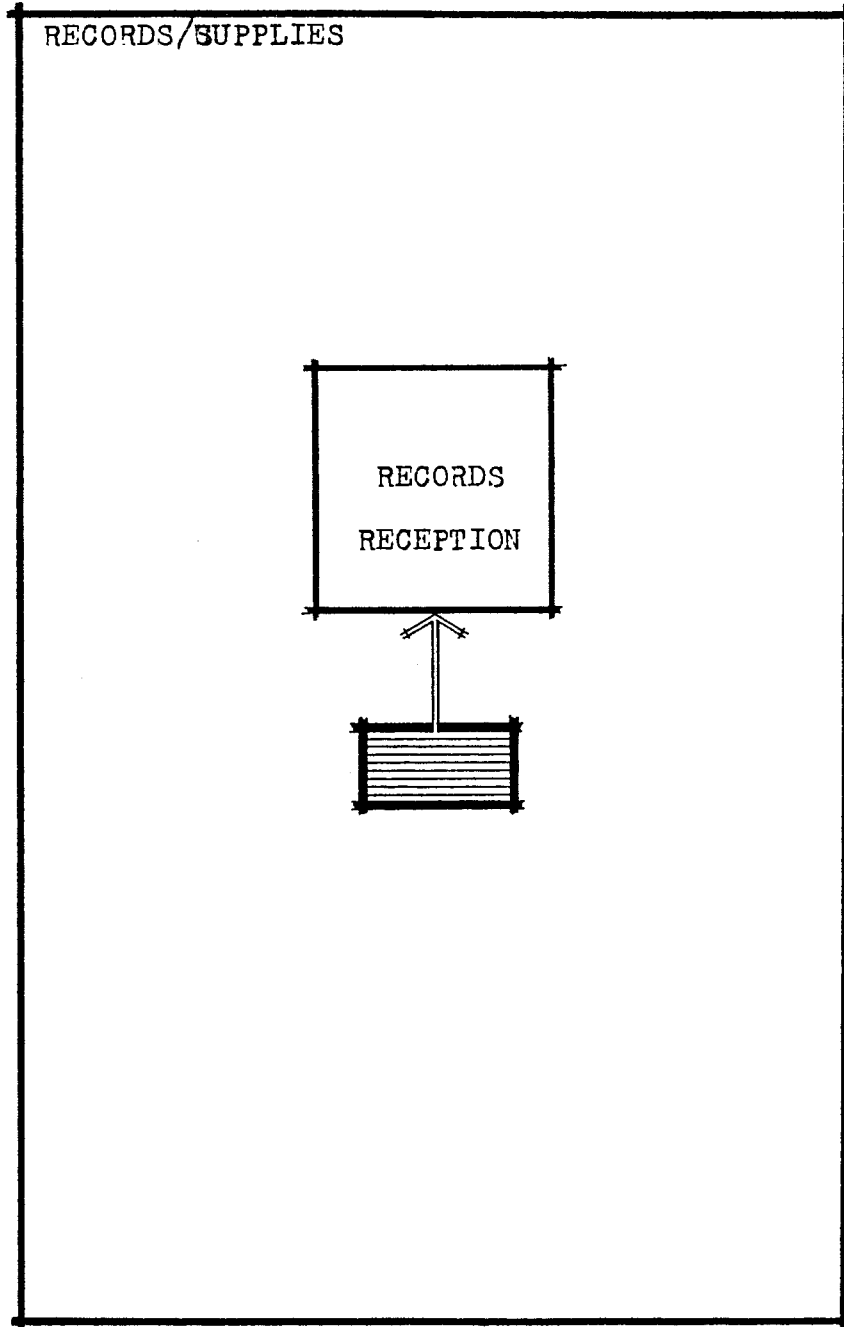
• LIGHTING: FLOURESCENT

• FURNITURE: NONE

• EQUIPMENT: NONE REQUIRED

• H.V.A.C.: REQUIRED

# bubble diagram / user roles





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# 275

# communications

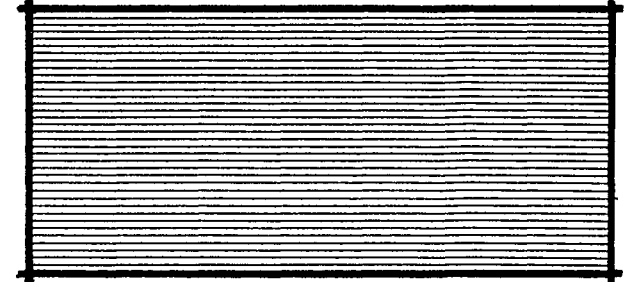
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: NON-CONDUCTIVE (IN ACCORD WITH C.R.T. OPERATIONS)

**FUNCTION:**

COMMUNICATIONS (POLICE AND PUBLIC)  
MONITORING OF COMMUNITY FUNCTIONS (i.e. HOSPITALS AND NURSING HOMES)  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:**

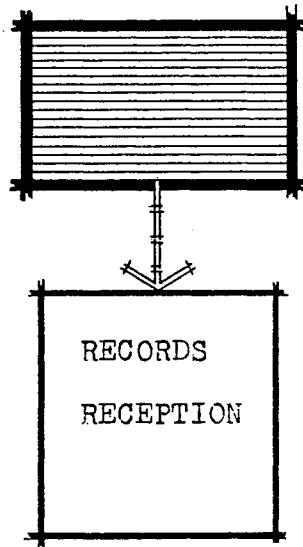
RAISED FLOOR MUST BE NON-CONDUCTIVE (COPPER PLATE UNDER CARPET)  
FLOOR MUST BE CONSTRUCTED WITH LIFT OUT PANELS (4X4 PANELS) FOR MAINTENANCE EASE (i.e. ACCESSIBILITY TO COMPUTER CABLES)  
SOUND PROOF ROOM WITH NO REVERBERATION  
LOCATION IN BASEMENT DESIRABLE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: DUPLEX RECEPTACLE/C.R.T. DEDICATED CIRCUIT BELOW FLOOR CONDUIT (SPECIAL EQUIPMENT)
- LIGHTING: SUBDUED (i.e. FLOURESCENT LIGHTS WITH METAL PARABOLIC LENS)-TRACK LIGHTING DESIRABLE
- FURNITURE: SWIVEL CHAIRS  
DESKS (BASED ON NON-CONDUCTIVE MATERIALS)
- EQUIPMENT: TELEPHONE, RADIO, TELETYPE, AND COMPUTER RECORDING EQUIPMENT WITH PATCHES
- H.V.A.C.: HIGHLY CONTROLLED FOR PROPER AMBIENT TEMPERATURES

# bubble diagram / user roles

## COMMUNICATIONS



## Police Dispatcher

### Job Summary

This is an office position in the Services Division of the Police Department. Worker's main functions are operation of base station, telephone, teletype and other communicative devices for receiving and dispatching information. Clerical duties performed by the employee involve a large amount of filling out reports, logging time, mileage, and radio books, etc., and filing those articles. The worker books-in prisoners as another aspect of clerical duties. Additional tasks involve the issuing of supplies to Police Department officers and the Animal Control Officer. The amount of variance in this position necessitates a high degree of decisiveness, stability and temperance.

### Duties and Responsibilities

**Dispatching and Monitoring:** The employee performs a wide variety of tasks relating to dispatching and monitoring. Some examples are:

1. Upon reporting for duty, employee briefs self by reviewing previous shift's activities.
2. Answers telephones, receiving calls from the public, and:
  - a. Answers any general questions from the public, and
  - b. Directs calls to appropriate officials and/or department.
  - c. Asks for all essential information relating to a request for an officer; for example: name, address and need of officer.

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# user roles continued

## POLICE DISPATCHER CONTINUED

- d. Dispatches an officer, by district, relaying the information received and any additional instructions.
- e. Informs any other departments or services: such as: fire, ambulance, wrecker, etc.
- f. Types calls received on radio log.
- g. Receives and dispatches calls for Animal Control Officer.
3. Monitors "hot lines" for emergency information between the Police Department, Fire Department, other area police departments and some local industries.
4. Monitors alarm systems to private homes.
5. Operates a base radio station to dispatch information and assistance to other law enforcement agencies.
6. Operates a teletype machine for purpose of relaying information; such as: car registration, criminal records, etc., and seeking similar information.
3. Logs mileage, gas and oil used in patrol cars on the previous shift.
4. Logs mileage and time, both beginning and ending, when an officer is escorting female prisoners.
5. Logs and issues a receipt for meter hoods rented to private business.
6. Fills out legal forms for the department; such as:
  - a. Deposition of arrest reports for records and identification.
  - b. Information on moving violations which are sent to the court clerk.
  - c. Disposition of the abstracts returned from the court clerk concerning moving violations.
7. Keeps up-to-date files on:
  - a. Watch orders and cancellations for police officer's information purposes.
  - b. Arrest reports and warrants issued.

Clerical: The employee performs a wide range of clerical duties; such as:

1. Book-in prisoners by:
  - a. Types information received from the arresting officer and the prisoner on standard form and files it.
  - b. Prepares a personal property form, listing the contents in the prisoner's possession which are retained by the department.
2. Receives, records, and issues a receipt for docket money (fines and bonds) and turns it into the court clerk at the beginning of each day. Also maintains petty cash fund.

Miscellaneous: In addition to the above jobs employee is often involved in other assorted tasks, for example:

1. Matron duties.
2. Issuing shotguns and ammunition to police officers.
3. Issues and keeps records of walkie-talkie and ticket books received by patrolmen.
4. Issues dart rifles, medicine and rabies box to animal control officer.

## Job Requirements:

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# user roles continued

## POLICE DISPATCHER CONTINUED

Knowledge of the English language in order to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

Knowledge of the English language in order to speak clearly and distinctly.

Knowledge of and skill in the operation of the telephone system; for example: answer calls promptly, noting information and directing such information clearly and concisely to the appropriate party.

Skill in typing practices and procedures.

Skill in recording and filing complete and accurate records for various functions.

Ability to remain calm as well as to calm other parties during an emergency.

Skill in gaining and relaying pertinent information to the appropriate people in an orderly and effective manner.

Skill in time utilization to achieve the most productive use of available time.

Ability to do various tasks simultaneously; such as: transcribe essential data while responding quickly to an emergency call.

Knowledge of procedures and codes involved in operating a teletype; such as:

a. Composing the coded statement.

b. Cutting tape.

c. Inserting tape into teletype.

Ability to obtain state certification before the end of probationary period.

Ability to operate a base station effectively and within FCC rules.

Knowledge of police codes and forms; such as (1) arrest reports, (2) warrants, (3) abstracts, and (4) depositions.

Ability to read a city map.

## Other Significant Facts

**Difficulty of Work:** The type of work involved requires an employee to work steadily and perform different tasks concurrently. The job requires a great amount of attentiveness on the part of the employee in order to assure correct input and output of data and facts.

**Interpersonal Relations:** The worker is constantly involved in all types of communications, ranging from a simple public information service to a complex exchange of facts and incidents during an emergency. Worker need possess an understanding attitude in order to deal with all types of calls and callers.

**Physical Effort:** Worker is subject to normal physical activity.

**Working Conditions:** Worker is inside at all times. Noise level, due to the teletype, is a distracting factor.

**Supervision Received:** Receives general guidance and supervision on assignments from supervisor.

**Educational Requirements:** Graduation from a standard high school with course work in typing, filing and office procedures or comparable experience.

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# 150

# watch commander

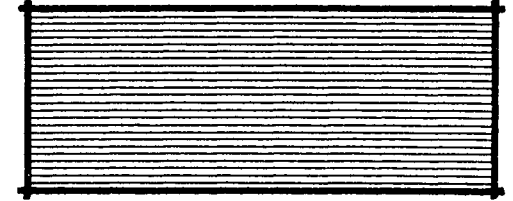
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET (INDUSTRIAL GRADE)
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

**FUNCTION:**

GENERAL WORK AREA  
DIRECT ADJACENCY TO SHIFT CHANGE  
OTHER ADJACENCIES DEFINED BY BUBBLE DIAGRAM  
LOCATION OF LOCKERS FOR SUPERVISORS

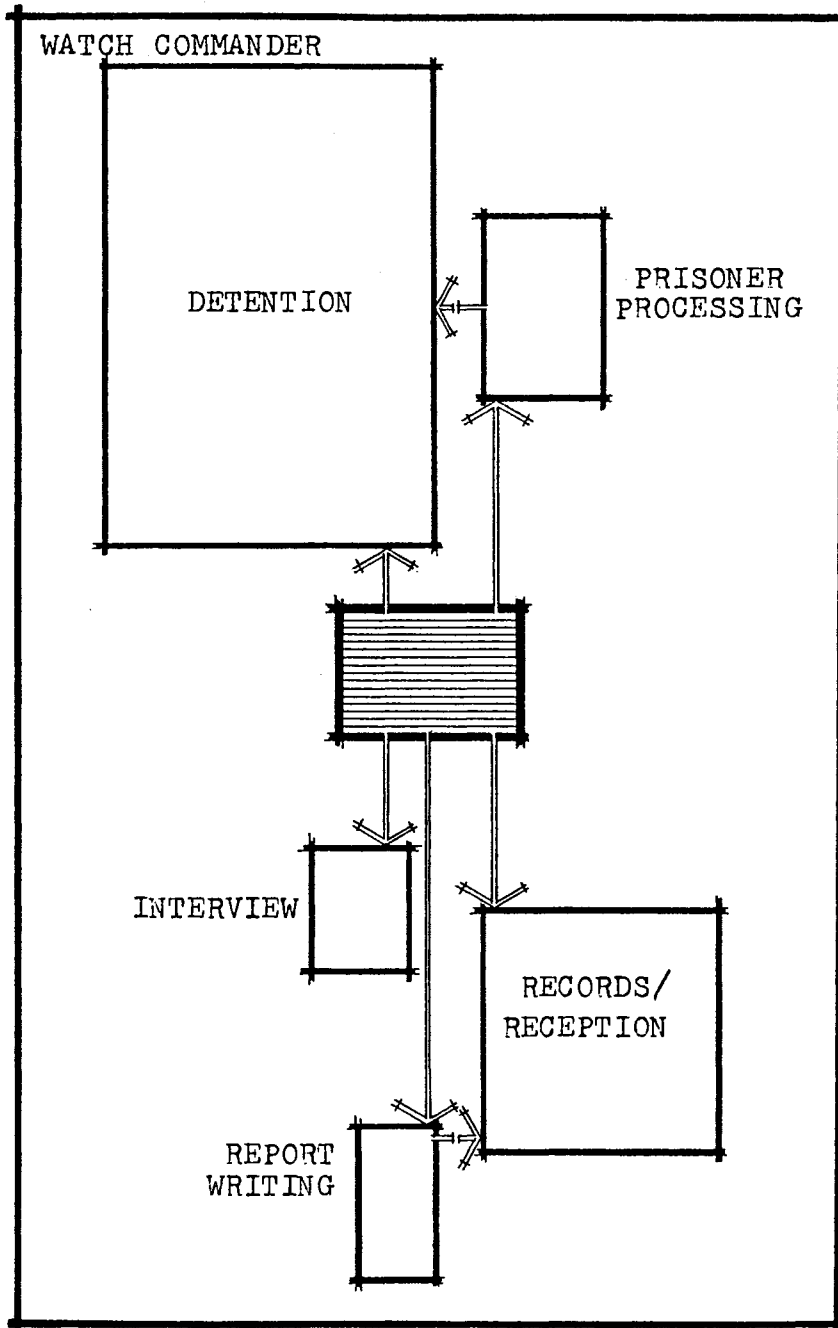


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURSCENT
- FURNITURE: DESK/CHAIR/1 SIDE CHAIR
- EQUIPMENT: FILE CABINETS  
LOCKERS FOR POLICE EQUIPMENT  
BULLETIN BOARD/CHALK BOARD
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# 175 crime prevent. / community rels.

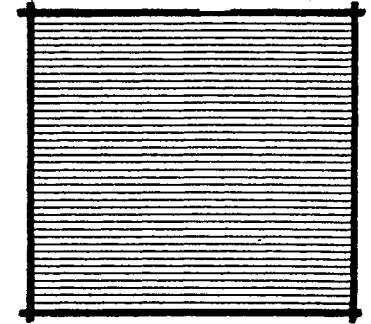
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: VINYL (TEXTURED)

**FUNCTION:**

ORIENTATION OR CRIME PREVENTION / COMMUNITY RELATIONS  
ARRANGE PROGRAMS FOR SCHOOL, WATCH, AND SENIOR CITIZENS.  
WORK WITH OFFICERS ON SET-UP PROGRAMS (WORK SPACE)  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



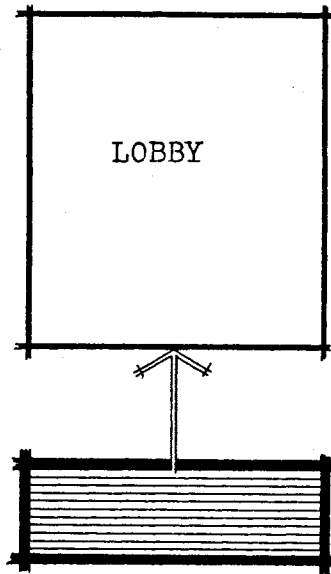
**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLES RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK, 2 CHAIRS, FILE UNITS (2)-STAND-UPS
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram // user roles

CRIME PREVENTION/COMMUNITY RELATIONS





# 400

# court clerks

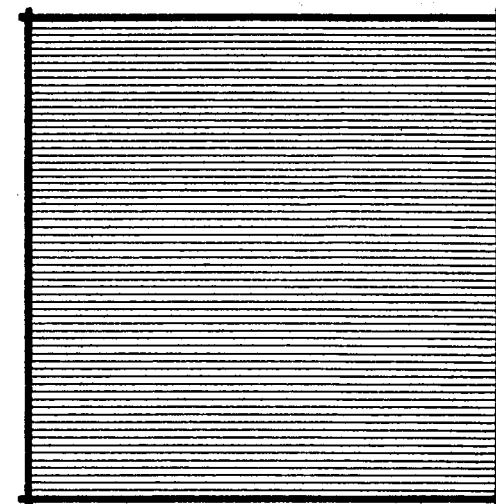
HEIGHT: 15'-0"

**FINISHES:**

- FLOOR: TILE ENTRY/CARPET WITHIN
- CEILING: ACOUSTIC TILE
- WALLS: ACOUSTIC FIBER/WOOD (DARK)

**FUNCTION:**

CRIMINAL JUSTICE PROCESSES (TRIALS, HEARINGS, ETC.)  
POLICE STAFF TRAINING AS AN ALTERNATIVE FUNCTION  
OF SPACE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



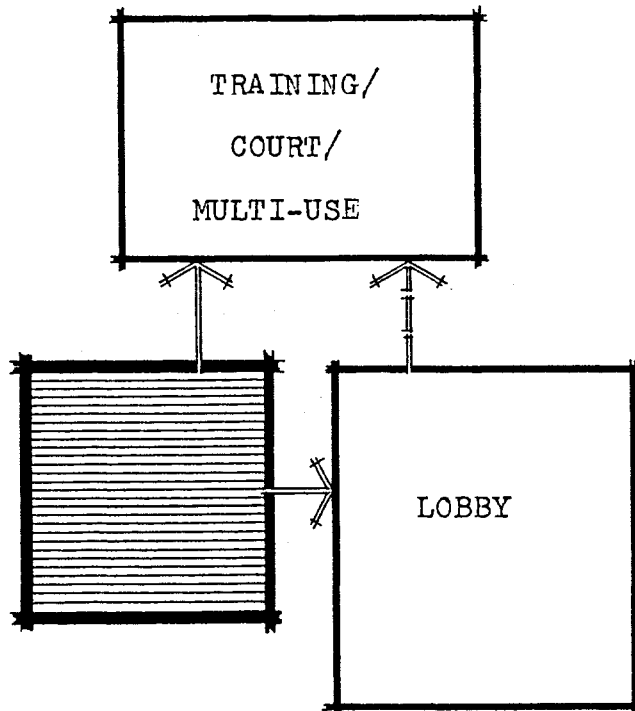
**SPECIAL CONSIDERATIONS:** CLOSED CIRCUIT TELEVISION MONITORING

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (I.E. DUPLEX RECEPTACLES)
- LIGHTING: CONTROLLED TRACK LIGHTS OVER BENCH  
FLOURESCENT
- FURNITURE: BENCH AREA (JUDGE), COURT CLERKS DESK, JURY  
BOX (RAILED IN/RAISED), AND BENCH SEATING
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

COURT CLERK



COURT CLERK

## Job Summary

This position is located in the Municipal Court. The employee's primary responsibility is to collect and process traffic fines and parking fines for eventual transfer to the City Clerk. The employee also assists the Municipal Court Judge when necessary, generally two or three mornings a week.

## Duties and Responsibilities

Data Collection and Recording: Examples of tasks incurred include, but are not limited to, the following:

1. Maintains a variety of accounts involving money from bonds, traffic fines, etc.
2. Processes a variety of communications receipts, statements, etc., regarding legal actions involving various offenders.
3. Balances all cash accounts involving money from bonds, fines, pay later accounts, etc.
4. Maintains records of traffic and parking violations.

General Office Tasks: Tasks are generally related to in-office activities.

1. Maintains and organizes a safe filing system.
2. Certifies that papers in appeal cases are original.
3. Makes out warrants, receipts, reports, etc., involving legal actions against offenders.

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# user roles continued

## COURT CLERK CONTINUED

4. Maintains current address corrections on plaintiffs.
5. Writes a variety of checks to the City Clerk's office.
6. Makes court appearance date changes with peoples' lawyers.
7. Answers questions regarding court appearance, fines, etc.
8. Types a variety of reports, receipts, records, statements, etc.
9. Processes all animal control violations
10. Locates out of county tag registrations
11. Calls people to collect fines.

### Courtroom Tasks: Examples are:

1. Records courtroom proceedings.
2. Administers oaths.
3. Writes receipts for fines, bonds, etc.
4. Prepares court docket.
5. Maintains ledger accounts of money collected in courtroom.
6. Enters pleadings and totals case loads on docket sheets.

### Job Requirements

Knowledge of the English language in order to communicate effectively, orally and in writing.

Ability to read and comprehend City ordinances, legal documents, warrants, etc.

Skill in typing, copying and recording various types of date, using correct punctuation, spelling, and grammar.

Ability to observe differences in copy,

to proofread words and numbers and to avoid errors in mathematical computation.

Skill in performing the four basic arithmetic operations involving all American monetary units by hand, calculator, or adding machine.

Ability to apply common sense understanding to carry out instructions furnished in oral, written, or schedule form.

Knowledge of the basic accounting and book-keeping procedures.

Ability to tend to the needs of the public.

Knowledge of the procedures for writing various receipts, statements, warrants, deposits, etc.

Ability to read and comprehend legal terms and documents.

Knowledge of standard research techniques and local sources of information.

Skill in compiling, recording and filing a variety of data, both clerical and technical.

Knowledge of the various courtroom procedures used to assist in processing legal cases.

Knowledge of the procedures for filing appropriate records of legal cases with the right local federal agency.

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# user roles continued

## COURT CLERK CONTINUED

Ability to operate calculator or adding machines.

### Other Significant Facts

**Work Difficulty:** Concrete variables are encountered in the execution of data recording and collection tasks. The employee collects, organizes, and records a wide variety of legal, monetary and technical data.

**Interpersonal Relations:** Extensive contact with the public. The employee also works closely with the Assistant Court Clerk and the Municipal Court Judge.

**Working Conditions:** Normal office environment.

**Supervision Received:** Supervision comes from the Municipal Court Judge. Ultimate supervision, however, comes from the City Manager's office.

**Supervision Given:** Directs the general activities of the Assistant Court Clerk.

## ASSISTANT COURT CLERK

This position is located in the Municipal Court. The employee's primary responsibility is to collect and process traffic fines and parking fines for eventual transfer to the City Clerk. The employee also assists the Municipal Court Judge when necessary, particularly in the absence of the Court Clerk.

### Duties and Responsibilities

**Data Collection and Recording:** Examples of tasks incurred include, but are not limited to, the following:

1. Maintains a variety of accounts involving money from bonds, traffic fines, etc.
2. Processes a variety of communications, receipts, statements, etc., regarding legal actions involving various offenders.
3. Balances all cash accounts involving money from bonds, fines, pay later accounts, etc.
4. Maintains records of traffic and parking violations.

**General Office Tasks:** Tasks are generally related to in-office activities.

1. Maintains and organizes a safe filing system.
2. Makes out warrants, receipts, reports, etc., involving legal actions against offenders.
3. Maintains current address corrections on plaintiffs.
4. Writes a variety of checks to the City Clerk's office.
5. Makes Court appearance date changes with people's lawyers.
6. Answers questions regarding court appearance, fines, etc.
7. Types a variety of reports, receipts, records, statements, etc.
8. Processes all animal control violations.
9. Locates out of county tag registrations.
10. Calls people to collect fines.

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# user roles continued

## ASSISTANT COURT CLERK CONTINUED

Courtroom Tasks: Tasks are performed only in the absence of the Court Clerk.

1. Records courtroom proceedings.
2. Administers oaths.
3. Writes receipts for fines, bonds, etc.
4. Prepares court docket.
5. Enters pleadings and totals case loads on docket sheets.
6. Maintains ledger accounts of money collected in courtroom.

Parking Violation Tasks:

1. Mails statements for money paid and money outstanding.
2. Records violation cash sheet.
3. Processes miscellaneous complaint warrants.
4. Balances daily parking violation cash flows.
5. Counts money collected each day.
6. Maintains parking violation file.

## Job Requirements

Knowledge of the English language in order to communicate effectively, orally and in writing.

Ability to read and comprehend city ordinances, legal documents, warrants, etc.

Skill in typing, copying, and various types of data, using correct punctuation, spelling and grammar.

Ability to observe differences in copy, to proofread words and numbers and to avoid errors in mathematical computations.

Skill in performing the four basic arithmetic operations involving all American monetary units by hand, calculator, or adding machine.

Ability to apply common sense understanding to carry out instructions furnished in oral, written, or schedule form.

Knowledge of the basic accounting and book-keeping procedures.

Ability to tend to the needs of the public.

Knowledge of the procedures for writing various receipts, statements, warrants, deposits etc/

Ability to read and comprehend legal terms and documents.

Knowledge of standard research techniques and local sources of information.

Skill in compiling, recording, and filing a variety of data, both clerical and technical.

Knowledge of the various courtroom procedures used to assist in processing legal cases.

Knowledge of the procedures for filing appropriate recordings of legal cases with the right local or federal agency.

Ability to operate calculator or adding machine.

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# user roles continued

## ASSISTANT COURT CLERK CONTINUED

### Other Significant Facts

Difficulty of Work: Concrete variables are encountered in the execution of data recording and collection tasks. The employee collects, organizes, and records a wide variety of legal, monetary, and technical data.

Interpersonal Relations: Extensive contact with the public. The employee also works closely with the Court Clerk and the Municipal Court Judge, in the absence of the Court Clerk.

Working Conditions: Normal office environment.

Supervision Received: Supervision comes from the Court Clerk. Ultimate supervision, however, comes from the City Manager's office.

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**80**

# short-term detention

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

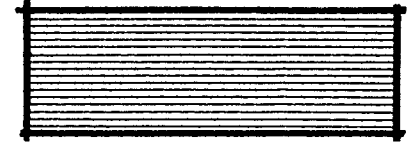
• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

HOLDING OF PRISONERS BEFORE TRIAL

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:** DEAD BOLT HOLDING DOORS

**SYSTEMS:**

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

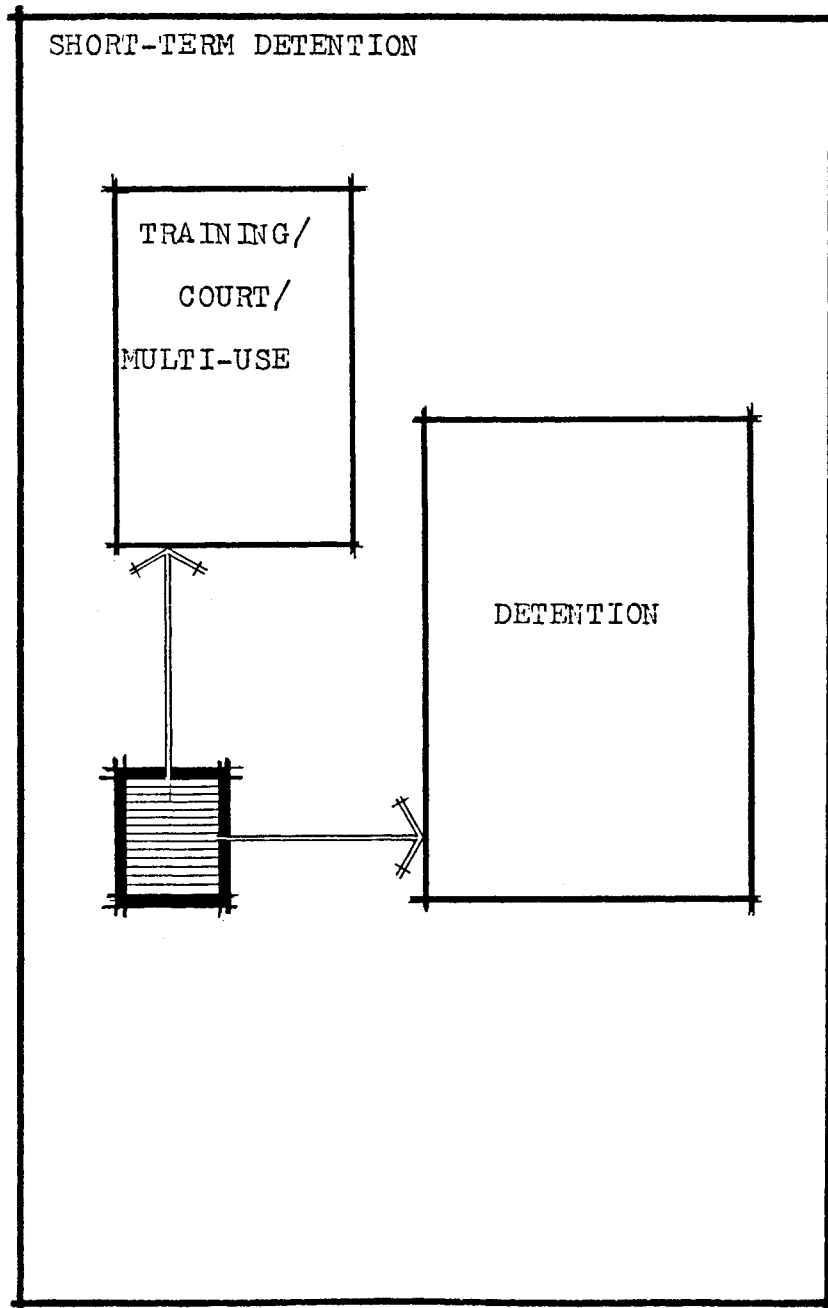
• LIGHTING: FLOURESCENT (NATURAL LIGHT/BARRED WINDOW)

• FURNITURE: 2 CHAIRS/BENCH TYPE

• EQUIPMENT: (DEADBOLT LOCKS)

• H.V.A.C.: REQUIRED

# bubble diagram / user roles





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# investigations group

**150**

**secy. / receipt.**

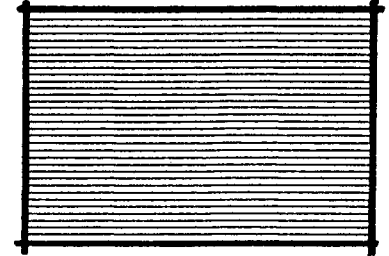
HEIGHT: 8'0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: VINYL/WOOD

**FUNCTION:**

SECRETARIAL AID TO INVESTIGATIONS DEPARTMENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

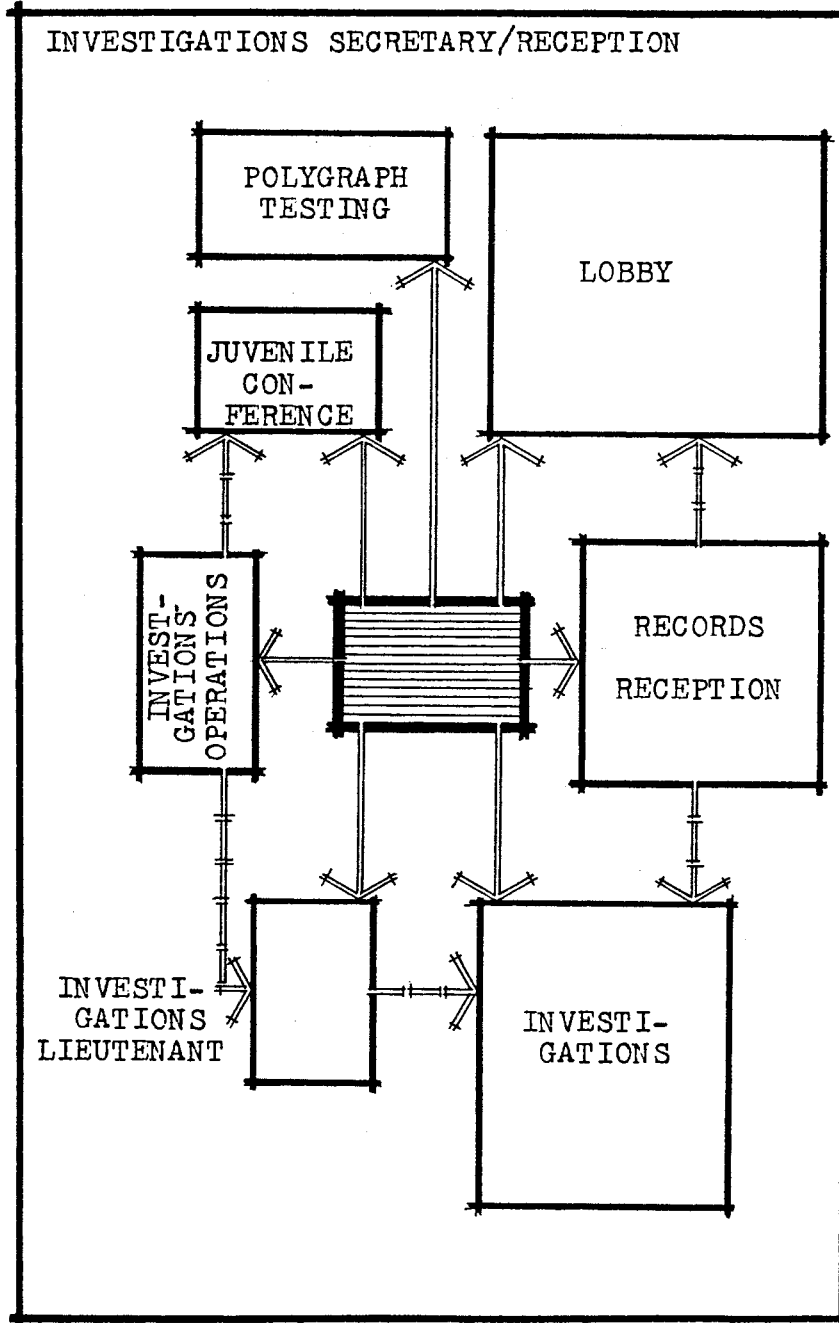


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: 1 DESK/8 CHAIRS
- EQUIPMENT: FILE CABINET (2)/BOOK SHELVES
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



## INVESTIGATION'S SECRETARY (PUBLIC SAFETY SECRETARY-DEPARTMENTAL NAME)

### Job Summary

The position of Public Safety Secretary is located in the Police and Fire Departments. Tasks performed are generally similar in nature. Worker functions include various clerical tasks of a semi-specialized nature including typing, sorting, filing, copying, and recording data. The work involves considerable contact with various people and requires the employee to communicate with a wide spectrum of groups from the general public, to private business people.

### Duties and Responsibilities

Data Collection and Recording: Examples are

1. Records a variety of daily logs, fire-runs, policeruns, etc.
2. Maintains an organized system of confidential files.
3. Compiles and types a variety of related reports.
4. Maintains a variety of records relating to police and fire instruction activities.
5. Gives tests to new applicants.

Administrative Activities: Examples are:

1. Issues a variety of permits.
2. Orders uniforms, insignias, etc.
3. Furnishes insurance companies with appropriate data.
4. Maintains calendar of appointments for chief.
5. Pays all invoices.

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# user roles continued

## INVESTIGATION'S SECRETARY CONTINUED

6. Rents out parking spaces.
7. Makes out incident reports.

### Accounting and Ledger Recording Activities: Examples are:

1. Maintains a record of cash accounts and balances each account.
2. Maintains a variety of records; logs, test score reports, etc.
3. Details out each investigation by time, mileage, number of men, etc.
4. Assists in preparation of investigators benefit fund.

### Clerical Tasks: Examples are:

1. Types a variety of agendas, reports, statements, letters, etc.
2. Takes dictation as required.
3. Maintains a variety of non-confidential files.
4. Processes time data.
5. Processes personnel action forms.
6. Processes paycheck distribution.

### Job Requirements

Knowledge of the English language in order to communicate effectively, orally, and in writing.

Ability to read and comprehend ledgers, outlines, and other standardized material. Skill in typing, copying, and recording various data using correct punctuation, spelling, and grammar.

Ability to observe differences in copy, to proofread words or numbers and to avoid error in mathematical computations.

Skill in performing the four basic mathematical operations involving American money standards and calculation of non-metric measurements using a calculator or adding machine.

Ability to attend to the needs and requests of the public and to project a helpful attitude at all times.

Ability to carry out common sense responses, orally, written or in diagrammatic form.

Knowledge of basic accounting techniques and general bookkeeping procedures.

Knowledge of the procedures for writing various receipts, warrants, statements, and issuing different kinds of permits.

Knowledge of operation of ten-key adding machine.

Knowledge of operation of full-key adding machine.

Knowledge of operation of CB radio.

Knowledge of operation of teletype machine.

Knowledge of operation of dictaphone.

### Other Significant Facts

Difficulty of Work: Employee performs tasks according to established procedure. Accuracy is at times critical in performance of tasks involving calculations.

Interpersonal Relations: Public contact is frequent and often involves face to face response as well as over the phone attention of needs. Considerable contact with business people.

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# user roles continued

## INVESTIGATION'S SECRETARY CONTINUED

Supervision Received: The employee is generally responsible to the Police Chief.

Working Conditions: Normal office environment.

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# 150

# lieutenant

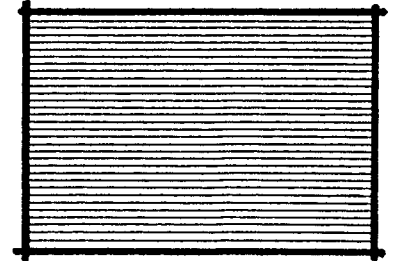
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

**FUNCTION:**

OFFICE SPACE FOR PAPER WORK  
ONE ON ONE INTERVIEW  
LIGHT ADMINISTRATIVE DUTY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

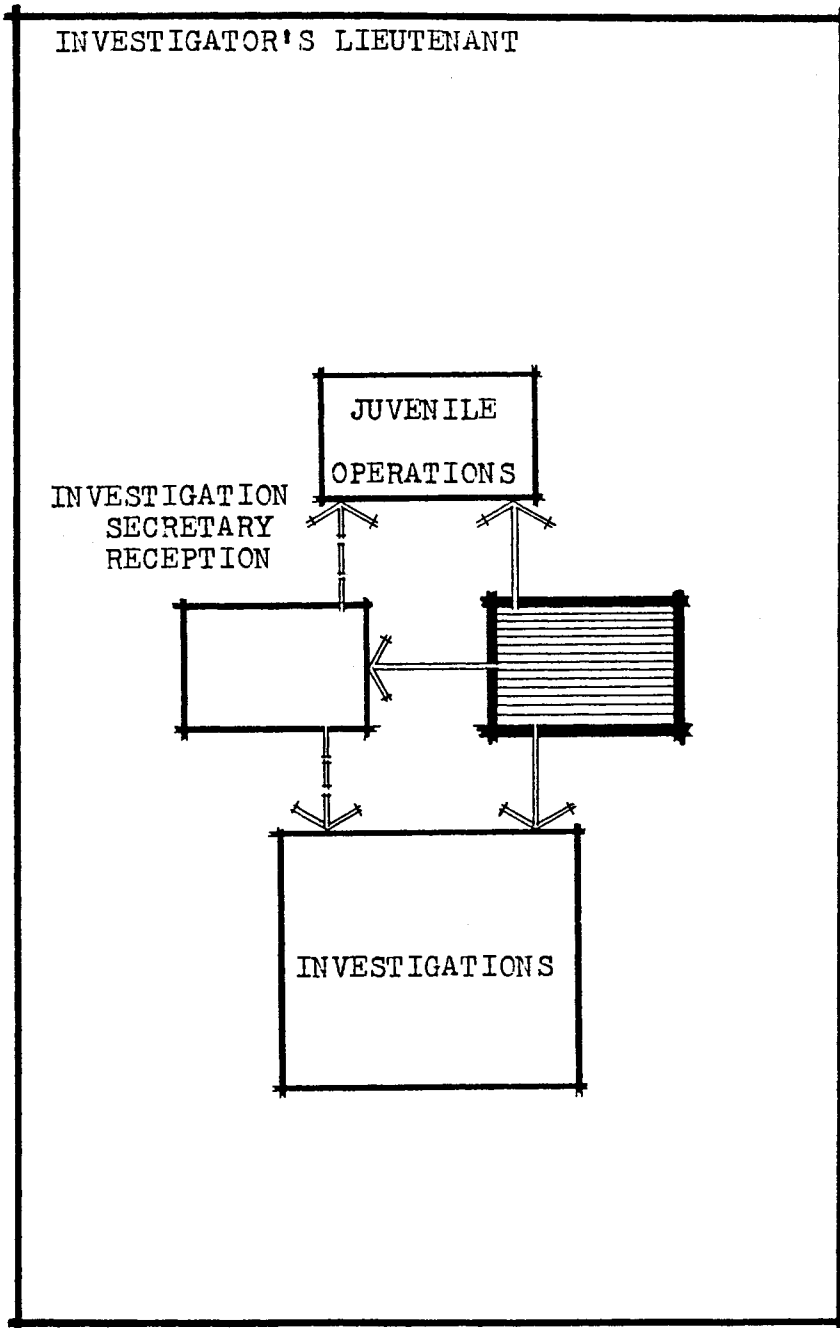


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: RECEPTACLES (WITHIN OPEN OFFICE UNIT OR SUB-FLOOR RACEWAYS)
- LIGHTING: FLOURESCENT CEILING LIGHTS OR TASK LIGHTING IN OFFICE MODULE
- FURNITURE: OPEN OFFICE LANDSCAPING
- EQUIPMENT: OPEN OFFICE LANDSCAPING
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



# 525

# investigators

HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

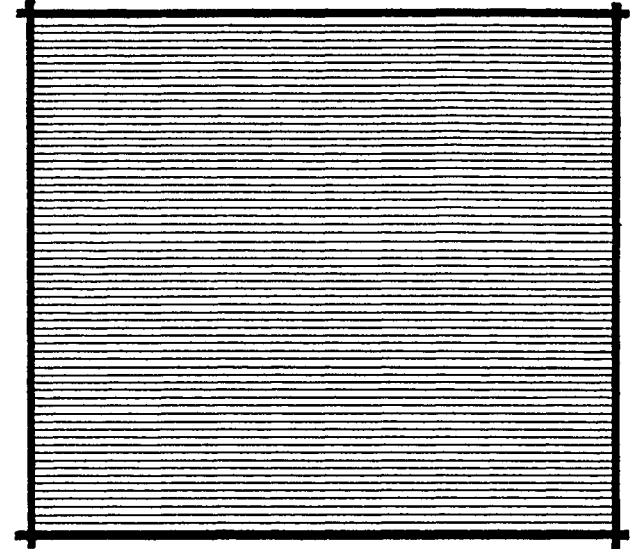
**FUNCTION:**

DETECTIVE DIVISION PROCEEDINGS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE  
DIAGRAM

**SPECIAL CONSIDERATIONS:** OPEN OFFICE SPACE PLANNING  
RECEPTACLES IN FLOOR OR WITHIN  
OFFICE PLANNING UNIT  
LIGHT OVER EACH DESK (TASK  
LIGHTING)

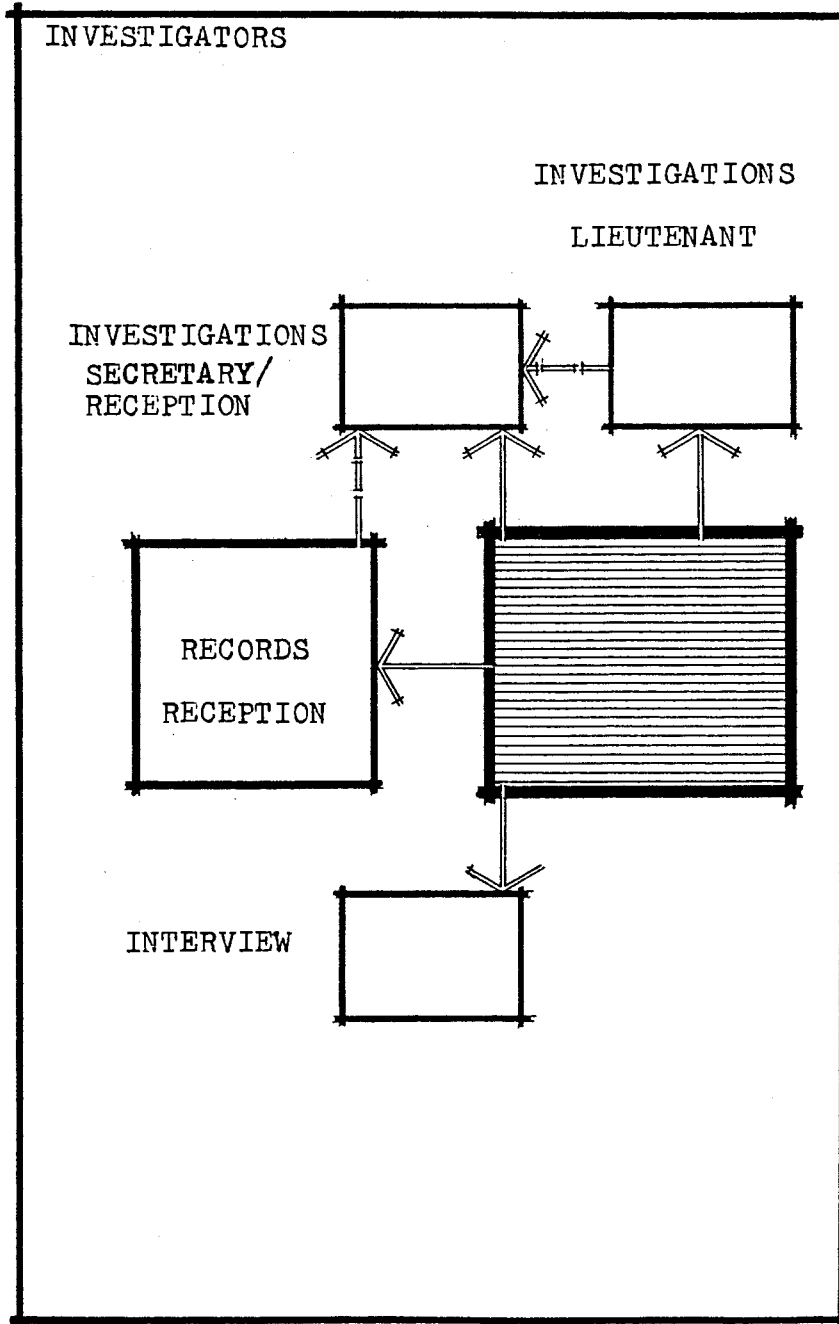
**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: RECEPTACLES (WITHIN OPEN OFFICE UNIT OR  
SUB-FLOOR RACEWAYS)
- LIGHTING: FLOURESCENT CEILING LIGHTS OR TASK LIGHTING  
IN OFFICE MODULE
- FURNITURE: OPEN OFFICE LANDSCAPING/WITH CHAIRS
- EQUIPMENT: WALL HUNG PLANNING BOARD (MARKER BOARD)
- H.V.A.C.: REQUIRED





# bubble diagram / user roles



## POLICE INVESTIGATOR

### Nature of Work

This position is in the Investigations Division of the Police Department. Members of the division are responsible for investigation of crimes, recording and documenting facts essential to a satisfactory disposition of the case. Investigators work somewhat independently, seeking assistance and supervision as needed. Self motivation, emotional stability, decision making and problem solving ability is required.

### Examples of Work Performed

Accepts assignment of incident reports for purpose of conducting investigations.

Prepares variety of reports as required through course of investigation.

Collect, identifies and preserves evidence in accordance with prescribed standards for laboratory examination and/or introduction in court.

Arrests and processes suspects including fingerprinting, photographing, and backgrounding same.

Performs surveillance and stakeout duties.

Acts as jailer, on occasion, by booking, caring for, and transporting prisoners.

Exchanges information and reports with city, county, state and federal law

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# user roles continued

## POLICE INVESTIGATOR CONTINUED

enforcement agencies. Assists those agencies and seeks assistance as required.

Responds to serious incidents immediately and on proper authority assumes command until properly relieved.

Interviews victims, witnesses and suspects regarding incidents under investigation.

Maintains informant contacts.

Counsels offenders in areas where correction is needed.

Maintains effective relationship with schools, social agencies, and community organizations.

### Desirable Qualifications

Knowledge and skill in the effective use of English language to communicate orally and in writing.

Knowledge of law enforcement investigative practices and procedures.

Ability to apply principles of logical and/or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Knowledge of procedures for appearing in court.

Ability to make judgments based on ob-

servations, and to take directive action.

Ability to use departmental equipment effectively and safely.

Ability to maintain effective working relationships with the public, civic organizations, schools, law enforcement agencies and other employees.

Ability to work under stressful conditions and the willingness to work extended hours when necessary.

Willingness and ability to stay informed of changes in criminal procedures and rights as they relate to law enforcement and the criminal defendant.

Ability to learn proficient use of investigative equipment, including cameras, recording and dictation equipment, fingerprint kits, narcotics test equipment, ultra violet and theft detection powder equipment, plaster casting kits.

### Education and Experience

High School graduate or GED equivalent.

Three (3) years continuous service with the Police Department.

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# user roles continued

## INVESTIGATIONS DETECTIVE

### Nature of Work

This job is located in the Investigative division of the Police Department. The duties performed by the employee, in addition to investigative, are supervisory in nature. General direction is received from the Lieutenant. The employee is responsible for personnel organization, motivation and review. The officer must possess the ability to administer departmental policy and procedures and to implement operational programs. The type of work necessitates a high degree of emotional stability, decision-making/problem-solving ability and job interest.

### Examples of Work Performed

Assists in the gathering of information by examining administrative and operational materials pertinent to the orientation of the group and by interviewing other police personnel for special information.

Conducts oral orientation of gathered information, including interpretation, reviews and assigns cases for investigation.

Conducts training classes as required.

Responsible for supervising and motivating police investigators; maintains time sheets; performs regular employee performance evaluation for subordinates.

Prepares, interprets and controls other types of information such as: interviews and inter-

rogates witnesses and suspects; background; reads, reviews and approves investigator reports; may assist in the gathering of statistical data.

Assists the District Attorney's office in initiating, prosecuting and concluding a case.

Exchanges reports on criminal activity, felons, etc., with other law enforcement agencies.

Maintains an effective relationship with schools, social workers and community organizations.

Responsible for equipment operated such as: car, hand gun and shotgun, camera equipment, fingerprint kits and chemical analysis kit for testing narcotics.

Assists Lieutenant in work planning and program evaluation.

Performs other duties as required.

### Desirable Qualifications

Knowledge of law enforcement investigative practices and procedures.

Ability to apply principles of logical and/or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.

Knowledge of the proceedings for appearing in Court.

Ability to instruct others in investigative and departmental procedures.

Ability to supervise and motivate personnel.

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# user roles continued

## INVESTIGATIONS DETECTIVE CONTINUED

Ability to make judgments, based on observation, and to take directive action.

Ability to use departmental equipment effectively and safely.

Ability to maintain effective working relationships with the public, civic organizations, schools, law enforcement agencies and other employees.

Skill in the effective use of English language to communicate orally and in writing.

Ability to work under stressful conditions and the willingness to work an extended number of hours when necessary.

### Education and Experience

High school graduate.

Three (3) years service with the Police department which includes one (1) year service with the Investigations division.

**175**

# juvenile operations

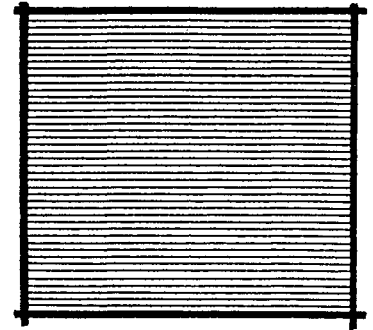
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

**FUNCTION:**

INVESTIGATION OF OFFENCES WHEREBY JUVENILES ARE SUSPECTS  
OR VICTIMS.  
COUNSELLING AND INTERVIEWS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



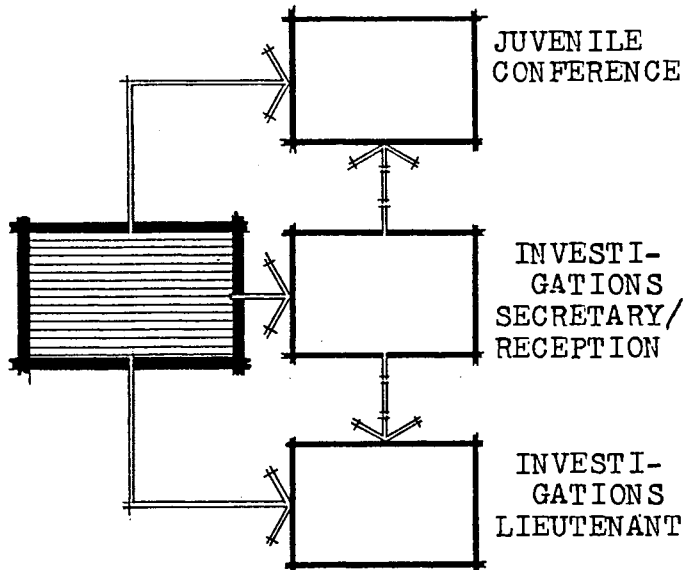
**SPECIAL CONSIDERATIONS:** A WAITING AREA MUST BE PROVIDED;  
THIS AREA NEED NOT BE A SEPARATE ROOM  
BUT MUST BE ISOLATED

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK/CHAIRS  
SOFA/SIDE TABLES
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

JUVENILE OPERATIONS



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**150**

# juvenile conference

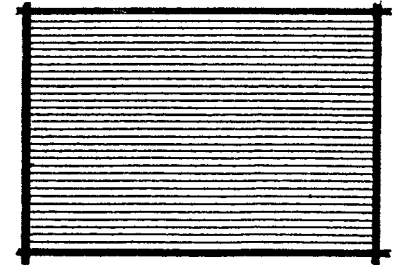
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED/VINYL

**FUNCTION:**

COUNSELLING WITH JUVENILE AND GUARDIAN  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

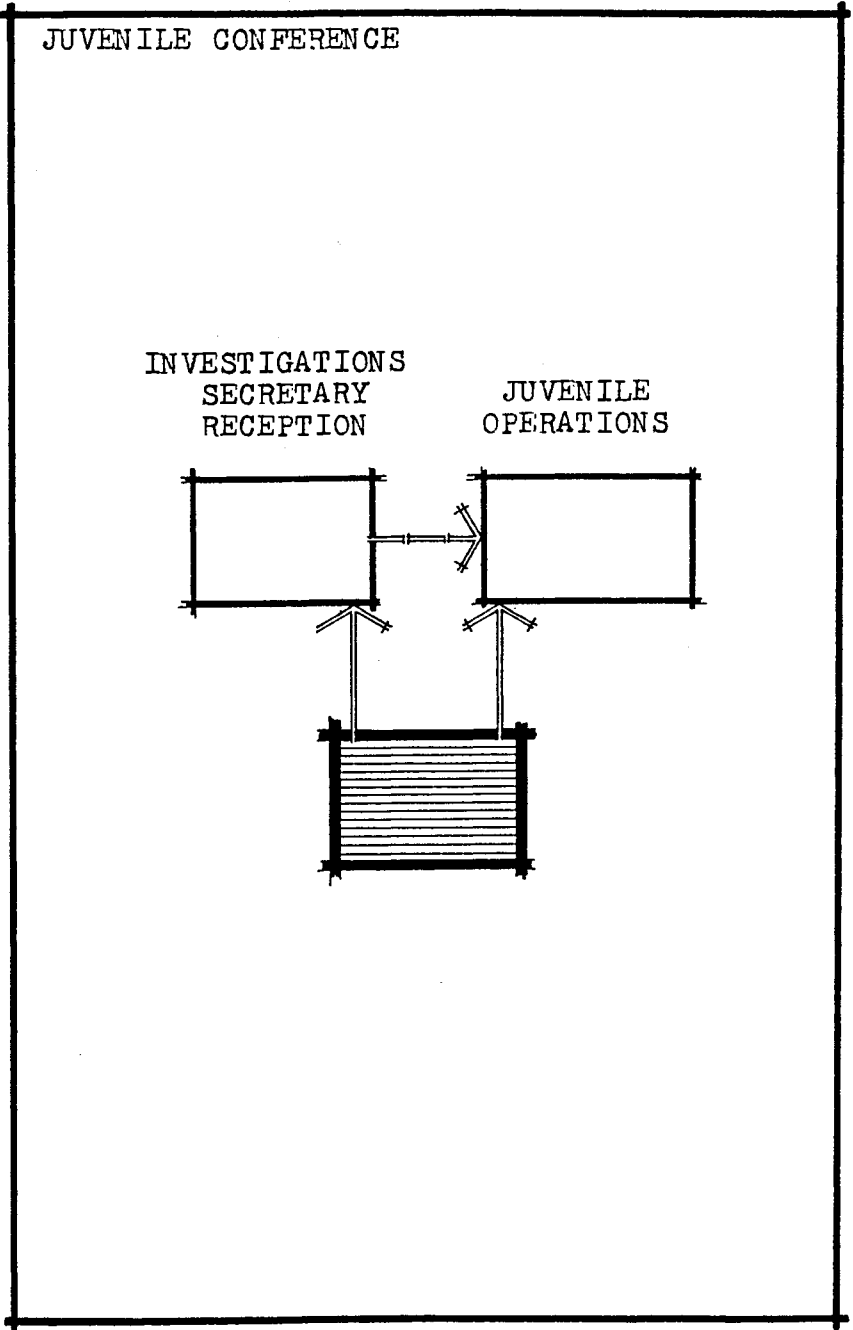


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESKS/CHAIRS
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles





# 200

# polygraph testing

HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: ACOUSTIC QUALITY (SOUND PROOF)

**FUNCTION:**

A POLYGRAPH OPERATOR CAN SAVE HOURS OF INVESTIGATIVE TIME. HE CAN FREQUENTLY PRODUCE ADMISSION OF BACKGROUND INFORMATION THAT JUSTIFIES DISQUALIFICATION, SUCH AS STEALING FROM FORMER EMPLOYEES, EXCESSIVE DRINKING, DEVIANT SEXUAL BEHAVIOR, OR SIMILAR PROBLEMS THAT MIGHT NOT HAVE RESULTED IN ARREST AND CONVICTION. PROBLEMS ARISE WHEN POLYGRAPH OPERATOR DETECTS ONE OR

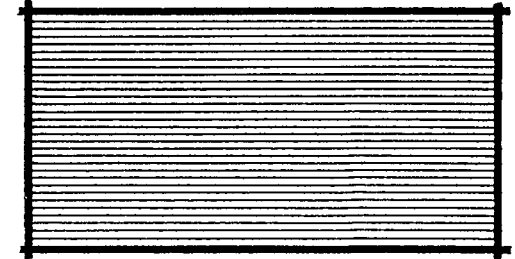
\*

**SPECIAL CONSIDERATIONS:** SOUNDPROOF

\* MORE CORRECT STATEMENTS WHICH THE CANDIDATE DENIES. THE RESPONSIBLE DECISION MAKERS MUST THEN DETERMINE WHETHER TO DISQUALIFY ON THE BASIS OF THE POLYGRAPH, OR TO TAKE THE VIEW THAT POLYGRAPH IS NOT ADMISSIBLE EVIDENCE IN COURT AND THEREFORE SHOULD NOT BE ADMISSIBLE IN AN EMPLOYMENT SITUATION.

**SYSTEMS:**

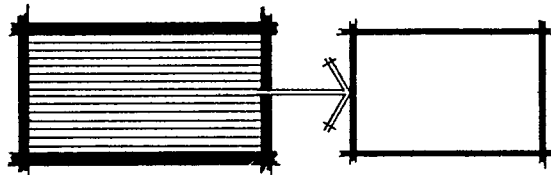
- PLUMBING: NOT REQUIRED
- ELECTRICAL: DUPLEX (DEDICATED CIRCUIT)
- LIGHTING: FLOURESCENT
- FURNITURE: SPARTAN / DESK OR POLYGRAPH TABLE  
2 CHAIRS (POLYGRAPH CHAIRS)
- EQUIPMENT: POLYGRAPH MACHINE
- H.V.A.C.: REQUIRED



# bubble diagram // user roles

POLYGRAPH TESTING

INVESTIGATIONS  
SECRETARY  
RECEPTION



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# 150

# interview

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

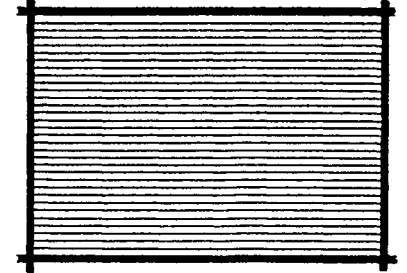
• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

INTERROGATIONS AND INTERVIEWS

ADJACENCY REQUIREMENTS AS DEFINED BY BUBBLE DIAGRAM



SPECIAL CONSIDERATIONS: CLOSED CIRCUIT TELEVISION MONITORING  
TELEPHONE JACKS

SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (i.e. DUPLEX RECEPTACLES)

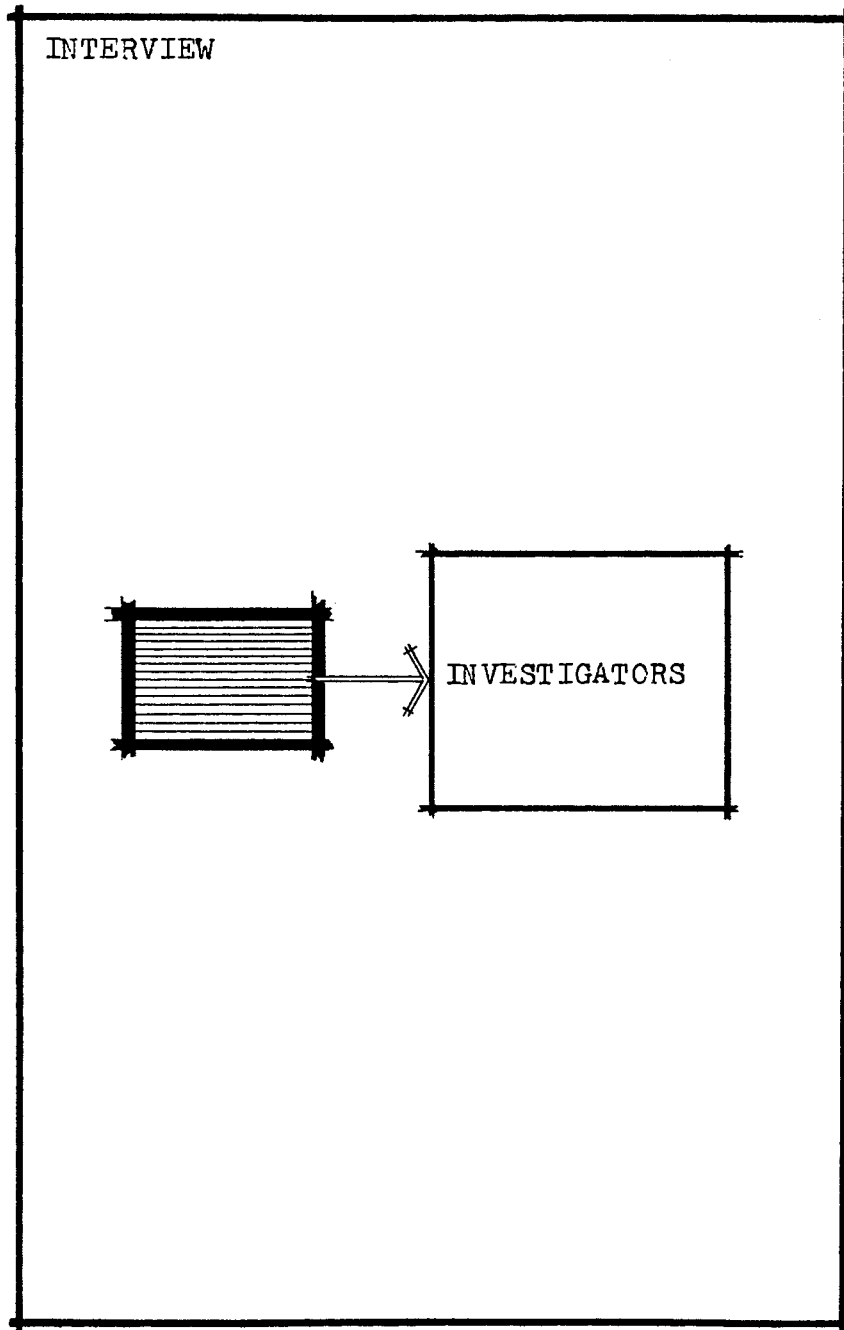
• LIGHTING: FLOURESCENT

• FURNITURE: SPARTAN ONE TABLE (2x6) 2 CHAIRS

• EQUIPMENT: CLOSED CIRCUIT TELEVISION

• H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# administration group

**175**

**chief's secy. / receipt.**

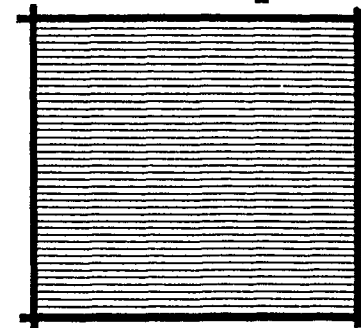
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD

**FUNCTION:**

SECRETARY IS ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



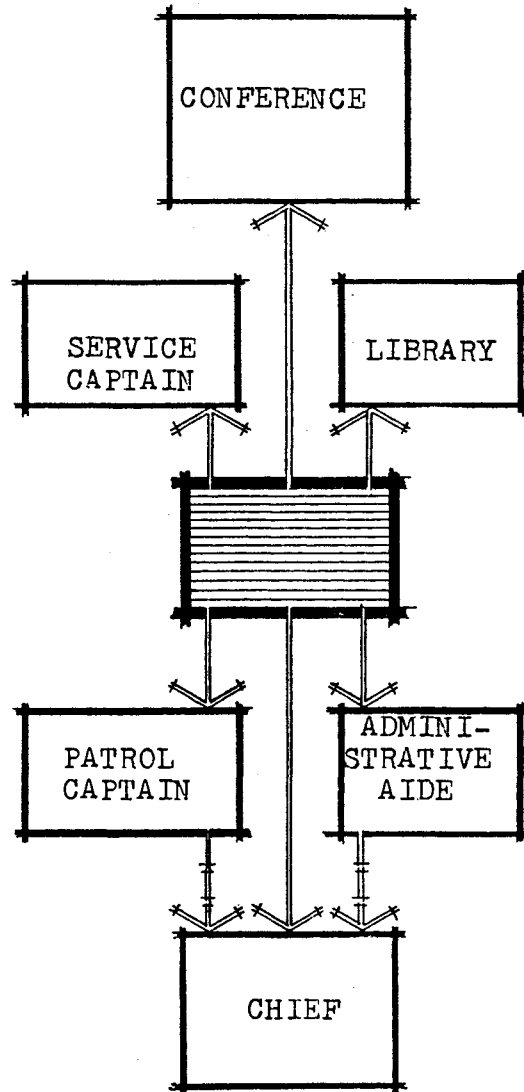
**SPECIAL CONSIDERATIONS:** SECRETARY REQUIRES A WINDOW TO SEE OUT

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK (STANDARD SIZE)  
TYPING DESK
- EQUIPMENT: FILE CABINET  
STORAGE CABINET  
WALL SHELVING (4'-0" X 1'-6" X 7'-0")
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

CHIEFS SECRETARY/RECEPTION



CHIEF'S SECRETARY  
(PUBLIC SAFETY SECRETARY-DEPARTMENTAL NAME)

## Job Summary

The position of Public Safety Secretary is located in the Police and Fire Departments. Tasks performed are generally similar in nature. Worker functions include various clerical tasks of a semi-specialized nature; including typing, sorting, filing, copying and recording data. The work involves considerable contact with various people and requires the employee to communicate with a wide spectrum of groups from the general public, to private business people.

## Duties and Responsibilities

Data Collection and Recording: Examples are:

1. Records a variety of daily logs, fire-runs, policeruns, etc.
2. Maintains an organized system of confidential files.
3. Compiles and types a variety of related reports.
4. Maintains a variety of records relating to police and fire instruction activities.
5. Gives tests to new applicants.

Administrative Activities: Examples are:

1. Issues a variety of permits.
2. Orders uniforms, insignias, etc.
3. Furnishes insurance companies with appropriate data.
4. Maintains calendar of appointments for chief.
5. Pays all invoices.

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# user roles continued

## CHIEF'S SECRETARY CONTINUED

6. Rents out parking spaces.
7. Makes out incident reports.
8. Calls in off duty firemen in case of emergency, from office or home.

### Accounting and Ledger Recording Activities: Examples are:

1. Maintains a record of cash accounts and balances each account.
2. Maintains a variety of records; logs, test score reports, etc.
3. Details out each firerun by time, mileage, number of men, etc.
4. Assists in preparation of firemens benefit fund.

### Clerical Tasks: Examples are:

1. Types a variety of agendas, reports, statements, letters, etc.
2. Takes dictation as required.
3. Maintains a variety of non-confidential files.
4. Processes time data.
5. Processes personnel action forms.
6. Processes paycheck distribution.

### Job Requirements

Knowledge of the English language in order to communicate effectively, orally and in writing.

Ability to read and comprehend ledgers, outlines, and other standardized material. Skill in typing, copying and recording various data using correct punctuation, spelling, and grammar.

Ability to observe differences in copy, to proofread words or numbers and to avoid

error in mathematical computations.

Skill in performing the four basic mathematical operations involving American money standards and calculation of non-metric measurements using a calculator or adding machine.

Ability to attend to the needs and requests of the public and to project a helpful attitude at all times.

Ability to carry out common sense responses; orally, written or in diagrammatic form.

Knowledge of basic accounting techniques and general bookkeeping procedures.

Knowledge of the procedures for writing various receipts, warrants, statements, and issuing different kinds of permits.

Knowledge of operation of ten-key adding machine.

Knowledge of operation of full-key adding machine.

Knowledge of operation of CB radio.

Knowledge of operation of teletype machine.

Knowledge of operation of dictaphone.

### Other Significant Facts

Difficulty of Work: Employee performs tasks according to established procedure. Accuracy is at times critical in performance of tasks involving calculations.

Interpersonal Relations: Public contact is frequent and often involves face to face response as well as over the phone attention of needs. Considerable contact with business people.



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# user roles continued

## CHIEF'S SECRETARY CONTINUED

Supervision Received: The employee is generally responsible to the Police Chief or Fire Chief.

Working Conditions: Normal office environment.

**225**

HEIGHT: 8'-0"

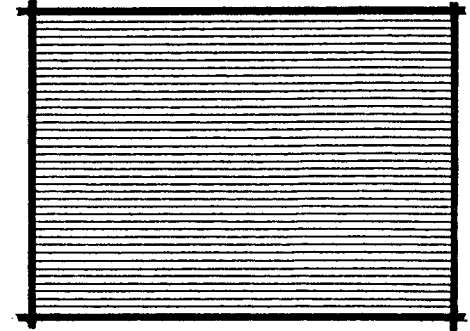
**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD WORK

**FUNCTION:**

ADMINISTRATIVE PROCESSES INVOLVING POLICE CHIEF  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**chief**



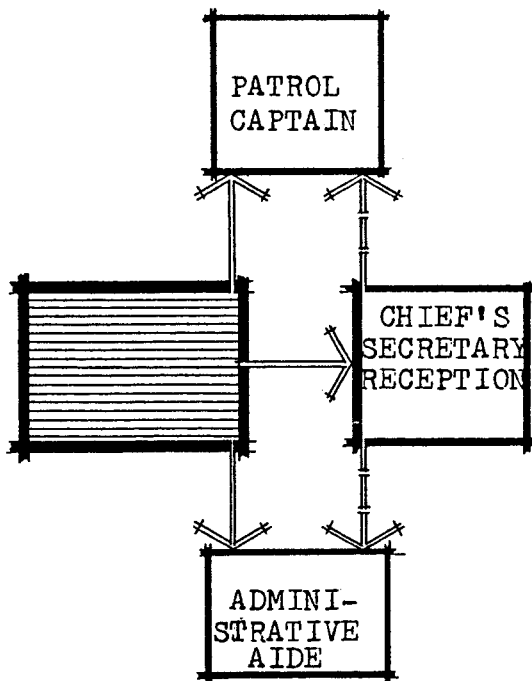
**SPECIAL CONSIDERATIONS:** SHELVING BEHIND DESK (ABOVE)  
CREDENZA MUST BE FULL HEIGHT

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK (EXECUTIVE/CONFERENCE SIZE)  
CREDENZA  
SOFA (SMALL)-SIDE TABLE
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

CHIEF



## POLICE CHIEF

### Job Summary

This is administrative and technical police work in the direction of all employees and activities of the City Police Department.

This is a major administrative position with responsibility for the protection of lives and property and to keep and restore order from violence in the city through the supervision of all police functions. The Police Chief is responsible for the efficient operation of the police department through control of its activities in taking measures to prevent crime and protect lives and property; through the planning of operations and through the training, assignment, supervision and discipline of all department employees. The Chief periodically consults with the City Manager in finalizing plans and policies to be observed in the conduct of police operation and, except for general administrative direction, he works independently in carrying out day-to-day activities. Work is reviewed through the discussions of problems with the City Manager and through periodic reports and summarizations.

### Duties and Responsibilities

Within a policy framework established by the City Commission, in consultation with the City Manager, and with the assistance of subordinate officers, formulates policies and regulations governing activities of the Police Department.

Formulates and prescribes work methods and

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# user roles continued

## POLICE CHIEF CONTINUED

procedures to be followed by the members of the department. Appraises conditions of work in the department. Takes necessary steps to improve department operations

Assumes optimum departmental activity in the enforcement of traffic and safety regulations and in furthering programs of crime prevention and criminal investigation.

Supervises the control and the expenditure of departmental appropriations. Submits annual and multi-year budget estimates and accompanying descriptions of needs to the City Manager.

Plans activities of the department with respect to personnel, equipment and their deployment.

Approves plans for and gives direction to the police department personnel and training programs.

Cooperates with state, federal and county officers when their activities and the activities of the City Police Department are mutually involved.

Attends civic club meetings, school, and other public gatherings upon request to explain the activities and functions of the police department and to promote a strong prevention program for the city.

Meets with influential citizens and

and groups of citizens to discuss ways and means to prevent potential riots and/or mass gatherings which might lead to violence.

Performs related work as required.

### Desirable Knowledges, Abilities, and Skills

Extensive knowledge of the principles and practices of modern police administration and police methods.

Thorough knowledge of the standards by which the quality of police service is evaluated and of the use of police records and their application to police administration and future planning.

Knowledge of all aspects of law enforcement, including traffic control, crowd control, emergency assistance and related activities.

Knowledge of laws applicable to the jurisdiction, of rules and regulations of the department, of City policies relating to law enforcement, of principles and practices of public administration at the local level.

Skills in police actions of various kinds applicable to situations expected to be encountered in a municipality.

Ability to function under considerable stress such as might be caused by

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# user roles continued

## POLICE CHIEF CONTINUED

emergency situations.

Thorough knowledge of the types and use of communication, other electronic devices, and automotive equipment in modern police work.

Ability to plan, lay out and supervise the work of a moderate police staff performing varied police operations; to delegate authority to develop proper training and individual initiative in subordinates leading to a more effective organization.

To maintain a high level of discipline and morale.

Ability to establish and maintain effective working relationships with other City officials, state, county and federal authorities, civic leaders, and the general public.

Ability to provide effective leadership within the department.

Ability to speak and write effectively.

### Desirable Education and Experience

High school graduate, college baccalaureate preferred. Extensive work experience at a responsible supervisory level in law enforcement work; experience demonstrating extensive technical knowledge of law enforcement and crime

prevention work; law enforcement experience demonstrating leadership, organizational and administrative abilities.

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# 175

HEIGHT: 8'-0"

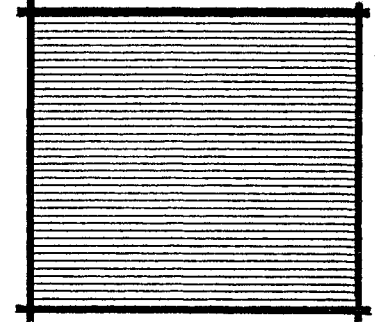
**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD

**FUNCTION:**

RESPONSIBLE FOR SUPERVISION OF FIELD OPERATIONS  
ADJACENCY REQUIREMENT DEFINED BY BUBBLE DIAGRAM

# patrol captain



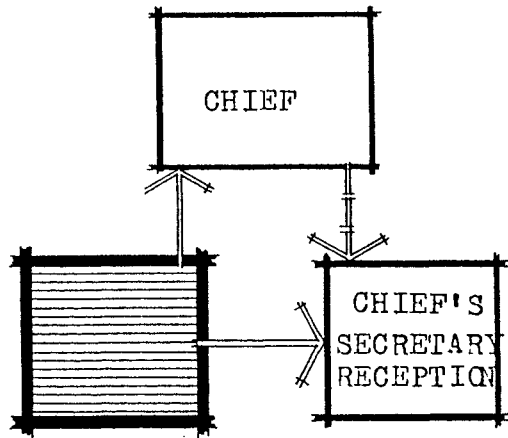
**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK (STANDARD SIZE)  
BOOK SHELF/CABINET
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

PATROL CAPTAIN



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**175**

# services captain

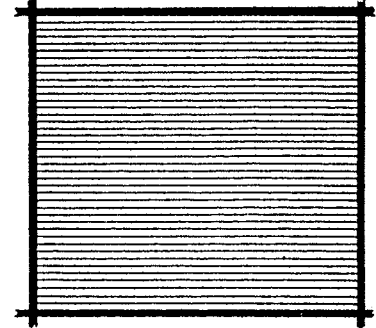
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD

**FUNCTION:**

ORGANIZATION OF REPORTS AND STATICAL FUNCTIONS  
RECORDS AND IDENTIFICATION  
MAINTENANCE  
COMMUNICATION  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:** NONE

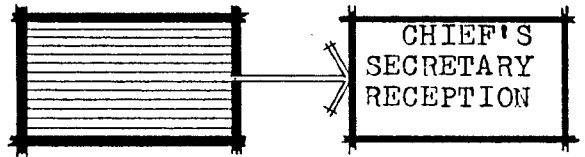
**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK (STANDARD SIZE)  
BOOK SHELF/CABINET
- EQUIPMENT: FILE CABINET  
STORAGE CABINET  
WALL SHELVING
- H.V.A.C.: REQUIRED



# bubble diagram / user roles

SERVICES CAPTAIN



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# 150

# administrative aide

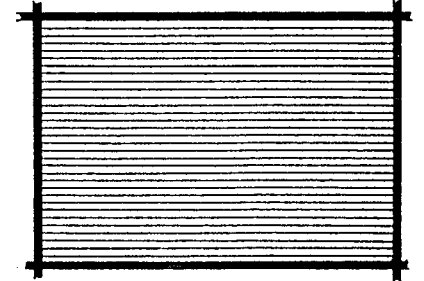
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED OR WOOD

**FUNCTION:**

SECRETARIAL WORK ASSOCIATED WITH ADMINISTRATION  
PLANNING AND RESEARCH  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



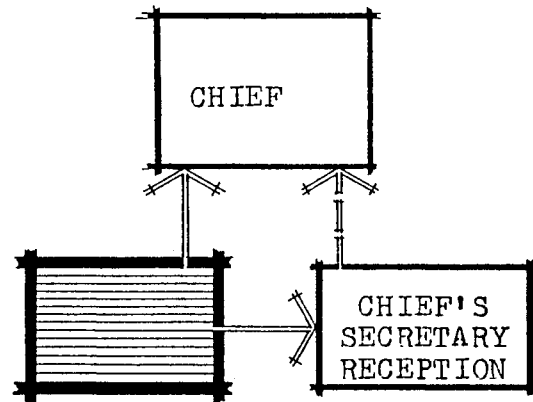
**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLIX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: DESK/CHAIR/1 SIDE CHAIR/1 (4x6) WORK TABLE
- EQUIPMENT: BOOK ON PEDISTAL/1 FILE CABINET  
BULLETIN/CHALK BOARD
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

ADMINISTRATIVE AIDE



# 300

HEIGHT: 8'-0"

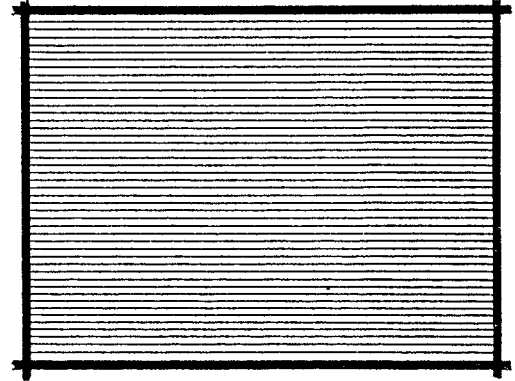
## FINISHES:

- FLOOR: CARPET
- CEILING: LAY-IN
- WALLS: TEXTURED/VINYL

## FUNCTION:

STAFF MEETINGS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# conference



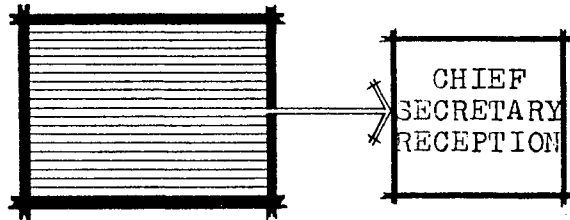
**SPECIAL CONSIDERATIONS:** SOUNDPROOF WALL SYSTEM

## SYSTEMS:

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: CONFERENCE TABLE (12 SEATS)
- EQUIPMENT: BULLETIN BOARD/WHITE MARKER BOARD
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

CONFERENCE



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# 150

HEIGHT: 8'-0"

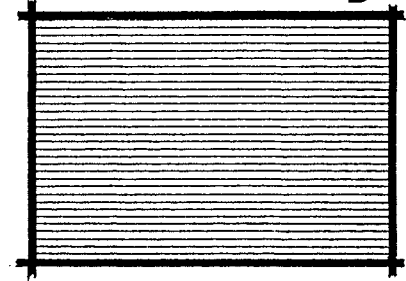
**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

**FUNCTION:**

READING AND STUDY  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# library

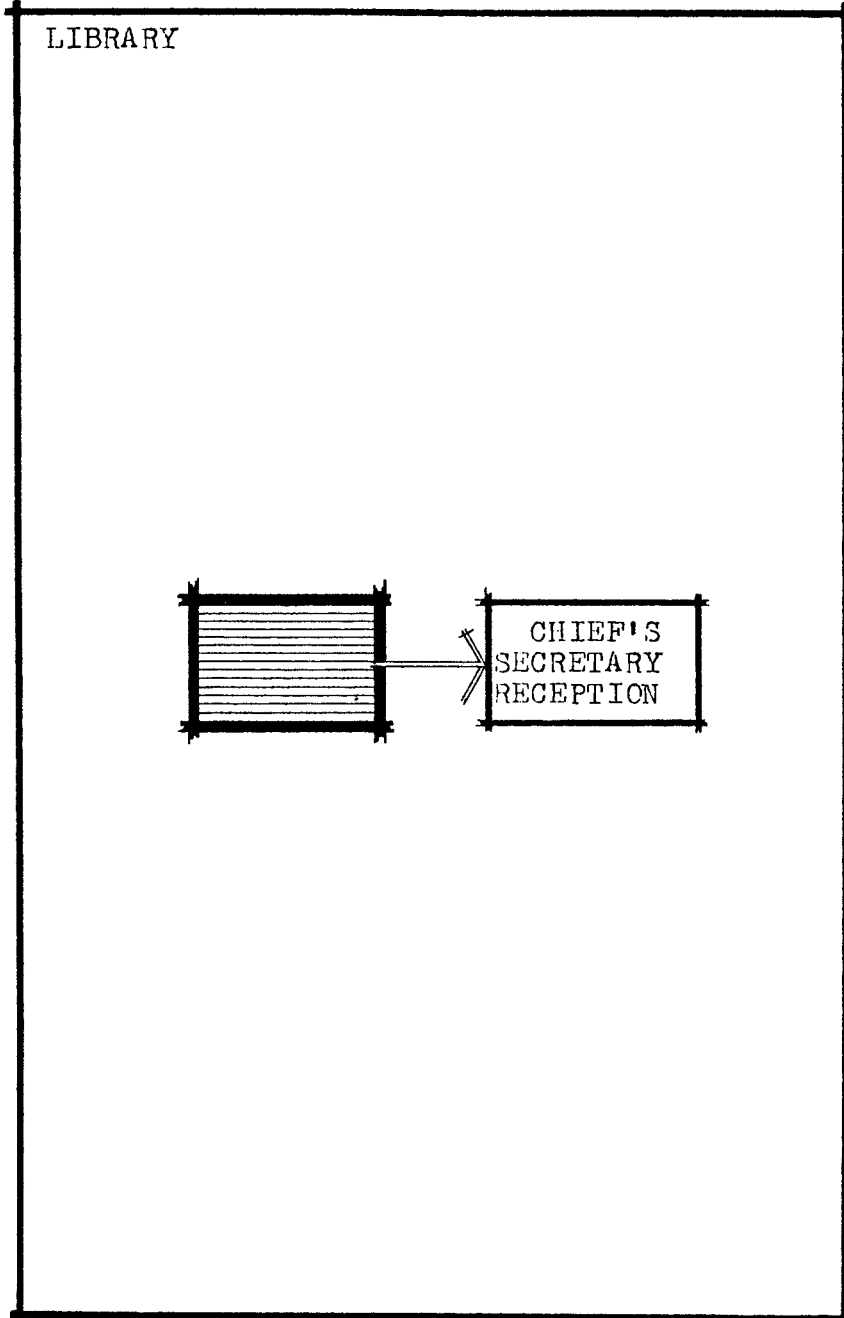


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLX RECEPTACLES)
- LIGHTING: FLOURESCENT (SUPPLY ADEQUATE LIGHTING FOR READING)
- FURNITURE: STUDY CARRELS  
ONE CONFERENCE TABLE WITH 4 CHAIRS
- EQUIPMENT: WOODEN SHELVING
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# evidence // property group



# 500

# storage

HEIGHT: 15'-0" - 16'-0" (\*SEE SPECIAL CONSIDERATIONS)

FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: EXPOSED

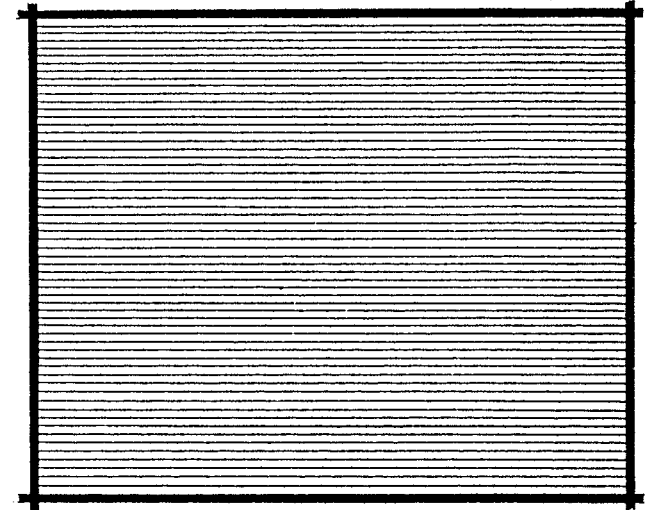
• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

EVIDENCE STORAGE

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE

DIAGRAM



SPECIAL CONSIDERATIONS: PROVISION FOR ROLL-AWAY DOOR  
TO OUTSIDE

SMALL LOCKED ROOM WITHIN FOR STORAGE LOCKERS

SMALL WALK-IN ROOM FOR SHELVES

HIGH SECURITY-REQUIRES STEEL (SOLID) DOORS  
WITH LOCKS

ROOM MUST BE FIRE RETARDANT

METAL SELVES ON ALL EXPOSED WALL AREA

CENTER WORK ISLAND

HIGH CEILING-HANGING BICYCLES ON RACKS OVER-  
HEAD

SYSTEMS:

• PLUMBING: DUAL STAINLESS STEEL SINK IN COUNTER ON  
CENTER ISLAND

• ELECTRICAL: DUPLEX (WATERPROOF) ON CENTER ISLAND

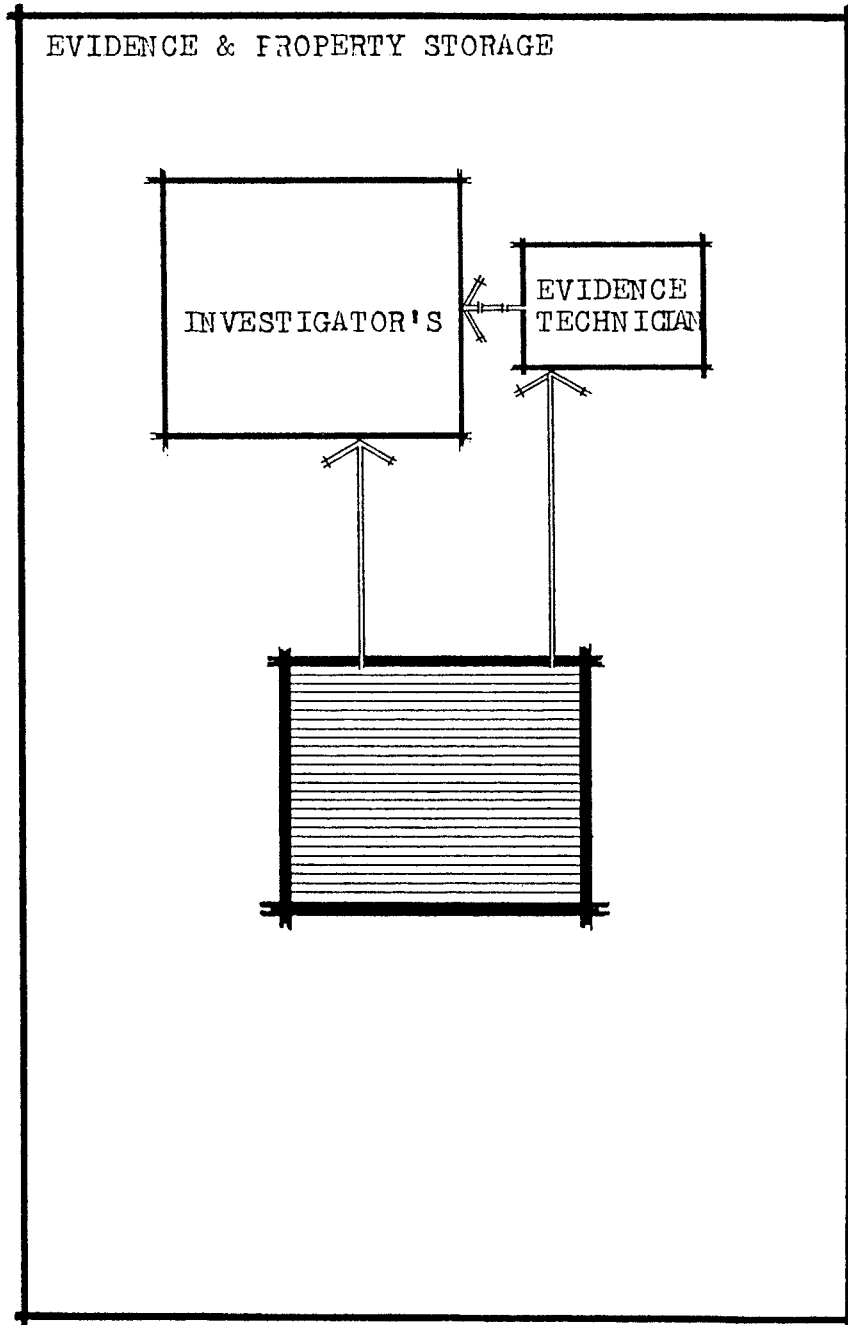
• LIGHTING: FLOURESCENT IN ROOM AND ON ISLAND

• FURNITURE: NONE

• EQUIPMENT: SHELVING/SOAP AND TOWEL DISPENSERS

• H.V.A.C.: CEILING FANS - CONTROLLED TO REMOVE HUMIDITY/  
MOISTURE - POSSIBLY SOME NATURAL VENTILATION

# bubble diagram / user roles



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# 150

# technician

HEIGHT: 8'-0"

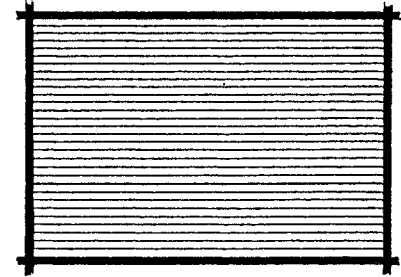
FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCKS

FUNCTION: TECHNICAL SERVICES ASSOCIATED WITH EVIDENCE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



SPECIAL CONSIDERATIONS: NONE

## SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

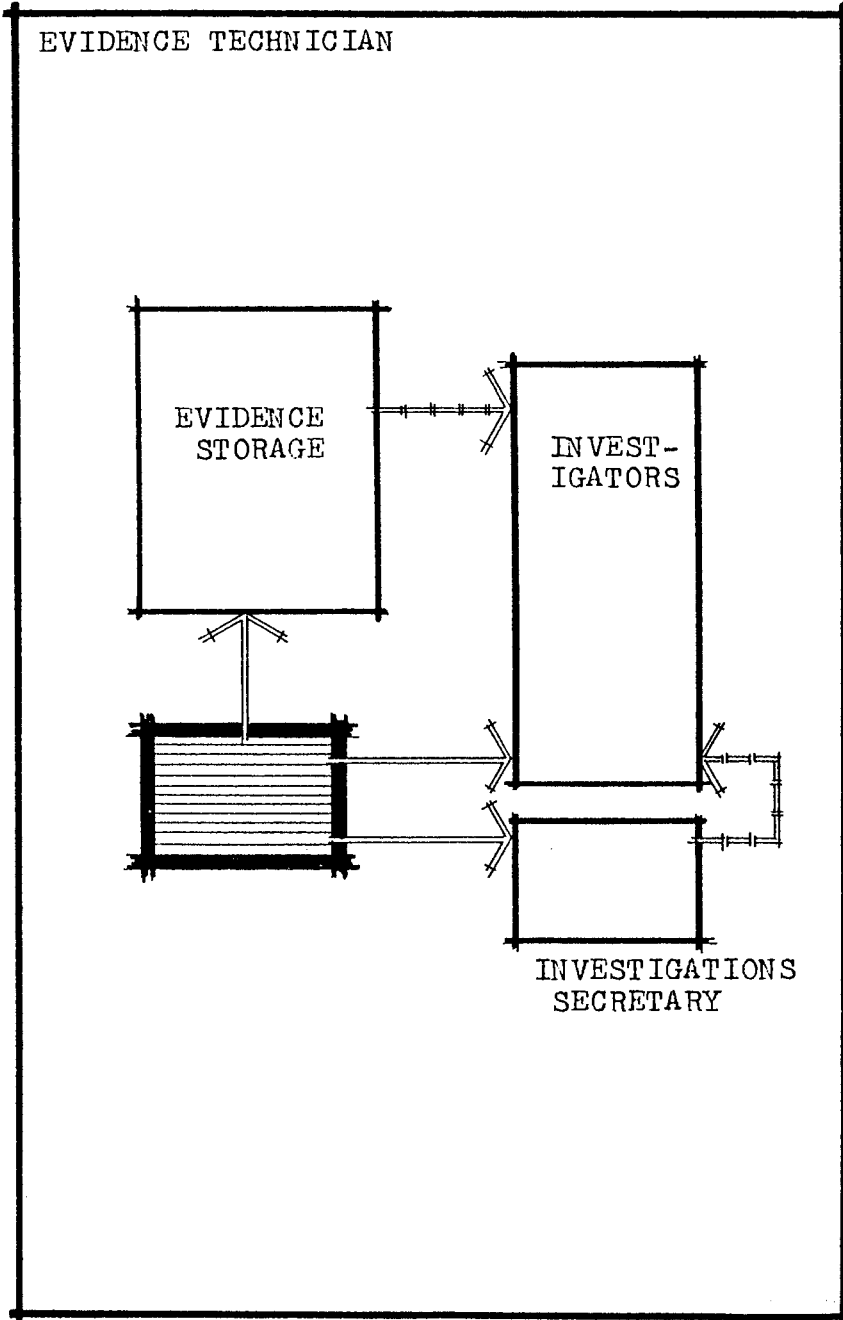
• LIGHTING: FLOURESCENT

• FURNITURE: 1 DESK/1 CHAIR/SIDE CHAIR

• EQUIPMENT: FILE CABINETS (2)

• H.V.A.C.: REQUIRED

# bubble diagram / user roles



# 200

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: ACOUSTIC TILE

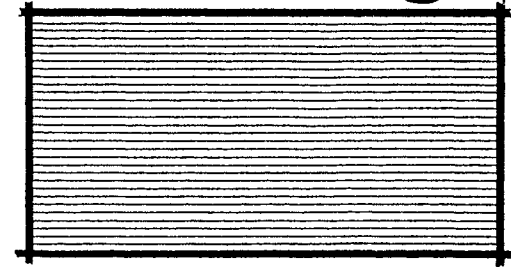
• WALLS: CONCRETE/CONCRETE BLOCK (DEMISING PARTION FOR

FUNCTION: SECURITY)

STORAGE

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

## storage



SPECIAL CONSIDERATIONS: NONE

### SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLX RECEPTACLES)

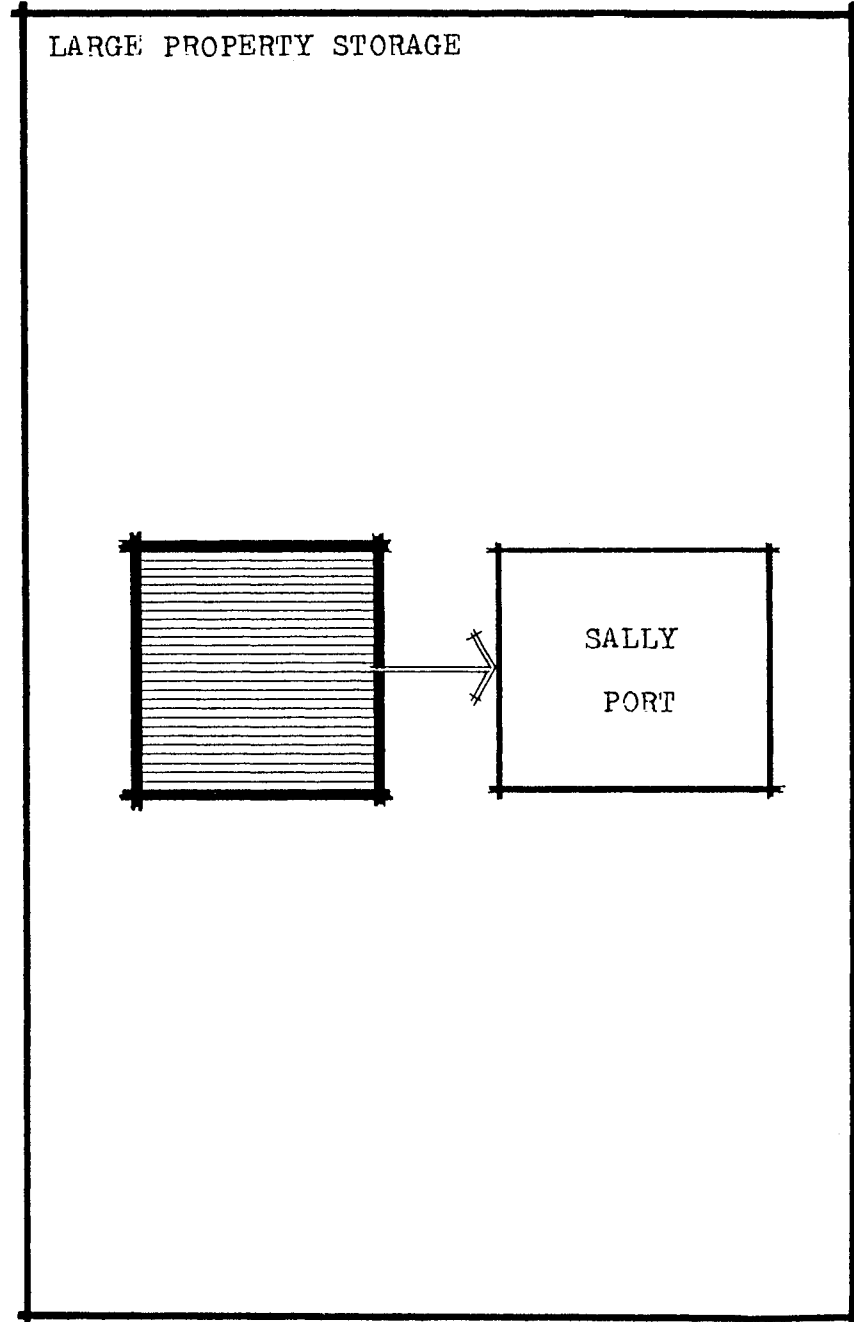
• LIGHTING: FLOURESCENT/INCANDESCENT FIXTURES

• FURNITURE: FLOOR TO CEILING SHELVING (3 WALLS)  
GARMENT HANGING RACKS WITH 2 HANGING BARS, ONE  
ABOVE THE OTHER

• EQUIPMENT: NONE REQUIRED

• H.V.A.C.: MINIMAL AIR INTERCHANGE

# bubble diagram / user roles



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# 25

## evidence drop

HEIGHT: 8'-0"

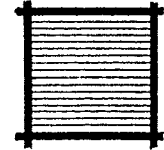
FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:



**SPECIAL CONSIDERATIONS:** LOCKERS (1 KEY)  
TWO PERSONAL WITH KEY  
KEYED LOCK

**SYSTEMS:**

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

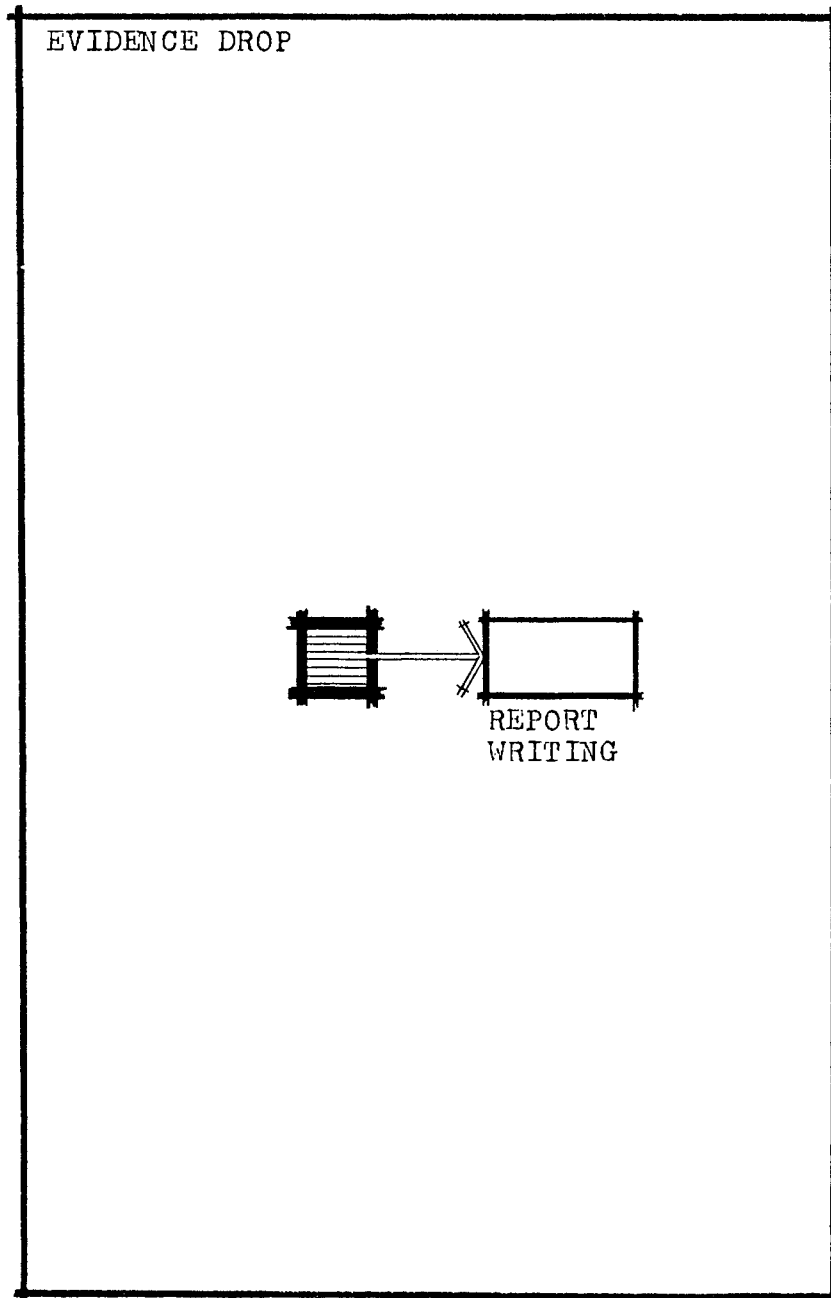
• LIGHTING: FLOURESCENT

• FURNITURE: NONE

• EQUIPMENT: SMALL REFIGERATOR  
LOCKERS (VARIED SIZE)

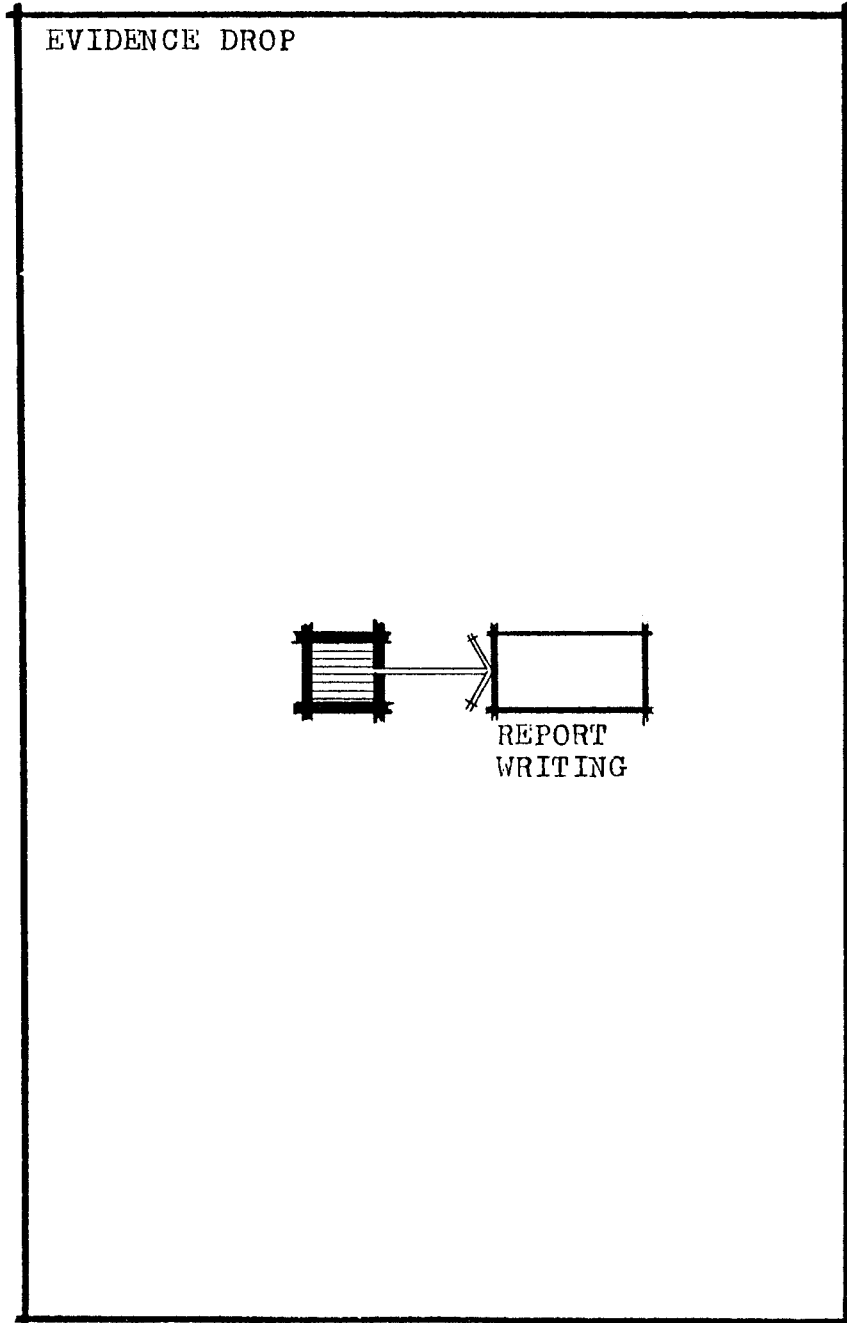
• H.V.A.C.: REQUIRED

# bubble diagram / user roles





# bubble diagram / user roles



# 200

HEIGHT: 8'-0"

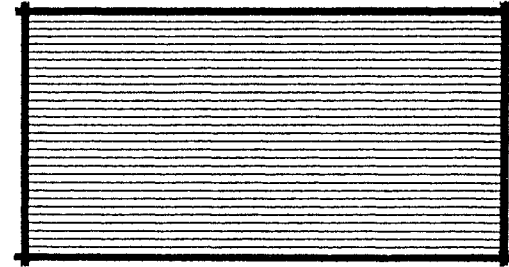
## FINISHES:

- FLOOR: TILE/FOAM MAT ON SURFACE OF TILE
- CEILING: ACOUSTIC TILE
- WALLS: CONCRETE/CONCRETE BLOCK

## FUNCTION:

DEVELOPING, PRINT, PROCESSING (INCLUDING COLOR)  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

photo lab

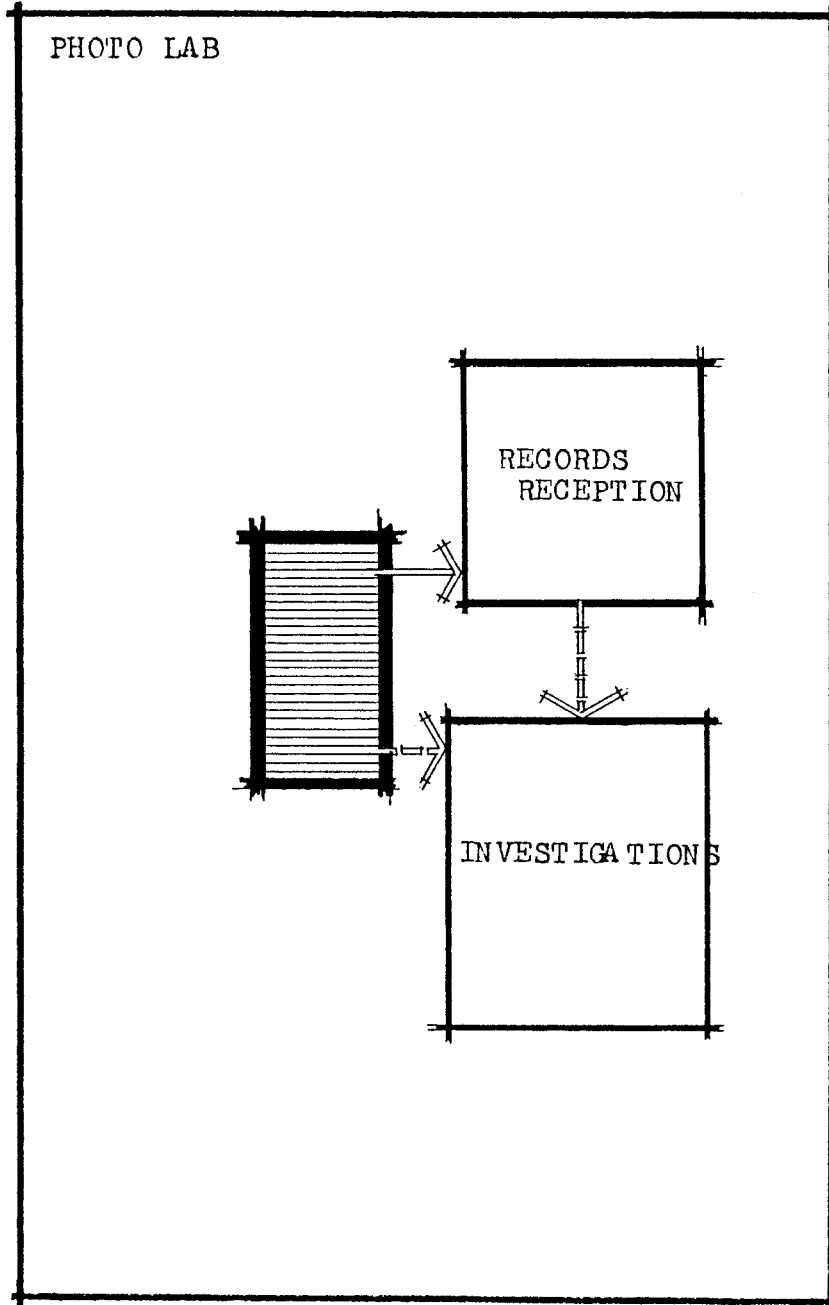


**SPECIAL CONSIDERATIONS:** LIGHT TIGHT/VENTILATION (100% OUTSIDE AIR)

## SYSTEMS:

- PLUMBING: DOUBLE SINK/GOOSENECK FAUCET
- ELECTRICAL: WATERPROOF DUPLEX RECEPTACLES
- LIGHTING: SAFE LIGHTS/FILTERS
- FURNITURE: CABINETS/STORAGE SHELVES/STOOL
- EQUIPMENT: DARK ROOM EQUIPMENT FOR BLACK AND WHITE/COLOR  
LARGE TIGHT BOX
- H.V.A.C.: EXHAUST VENT/CONSTANT TEMPERATURE CONTROL  
(CHEMICAL 68 - 72 F)

# bubble diagram / user roles



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# patrol group

# 300

HEIGHT: 8'-0"

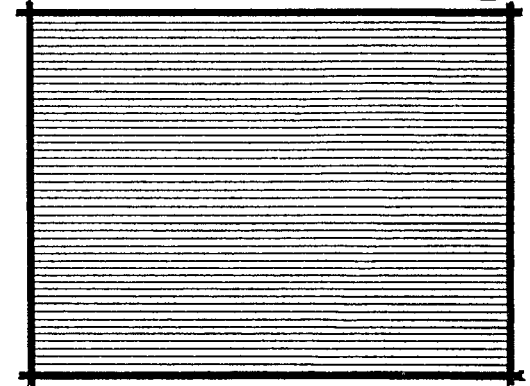
## FINISHES:

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

## FUNCTION:

PROJECTION VIEWING ROOM  
SQUAD OFFICER TRAINING  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# briefing

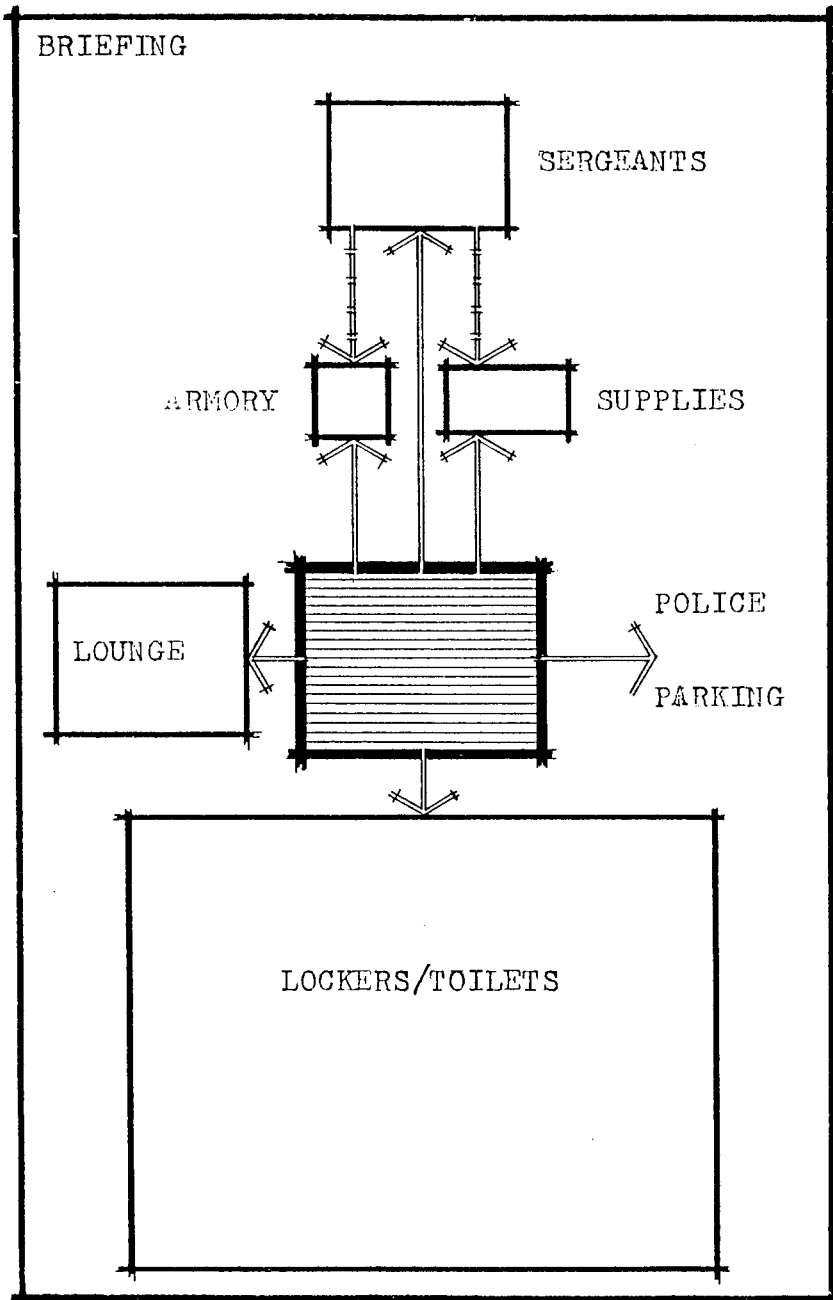


**SPECIAL CONSIDERATIONS:** PROJECTION ROOM FOR FILM VIEWING  
AND SUPPLY STORAGE  
LOCATION OF PROJECTION ROOM MUST BE  
ACCESSIBLE BY TRAINING ROOM  
A COFFEE BAR OF DURABLE QUALITY MUST  
BE PROVIDED

## SYSTEMS:

- PLUMBING: NOT REQUIRED
- ELECTRICAL: AS REQUIRED FOR REAR SCREEN PROJECTION ROOM PLUS  
DUPLEX RECEPTACLES
- LIGHTING: FLOURESCENT (CONTROLLED)
- FURNITURE: PODIUM (RAISED), TABLES/CHAIRS, SMALL DESK WITH  
PENCIL DRAWER, AND WALL HUNG COUNTER WITH PENCIL  
SHARPENER
- EQUIPMENT: PROJECTION SCREEN/SOUND SYSTEM  
CHALK BOARD
- H.V.A.C.: REQUIRED (HIGHLY CONTROLLABLE)

# bubble diagram / user roles



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# 150

HEIGHT: 8'-0"

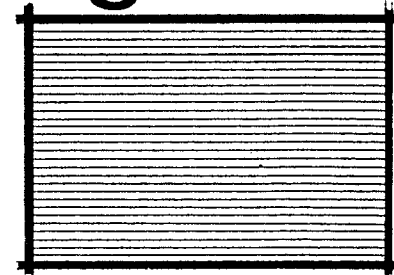
**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED/VINYL

**FUNCTION:**

CLERICAL SPACE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# sergeants



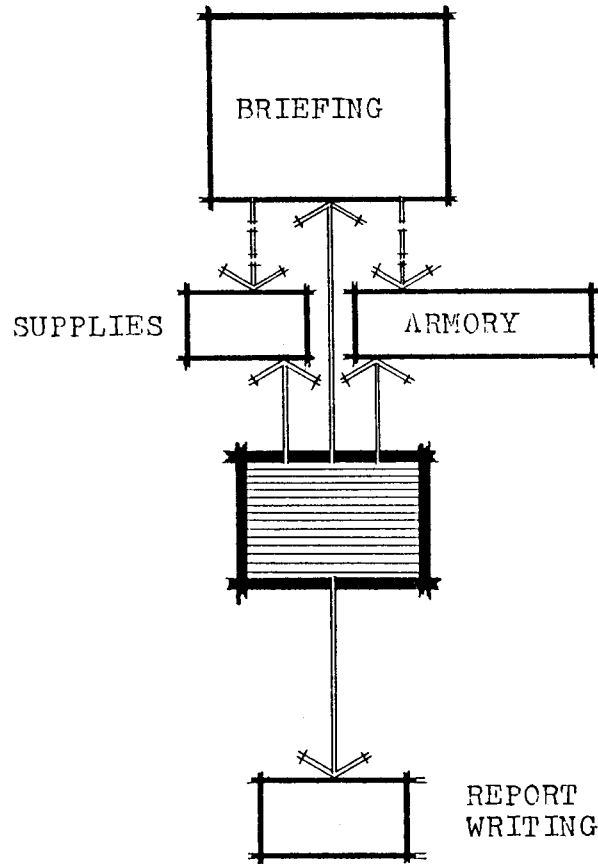
**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: OPEN OFFICE SYSTEMS
- EQUIPMENT: OPEN OFFICE EQUIPMENT
- H.V.A.C.: REQUIRED

# bubble diagram / user roles

SERGEANTS



## POLICE SERGEANTS

### Job Summary

This job is located in the Patrol Division of the Police Department. The duties performed by the employee, in addition to patrol duties, are supervisory in nature. The employee is responsible for personnel organization, motivation and review. The officer must possess the ability to administer departmental policy and procedures to implement operational programs. The type of work necessitates a high degree of emotional stability, decision-making/problem-solving ability and job interest.

### Duties and Responsibilities

Records and Information: The employee collects and relays information. Examples are:

1. Assists in the gathering of information by:
  - a. Examining administrative and operational materials pertinent to the orientation of the group.
  - b. Interviewing previous supervisors and other police personnel for special information.
2. Assists in conducting the roll call meeting by:
  - a. Checking in all personnel 15 minutes before duty time.
  - b. Maintaining the time-sheet.
  - c. Conducting occasional roll call training classes.
  - d. Oral orientation of gathered information, including interpretation.



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# user roles continued

## POLICE SERGEANTS CONTINUED

- e. Assignment and deployment of personnel.
- f. Making decisions or solving problems arising from the question and answer portion of the meeting.
- 3. Prepares departmental operations forms and administrative forms, such as:
  - a. MVA reports
  - b. Offense reports
  - c. Arrest reports
  - d. Citizen complaints against the police
  - e. Police evaluation forms and probationary status reports.
- 4. Processes, interprets and controls other types of information such as:
  - a. Interviews and interrogates witnesses and suspects.
  - b. Backgrounds.
  - c. Reads, reviews and approves officer reports.
  - d. Occasionally may assist in the gathering of statistical data.

Enforcement: The employee performs patrol duties in addition to supervisory functions.

For example:

- 1. Patrols by driving from district to district, directing personnel as well as observing for violations of the law.
- 2. Enforces traffic laws and assists in traffic control.
- 3. Responds to dispatched calls relating to:
  - a. Traffic accidents.
  - b. Domestic quarrels.
  - c. Felonious acts.

- 4. Performs searches of persons or property.
- 5. Assists on raids.
- 6. Operates equipment in the performance of his duties as a police officer, for example:
  - a. Patrol car
  - b. Handgun and shotgun
  - c. Radar equipment
  - d. Night stick
  - e. Roller tape
  - f. Breathalyzer
  - g. Spotlight, red lights and siren
  - h. Chemical analysis kit for testing narcotics.

Miscellaneous: The employee performs services incidental to his normal duties, such as:

- 1. Assists Lieutenant on work planning and program evaluation.
- 2. Assists other emergency services in the event of a disaster, natural or man-made. For examples: ambulance, fire department, civil defense, etc.
- 3. Provides escort for funerals, parades and other special events.
- 4. Appears in court.

### Job Requirements

Knowledge of the English language in order to write reports utilizing the proper format and punctuation.

Knowledge of the English language in order to speak clearly, distinctly, and persuasively.

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# user roles continued

## POLICE SERGEANTS CONTINUED

Ability to solve practical problems, dealing with a variety of concrete variables and situations involving little standardization.

Ability to interpret work procedures, sequencing operations to be taken and to direct others.

Ability to efficiently, and safely operate equipment.

Knowledge of police procedures in order to safely conduct as well as instruct others on:

- a. Searching
- b. Arresting
- c. Investigating
- d. Apprehending
- e. Rendering assistance at accidents.

Ability to organize and motivate personnel.

Ability to deal effectively with the public, at times withstanding verbal abuse.

Ability to make judgments, based on observations and to take directive action.

Skill in interpreting administrative and operational information.

Ability to monitor the operating condition of vehicles on the shift, and to schedule necessary repairs.

Knowledge of the procedures for appearing in court.

Knowledge of the City streets.

Ability to type report forms.

### Other significant facts

**Difficulty of Work:** This job consists of variable situations often requiring immediate response. The employee supervises a shift of patrolmen, being held accountable

for their performance at all times. Also, the employee performs tasks much the same as a patrolman on the street. The differing aspect of this position lies in the responsibility for counselling, assigning duties and supervising police officers.

**Interpersonal Relations:** This job mandates a high degree of personal contact between the employee and the personnel directly supervised. The employee is responsible for directing others with information and assignments, thus necessitating the ability to work well with others. The employee maintains good public relations through frequent personal contacts. Counselling and motivating bring about additional contacts.

**Working Conditions:** Inside at times as well as outside at times year round. A great amount of riding in a police car is to be expected.

**Physical Effort:** Normally, little physical effort is required. However, at times, the officer must exert himself or herself for self defense and apprehensive purposes. Stamina to exert oneself during these situations is imperative. The supervisory function could tend to cause stress on the individual.

**Supervision Received:** General direction is received from the Lieutenant. There is a high degree of policy planning and coordination between the employee and the supervisor.

# 200

# lounge

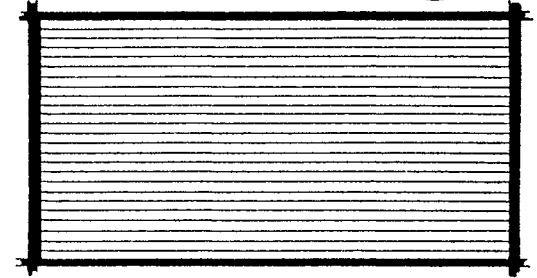
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: CARPET
- CEILING: ACOUSTIC TILE
- WALLS: VINYL/WOOD (DARK)

**FUNCTION:**

BREAK AREA FOR POLICE STAFF  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

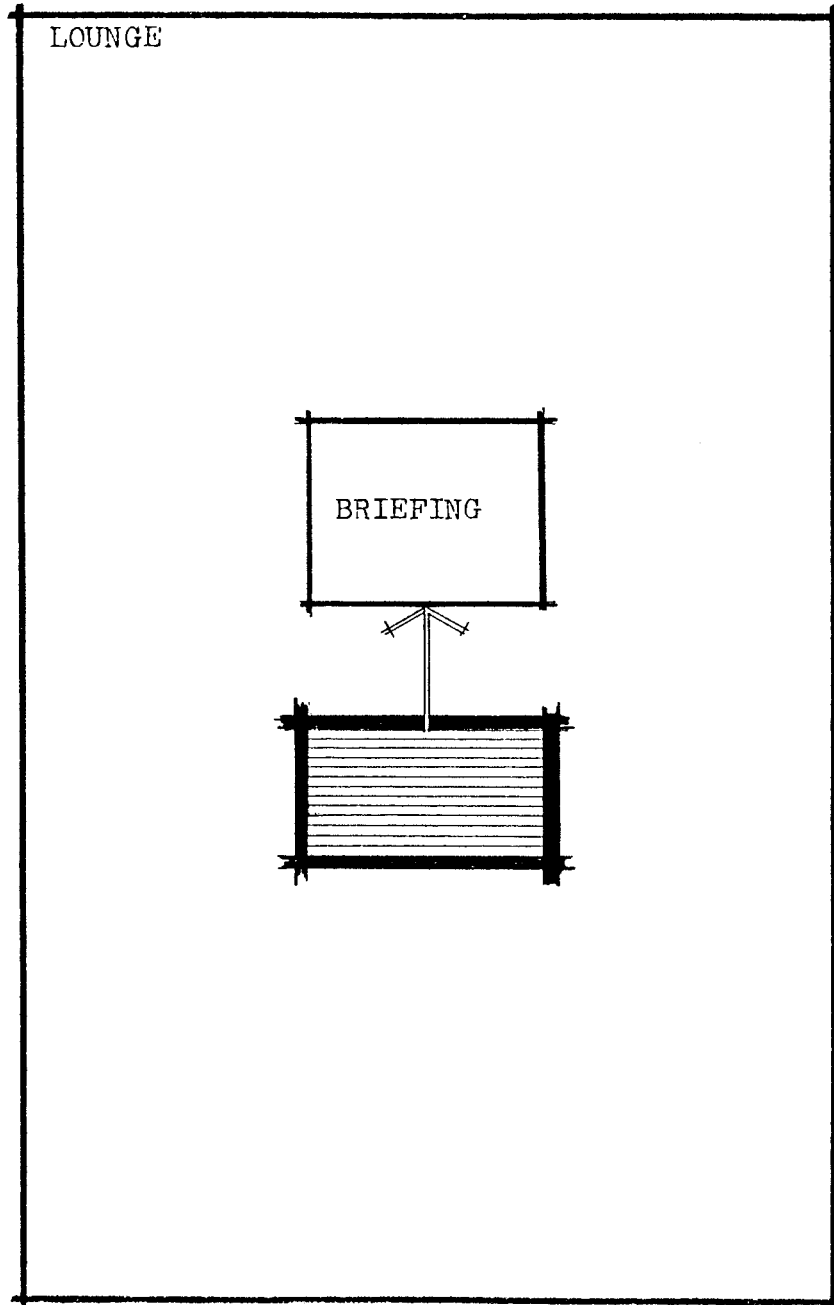


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: DRINKING FOUNTAIN/SMALL SINK
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: COUCH/2 SIDE CHAIRS/DINETTE TABLE AND CHAIRS
- EQUIPMENT: VENDING MACHINES
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



# 1900

# locker / toilet rm.

HEIGHT: 10'-0"

## FINISHES:

- FLOOR: CONCRETE/TILE
- CEILING: ACOUSTIC TILE/TILE IN SHOWERS
- WALLS: CONCRETE/CONCRETE BLOCK

## FUNCTION:

UNIFORM CHANGE  
SHOWER-UP  
LOCKER STORAGE  
ADJACENCY REQUIREMENTS DEFINED BY  
BUBBLE DIAGRAM

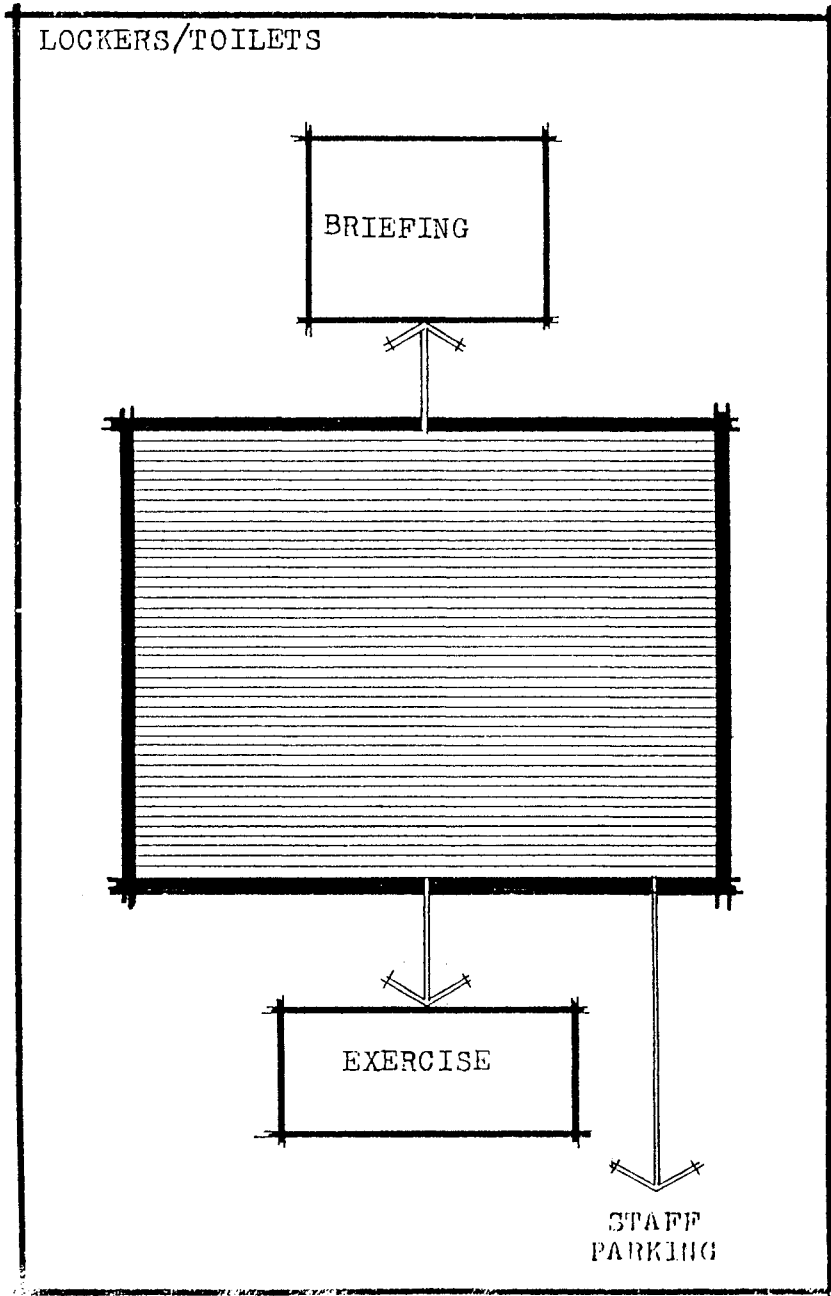
## SPECIAL CONSIDERATIONS:

FULL LENGTH LOCKERS (WIDE TYPE)  
ISLAND TYPE LOCKER CONFIGERATION  
WITH SEATING ON EITHER SIDE  
CAPACITY (MEN-75, WOMEN-25)

## SYSTEMS:

- PLUMBING: 2-3 SHOWER STALLS/2-3 LAVATORIES  
2 URINALS 2 STOOLS (EACH)
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT  
SHOWER DOWNLIGHTS
- FURNITURE: BENCH SEATING ON LOCKER ISLAND
- EQUIPMENT: EXHAUST FANS
- H.V.A.C.: REQUIRED (EXHAUST FANS TO RE-  
MOVE DISTEMPED AIR)

# bubble diagram / user roles



# 250

HEIGHT: 15'-0"

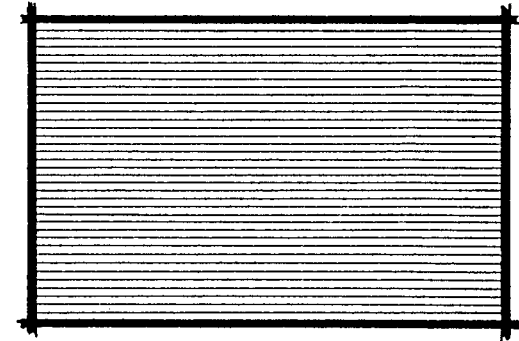
## FINISHES:

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: SPARTAN

## FUNCTION:

EXERCISING OF PERSONNEL  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# exercise

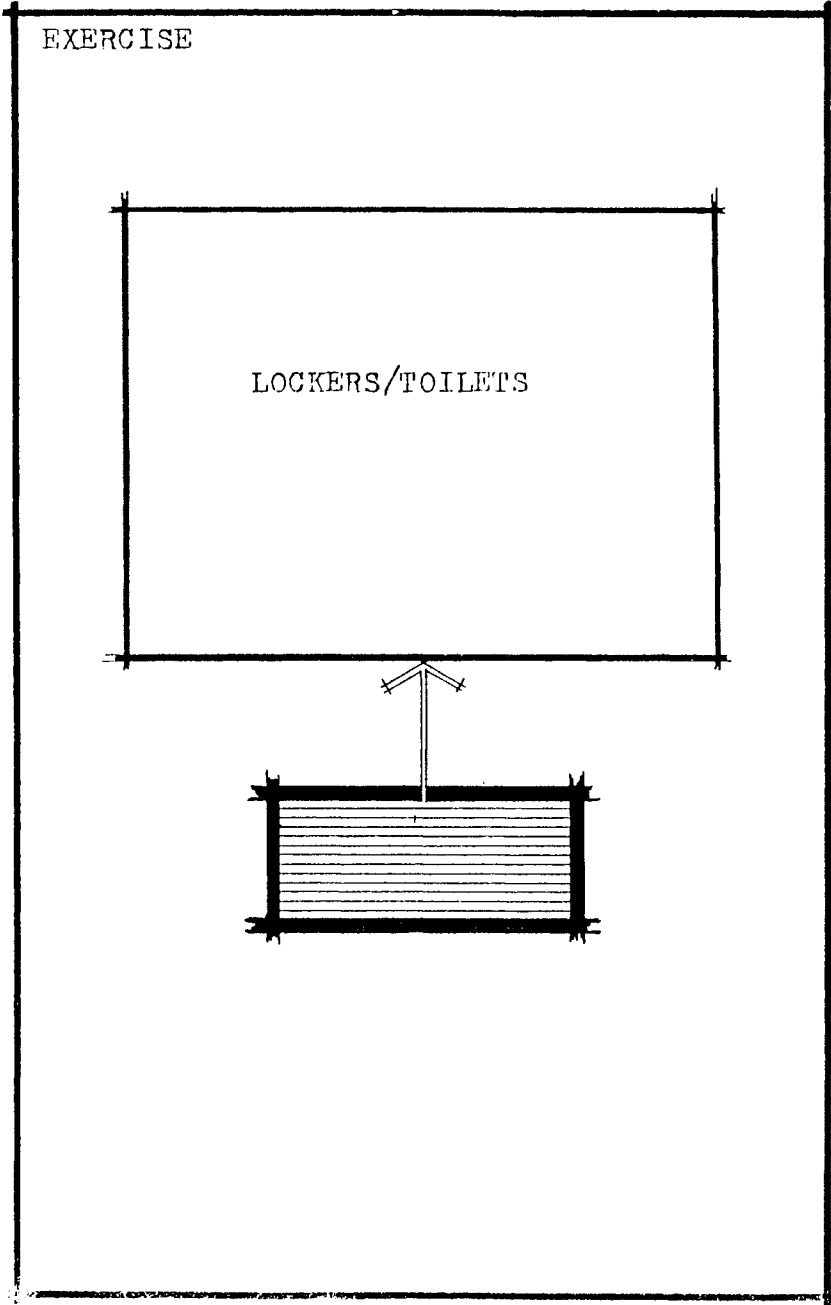


**SPECIAL CONSIDERATIONS:** ADJACENT TO LOCKER ROOM

## SYSTEMS:

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: WEIGHT EQUIPMENT, UNIVERSAL MACHINE
- EQUIPMENT: WEIGHT EQUIPMENT
- H.V.A.C.: REQUIRED/EXHAUST FANS

# bubble diagram / user roles





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**75**

# report writing

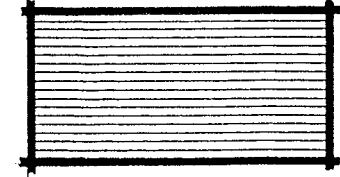
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: VINYL

**FUNCTION:**

REPORT WRITING

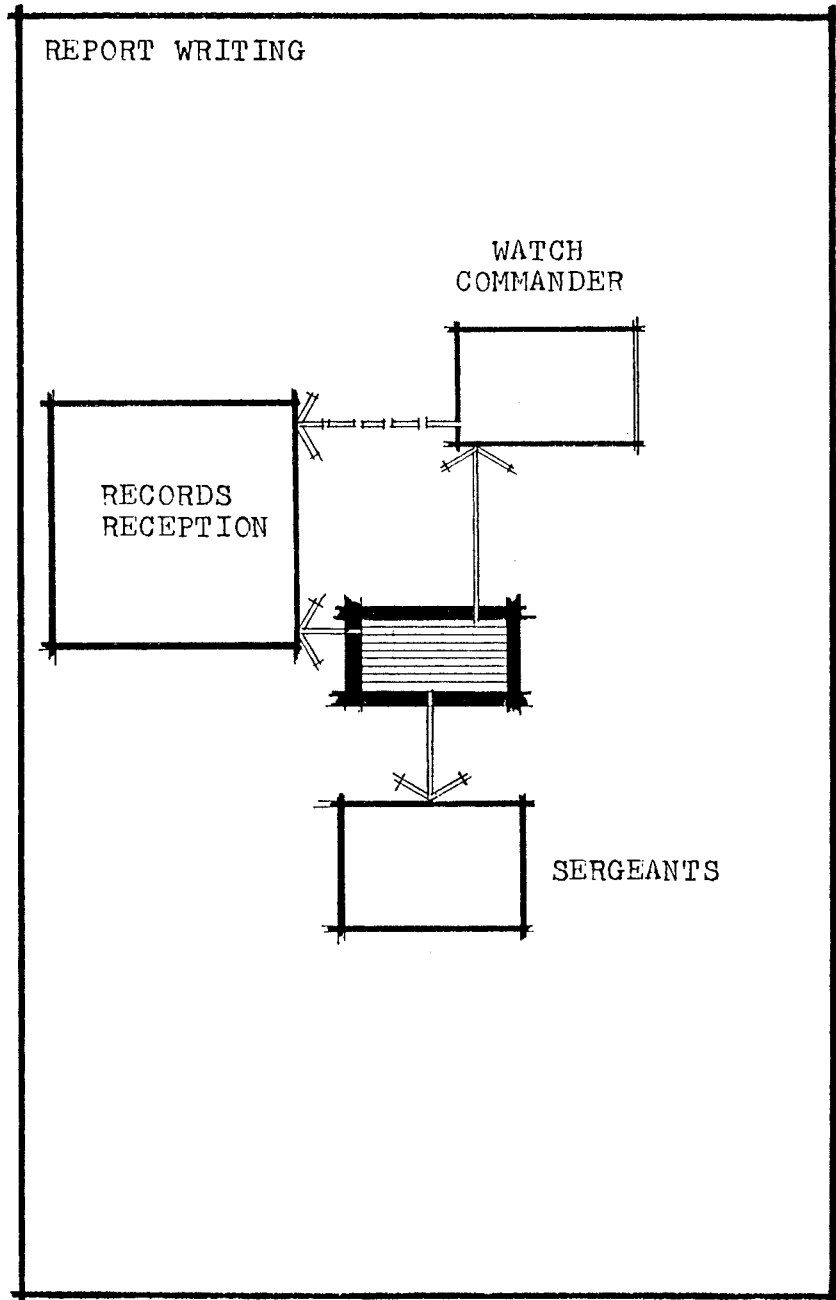


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLIX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: 2 TABLES/WITH TYPING TABLES  
4 CHAIRS
- EQUIPMENT: DICTATION MACHINE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# 25

# armory



HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: CONCRETE/CONCRETE BLOCK-DEMISING FOR SECURITY REASONS

**FUNCTION:**

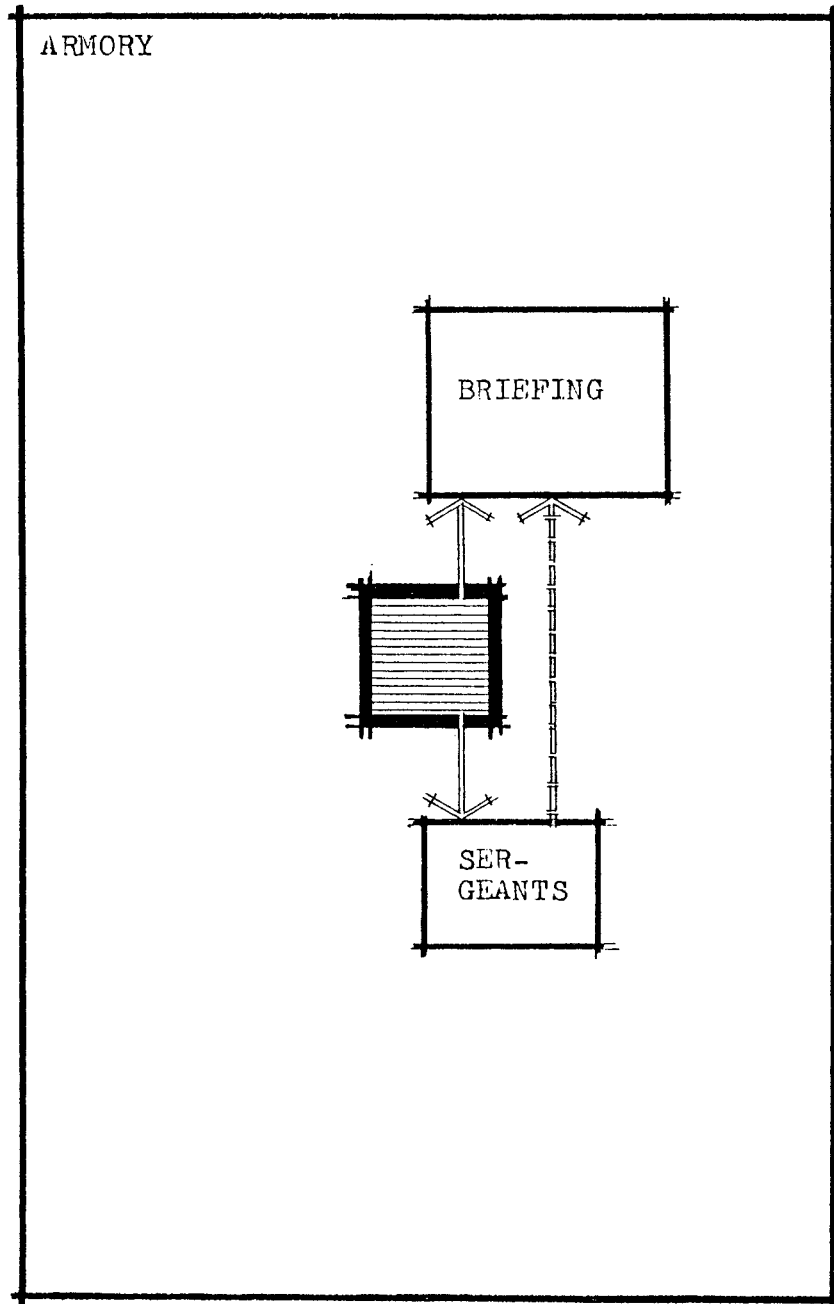
STORAGE OF MUNITION AND WEAPONS  
RELOADING OF FIREARMS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

**SPECIAL CONSIDERATIONS:** ALARMED AREA  
METAL OR STEEL CLAD/SOLID CORE DOORS  
SUPPLY A WORK BENCH AREA

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: SUPPLY BENCH OUTLETS ON WORK BENCH AREA
- LIGHTING: FLOURESCENT
- FURNITURE: WOODEN WORK BENCH OR TABLE (WAIST HEIGHT)
- EQUIPMENT: WALL STORAGE SHELVING/GUN RACKS (STAND-UP TYPE)  
SECURE CABINET FOR AUTOMATIC WEAPON STORAGE (M-16,  
M-14, and GAS GRENADE LAUNCHERS)
- H.V.A.C.: REQUIRED - PLUS ADDITIONAL EXHAUST FANS AT RELOADING AREA

# bubble diagram / user roles



# 50

# supplies

HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED/VINYL

**FUNCTION:**

STORAGE OF SHIFT EQUIPMENT  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

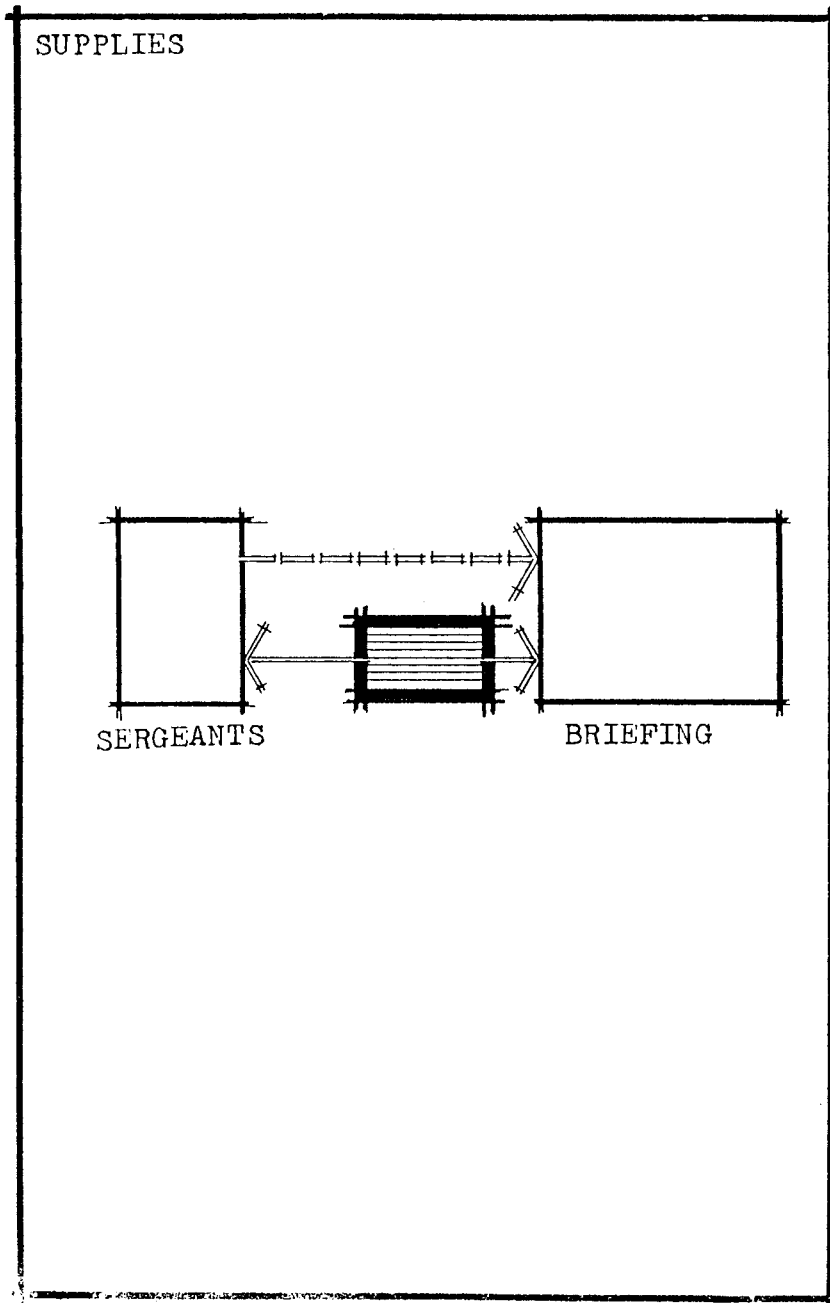


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)
- LIGHTING: FLOURESCENT
- FURNITURE: NONE
- EQUIPMENT: SHELVES BINS/WALL HUNG WALKIE-TALKIE RECHARGER.  
GUN RACK.
- H.V.A.C.: NOT REQUIRED

# bubble diagram / user roles



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# **prisoner processing group**

# 450

## sally port

**HEIGHT:** HIGH OVERHEAD (ABOVE 10 FEET)

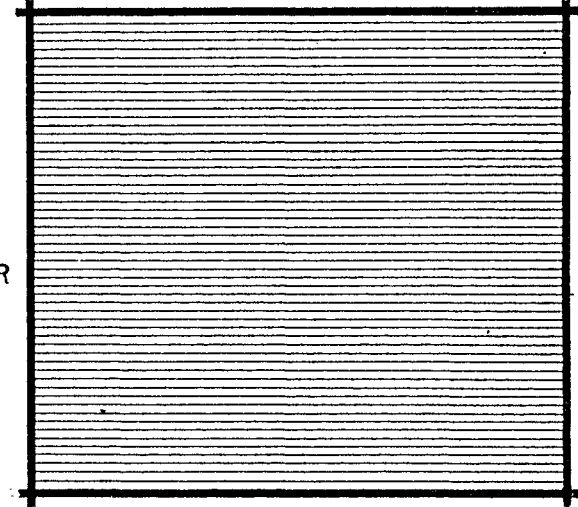
**FINISHES:** SPARTAN

• **FLOOR:** CONCRETE

• **CEILING:** CONCRETE/EXPOSED STRUCTURE

• **WALLS:** CONCRETE

**FUNCTION:** DRIVE-IN SALLY PORT WHERE OFFICER BRINGS PRISONER IN. ONCE INSIDE THE OFFICER AND PRISONER ARE ALONE, THE OFFICER REMOVES HIS WEAPON AND PLACES IT IN A GUN LOCKER. AT THIS POINT, ENTRY INTO BUILDING TAKES PLACE WHEN SECURITY (AUDIO) HAS GIVEN CLEARANCE.  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:** AREA MUST BE SECURE  
CLOSED CIRCUIT TELEVISION  
AUDIO UNIT  
GUN LOCKER AREA

### SYSTEMS:

• **PLUMBING:** RECESSED WALL FAUCET/FLOOR DRAIN

• **ELECTRICAL:** ONE WATERPROOF EXTERNAL RECEPTACLE

• **LIGHTING:** FLOURESCENT OR SPOT LIGHTING

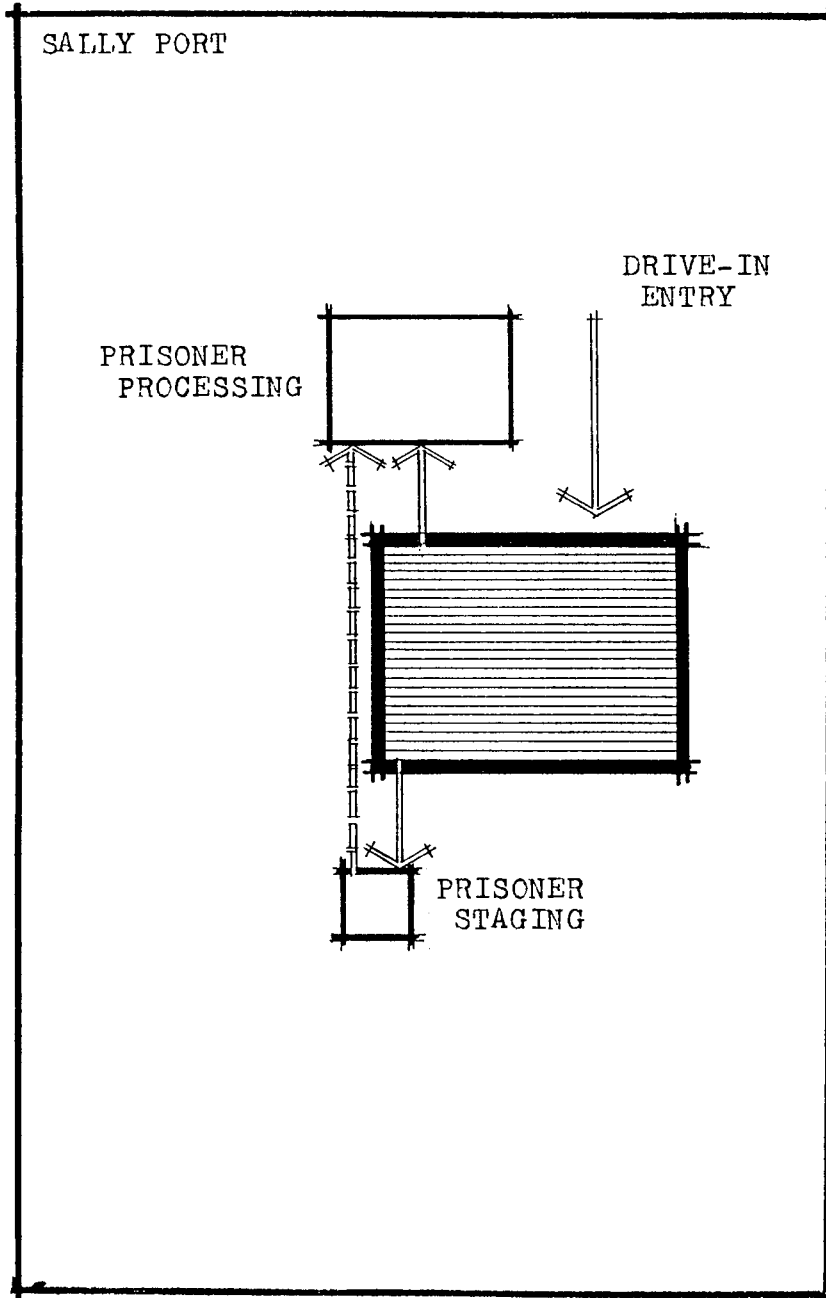
• **FURNITURE:** STEEL WALL HUNG BENCH

• **EQUIPMENT:** CIRCUIT TELEVISION CAMERAS  
DRIVE-IN DOORWAY

• **H.V.A.C.:** REQUIRED



# bubble diagram / user roles



# 50

# prisoner staging



HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION: PREPARATION FOR PROCESSING HOLDING SPACE  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

SPECIAL CONSIDERATIONS: SPARTAN TYPE FURNITURE

## SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: NONE

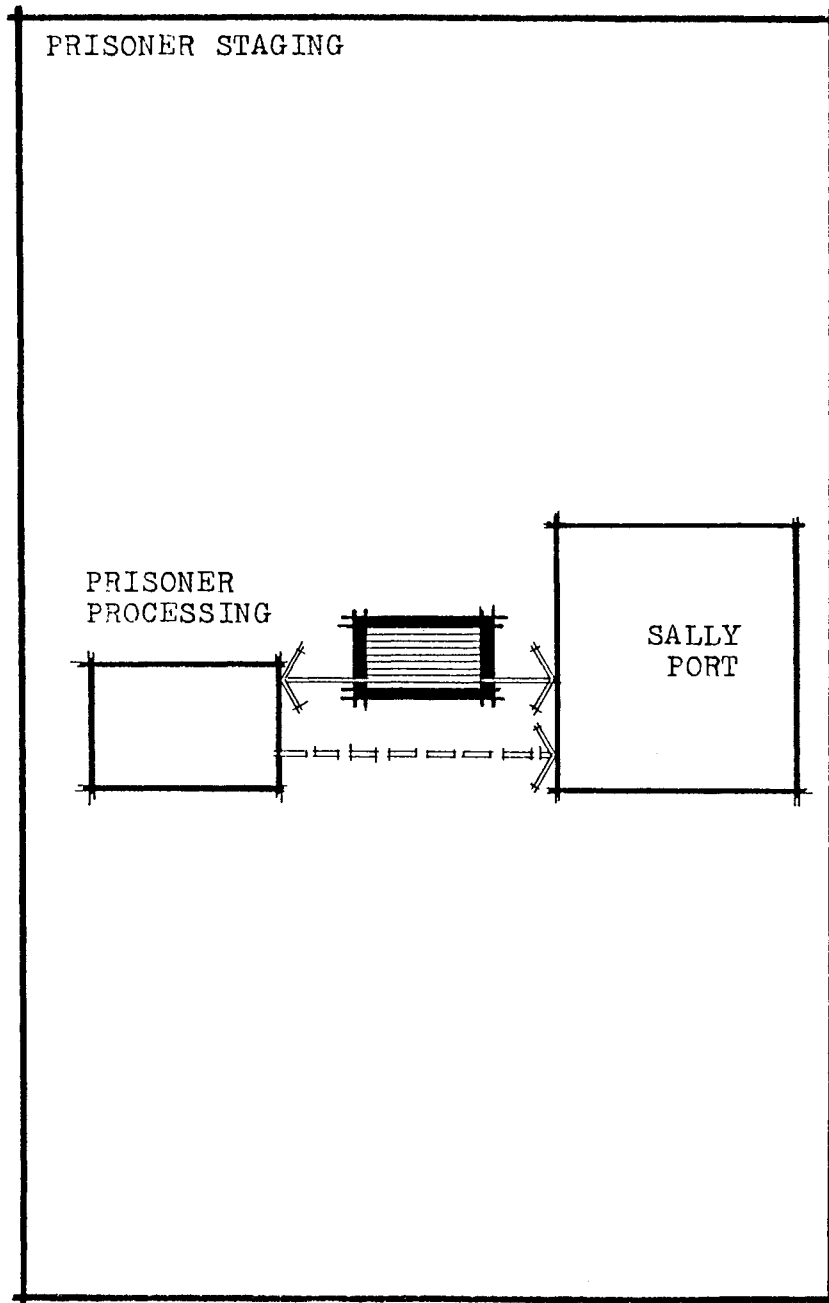
• LIGHTING: FLUORESCENT

• FURNITURE: BENCH

• EQUIPMENT: NONE

• H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# 150

# prisoner processing

HEIGHT: 15'-0"

FINISHES: SPARTAN

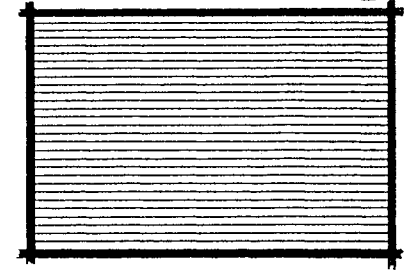
• FLOOR: CONCRETE

• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

BOOKING, PROCESSING, AND HOLDING  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



SPECIAL CONSIDERATIONS: CLOSED CIRCUIT TELEVISION MONITORING

SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

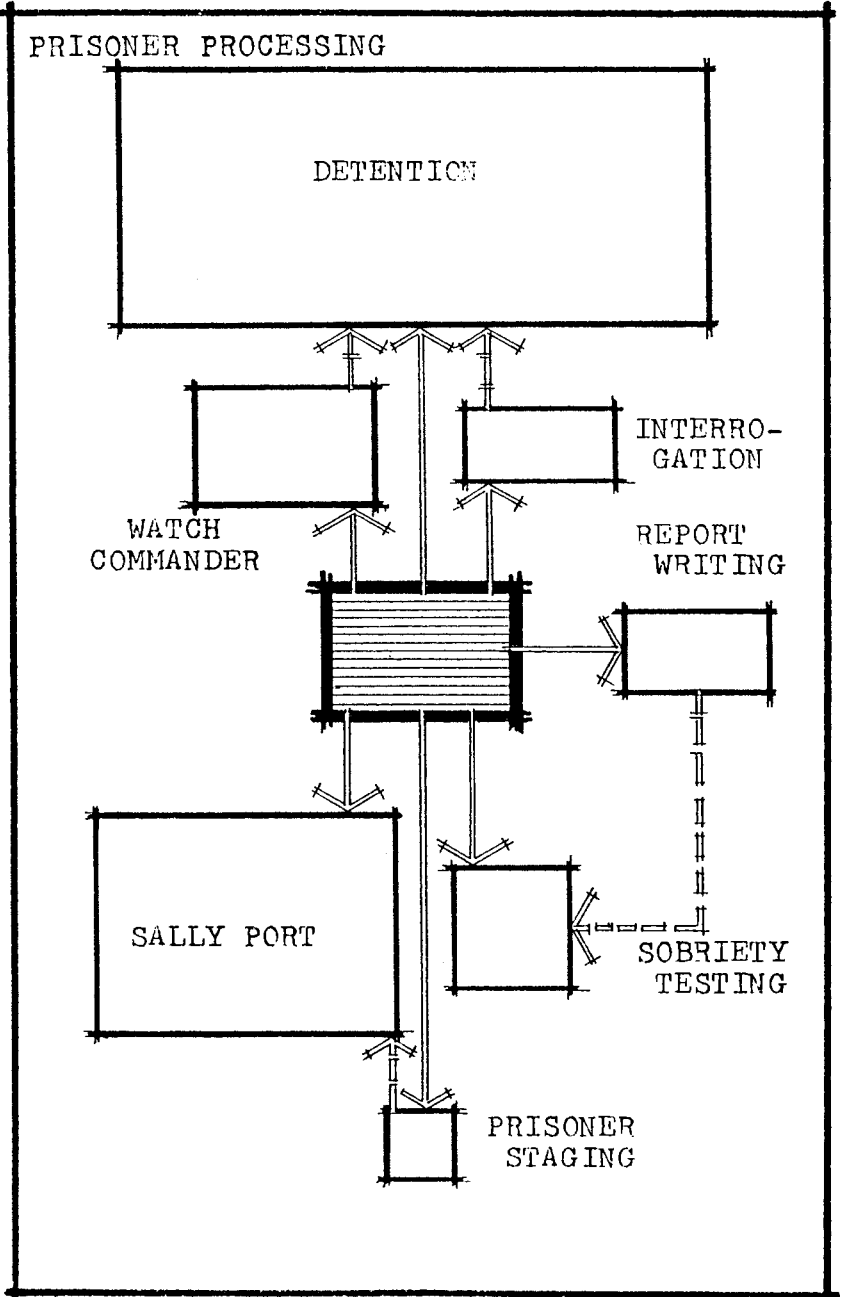
• LIGHTING: HIGH INTENSITY - FLOURESCENT

• FURNITURE: NONE

• EQUIPMENT: CLOSED CIRCUIT TELEVISION CAMERAS

• H.V.A.C.: REQUIRED

# bubble diagram / user roles



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# 100

# sobriety testing

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

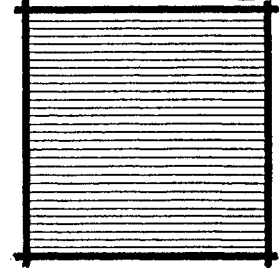
• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

BREATHALYZER TESTING

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



SPECIAL CONSIDERATIONS: NONE

SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

• LIGHTING: FLOURESCENT

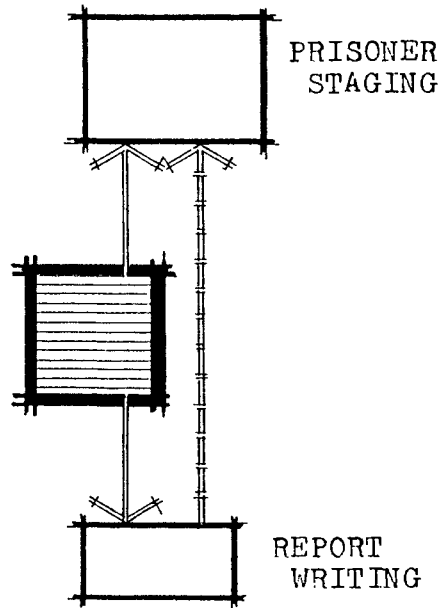
• FURNITURE: COUNTER SPACE  
2 CHAIRS

• EQUIPMENT: BREATHALYZER UNIT

• H.V.A.C.: REQUIRED

# bubble diagram / user roles

SOBRIETY TESTING

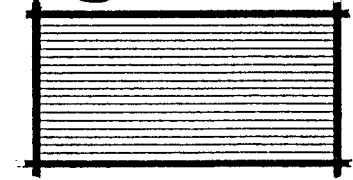


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# 75

# interrogation



**HEIGHT:** 8'-0"

**FINISHES:** SPARTAN

• **FLOOR:** CONCRETE

• **CEILING:** CONCRETE

• **WALLS:** CONCRETE/CONCRETE BLOCK

**FUNCTION:**

INTERROGATION CAN BE CONDUCTED BY BOTH POLICE OFFICERS OR BY DETECTIVES. THE PROCESS OF INTERROGATION IS WHEN QUESTIONING IS INITIATED BY LAW ENFORCEMENT OFFICERS AFTER A PERSON HAS BEEN TAKEN INTO CUSTODY OR OTHERWISE DEPRIVED OF HIS FREEDOM OF ACTION IN ANY SIGNIFICANT WAY.

**SPECIAL CONSIDERATIONS:** CLOSED CIRCUIT TELEVISION MONITORING  
TELEPHONE JACKS

**SYSTEMS:**

• **PLUMBING:** NOT REQUIRED

• **ELECTRICAL:** TYPICAL (i.e. DUPLEX RECEPTACLES)

• **LIGHTING:** FLOURESCENT

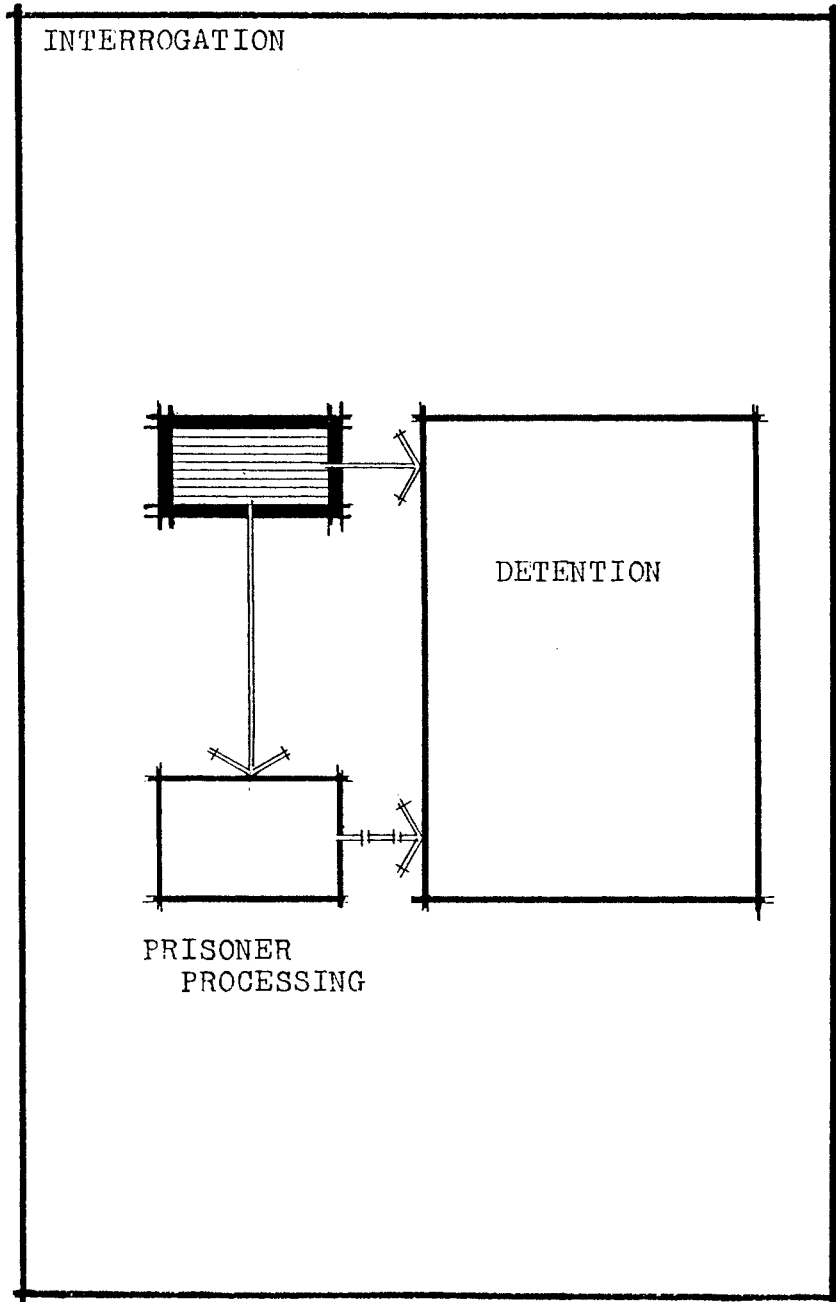
• **FURNITURE:** SPARTAN ONE TABLE, (2x6) 2 CHAIRS

• **EQUIPMENT:** CLOSED CIRCUIT TELEVISION

• **H.V.A.C.:** REQUIRED



# bubble diagram / user roles



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# detention group

# 1120

# detention / 16 cells

HEIGHT: 8'-0" TO 10'-0"

FINISHES: SPARTAN

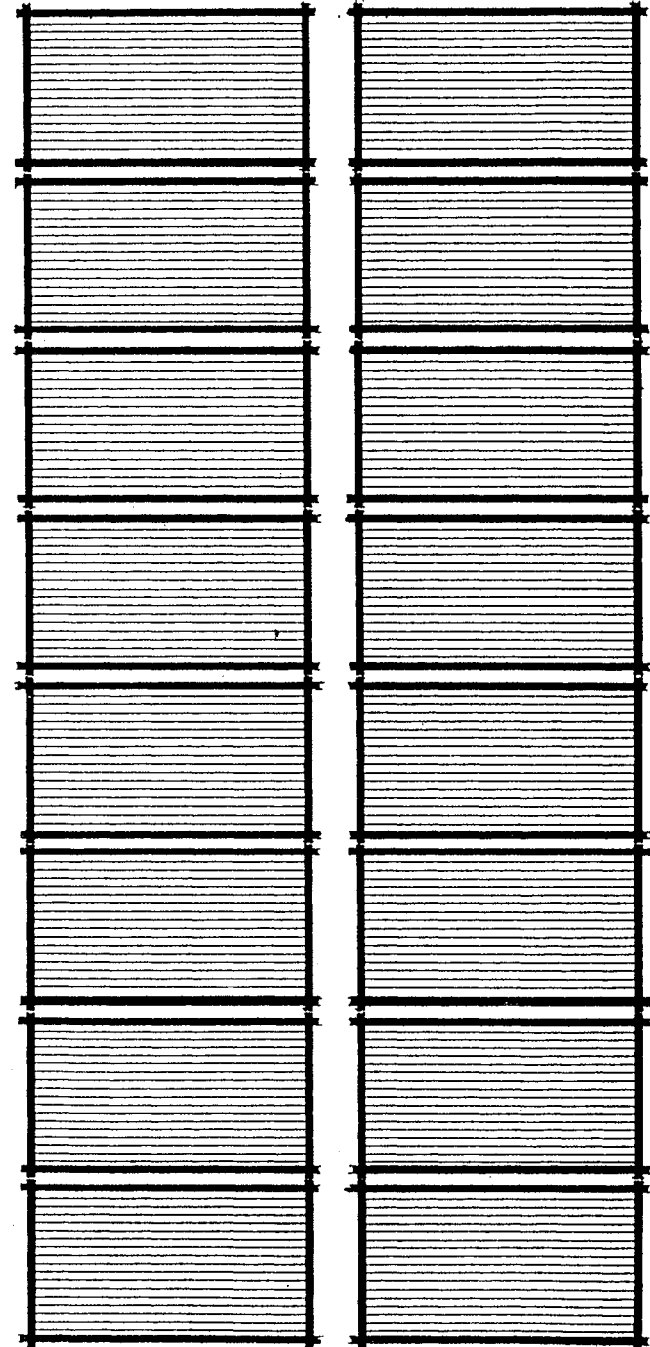
- FLOOR: CONCRETE
- CEILING: CONCRETE
- WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION: PRISONER HOLDING  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE  
DIAGRAM.

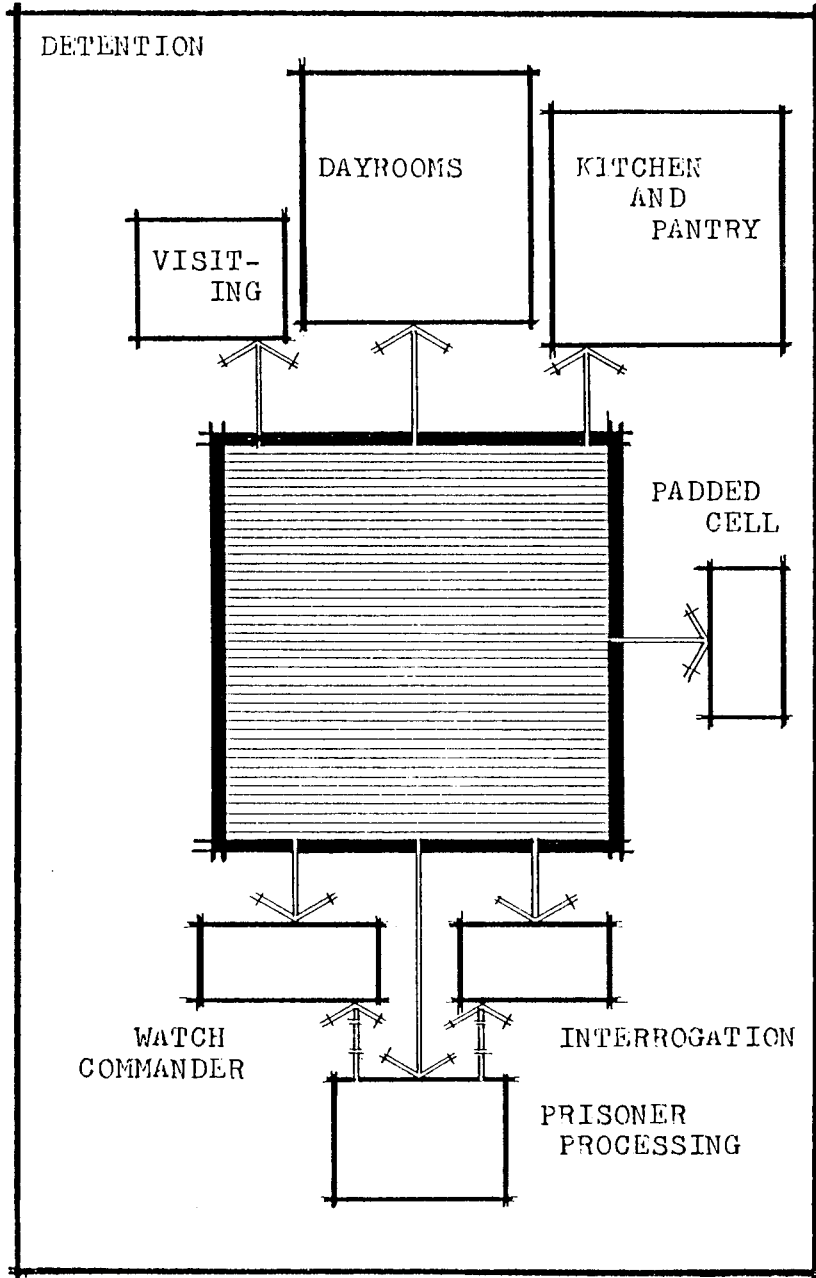
SPECIAL CONSIDERATIONS: THE DESIGN OF CELL BLOCKS  
IS GOVERNED BY MINIMUM IN-  
SPECTION STANDARD FOR OKLA-  
HOMA JAILS AS APPROVED BY  
THE OKLAHOMA CRIME COMMISSION  
VISITATION AREA (ONE PUBLIC/  
ONE PRISONER)

SYSTEMS:

- PLUMBING: TOILET/LAVATORY EACH CELL
- ELECTRICAL: NONE REQUIRED
- LIGHTING: INDIRECT
- FURNITURE: DESK CHAIR (JAILER AREA)  
BED (CELL BLOCK)  
BENCH SEATING AT VISITATION AREA
- EQUIPMENT: NONE REQUIRED
- H.V.A.C.: REQUIRED



# bubble diagram / user roles



# 420

HEIGHT: 8'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

• CEILING: CONCRETE

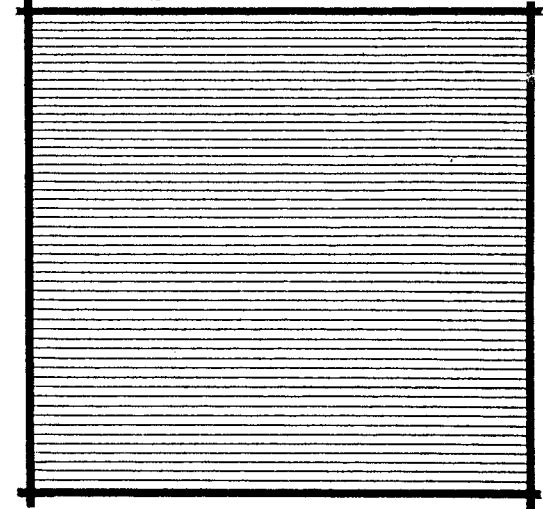
• WALLS: CONCRETE/CONCRETE BLOCKS

FUNCTION:

PRISONER LOUNGE AREA

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

# dayroom[s]



SPECIAL CONSIDERATIONS: WINDOW (SECURITY TYPE)  
PLEXIGLASS

SYSTEMS:

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES)

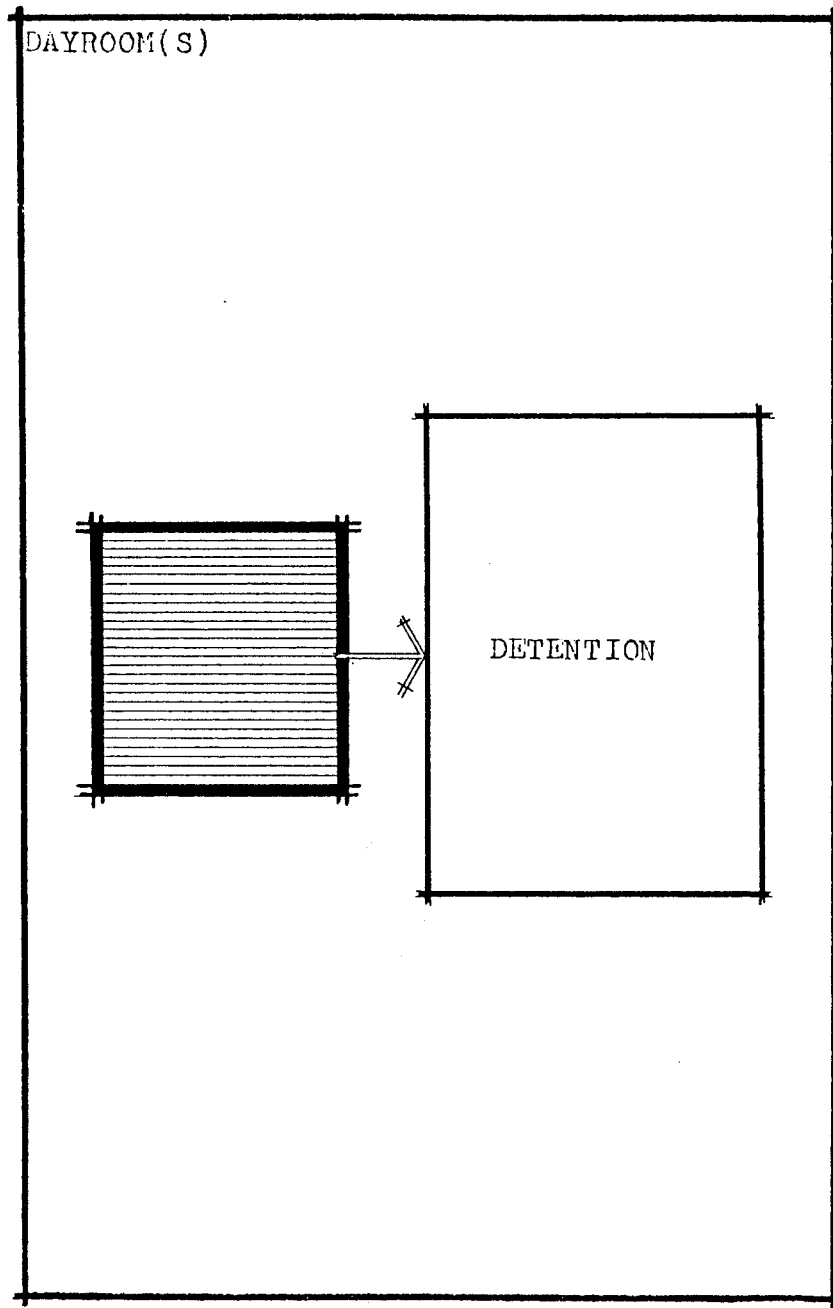
• LIGHTING: RECESSED, FLOURESCENT

• FURNITURE: SOFA, 2 CHAIRS, SMALL TABLE

• EQUIPMENT: CLOSED CIRCUIT TELEVISION

• H.V.A.C.: REQUIRED

# bubble diagram // user roles



# 400

# kitchen / pantry

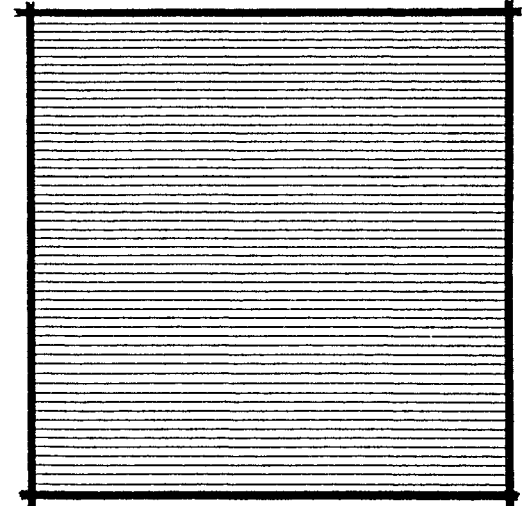
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: TILE
- CEILING: ACOUSTIC TILE
- WALLS: TEXTURED

**FUNCTION:**

DINING AREA  
FOOD PREPARATION  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM

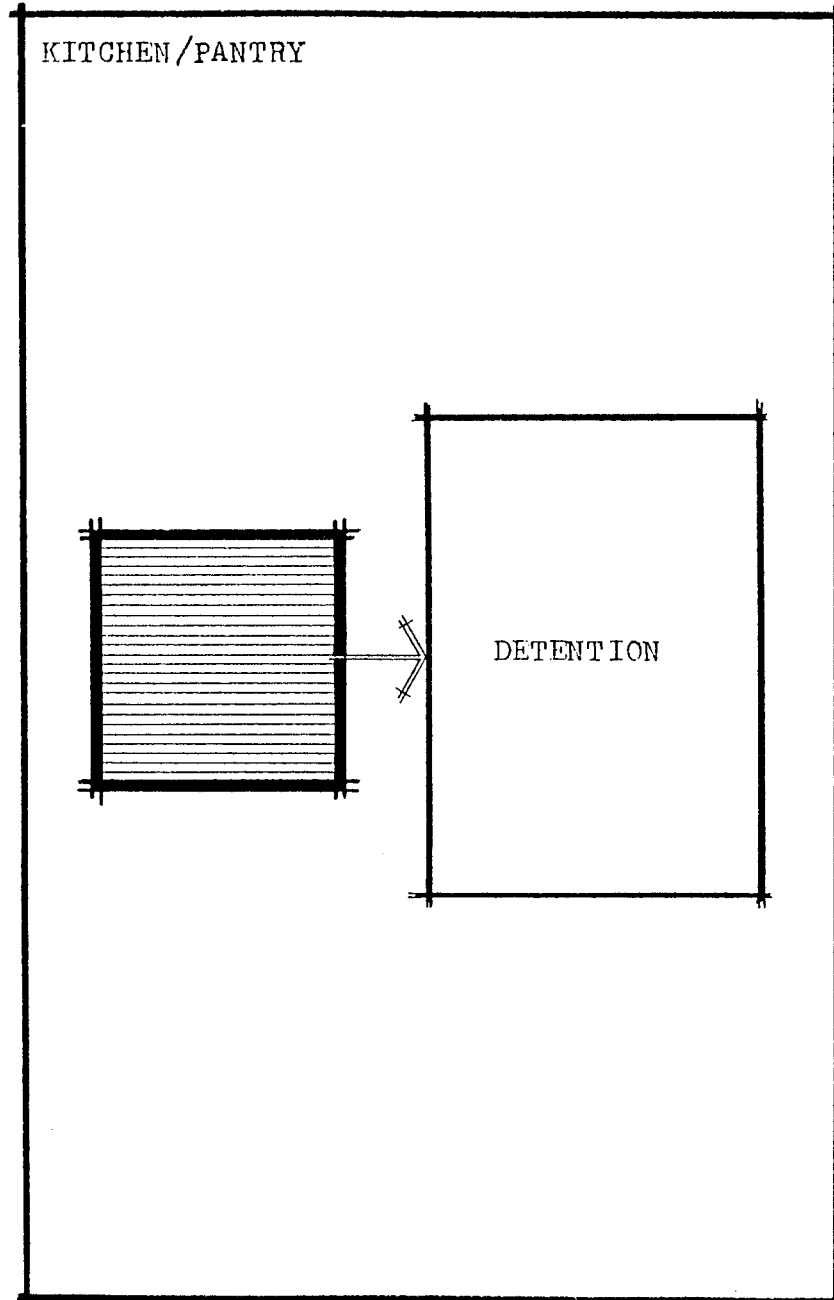


**SPECIAL CONSIDERATIONS:** NONE REQUIRED

**SYSTEMS:**

- PLUMBING: DOUBLE SINK WITH GOOSENECK FAUCET
- ELECTRICAL: TYPICAL (DUPLEX RECEPTACLES, WATERPROOF WHERE NECESSARY)
- LIGHTING: FLOURESCENT  
DOWN LIGHT OVER SINK AREA
- FURNITURE: DINETTE
- EQUIPMENT: MICROWAVE, REFRIGERATOR, STOVE WITH HOOD AND EXHAUST, AND GARBAGE DISPOSAL
- H.V.A.C.: REQUIRED

# bubble diagram // user roles





# 125

# visiting

HEIGHT: 8'-0"

FINISHES: SPARTAN

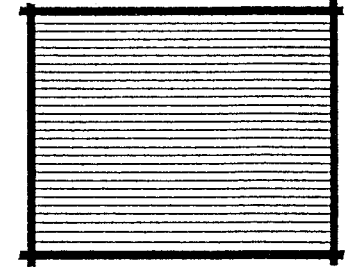
• FLOOR: CONCRETE

• CEILING: SECURE CEILING

• WALLS:

FUNCTION:

VISITING BY PUBLIC, OF PRISONERS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



**SPECIAL CONSIDERATIONS:** SEPARATION OF PUBLIC FROM PRISONER/WALL TYPE  
AS OUTLINED IN THE STANDARDS FOR DETENTION  
FACILITIES. (LOCK-UP STANDARDS)

**SYSTEMS:**

• PLUMBING: NOT REQUIRED

• ELECTRICAL: TYPICAL (DUPLIX RECEPTACLES)

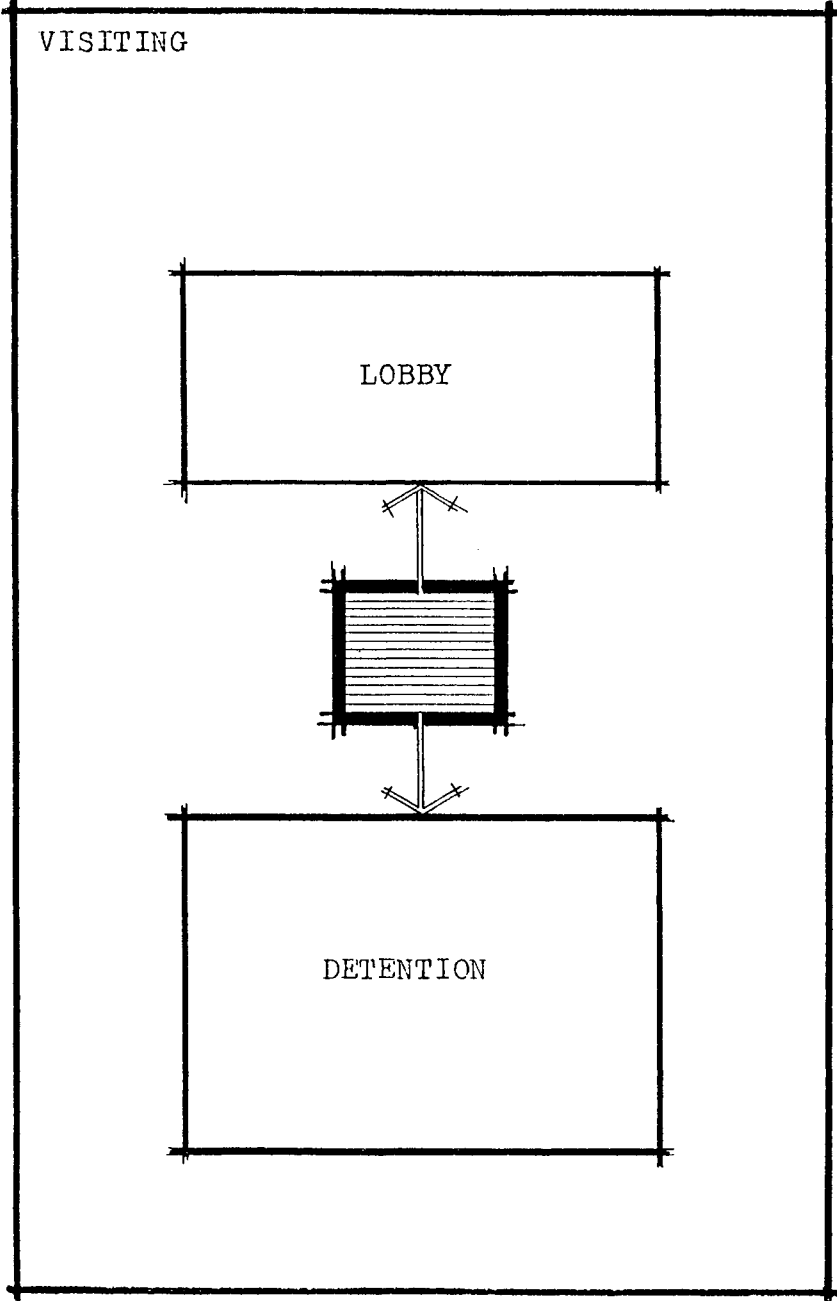
• LIGHTING: FLOU RESCENT

• FURNITURE: SPARTAN/BENCH

• EQUIPMENT: NONE

• H.V.A.C.: REQUIRED

# bubble diagram // user roles



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# 75

# padded cell

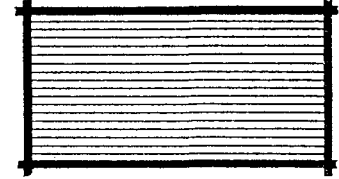
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: NEOPRENE PADDING
- CEILING: NEOPRENE PADDING
- WALLS: NEOPRENE PADDING

**FUNCTION:**

CONFINEMENT/CONTROL OF HOSTILE PRISONERS AND  
MENTAL PRISONERS

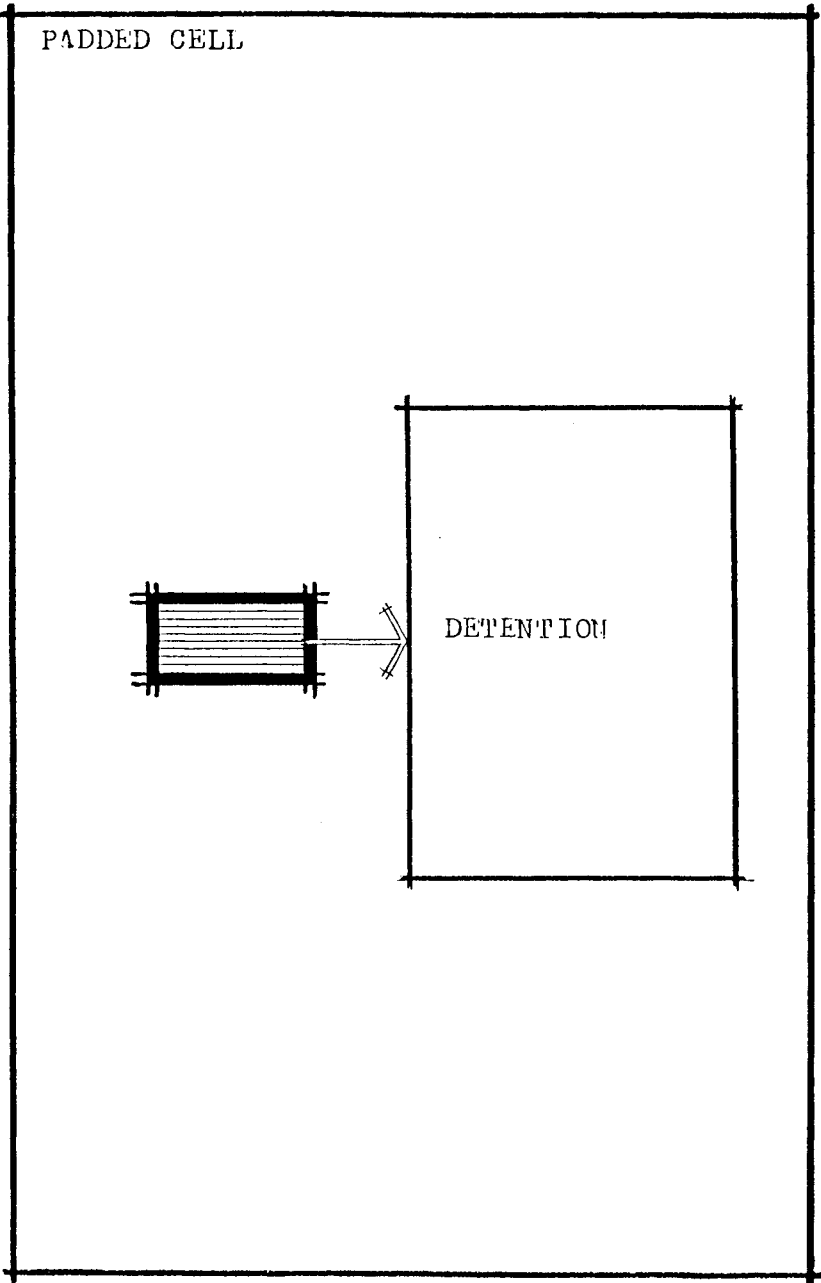


**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: NOT REQUIRED
- LIGHTING: RECESSED SECURITY LIGHTING
- FURNITURE: NONE
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED

# bubble diagram / user roles



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**detention group / alternate**

**280**

**detention / 4 cells**

HEIGHT: 8'-0" TO 10'-0"

FINISHES: SPARTAN

• FLOOR: CONCRETE

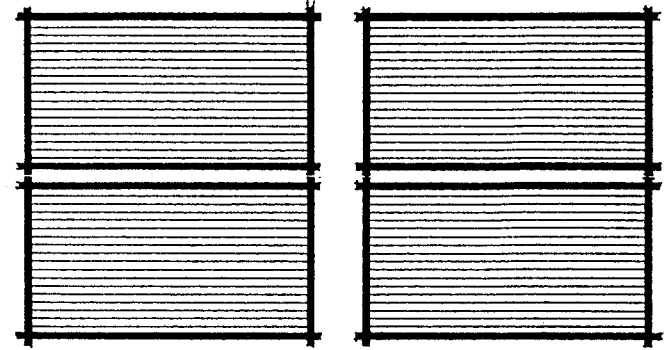
• CEILING: CONCRETE

• WALLS: CONCRETE/CONCRETE BLOCK

FUNCTION:

PRISONER HOLDING

ADJACENCY REQUIREMENTS DEFINED BY BUBBLE  
DIAGRAM



**SPECIAL CONSIDERATIONS:** THE DESIGN OF CELL BLOCKS  
IS GOVERNED BY MINIMUM IN-  
SPECTION STANDARD FOR OKLA-  
HOMA JAILS AS APPROVED BY  
THE OKLAHOMA CRIME COMMISSION  
VISITATION AREA (ONE PUBLIC/  
ONE PRISONER)

**SYSTEMS:**

• PLUMBING: TOILET/LAVATORY EACH CELL

• ELECTRICAL: NONE REQUIRED

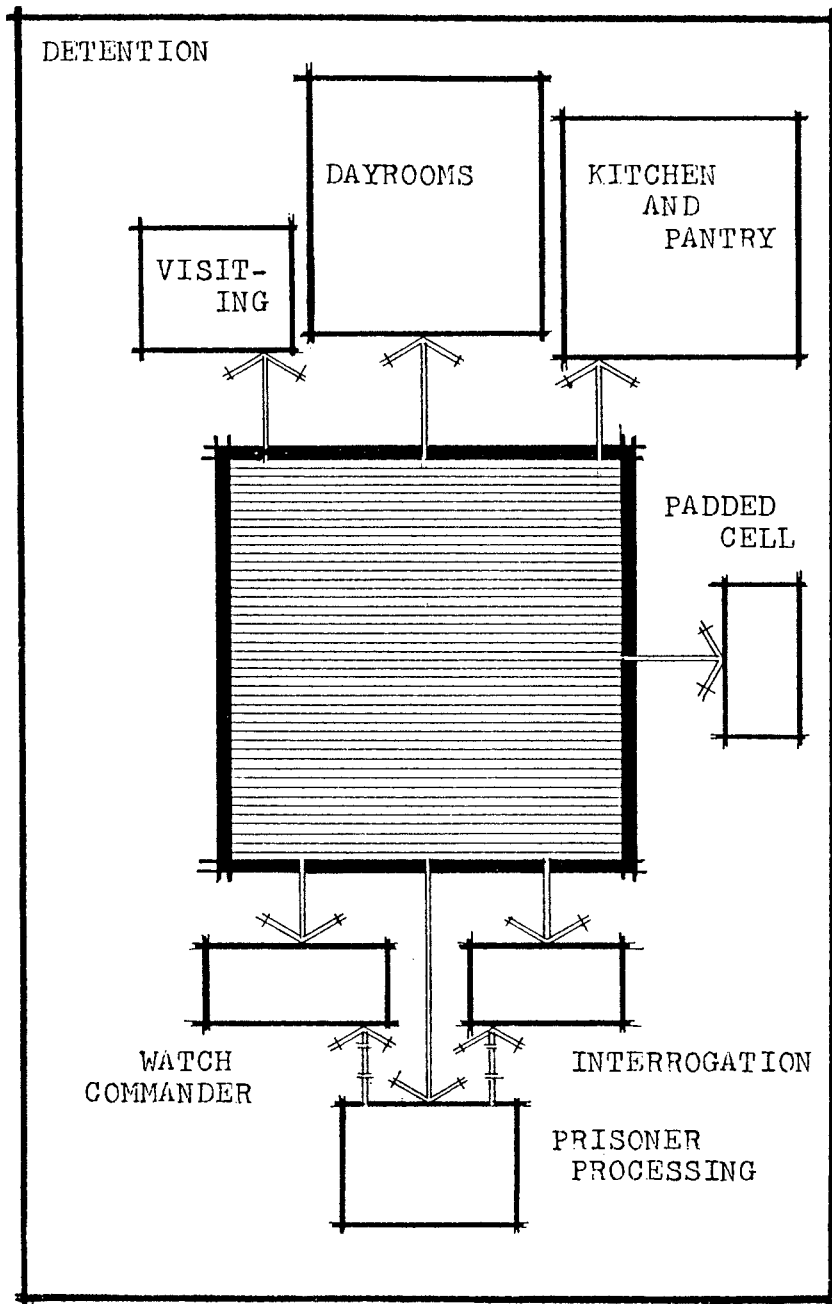
• LIGHTING: INDIRECT

• FURNITURE: DESK CHAIR (JAILER AREA)  
BED (CELL BLOCK)  
BENCH SEATING AT VISITATION AREA

• EQUIPMENT: NONE REQUIRED

• H.V.A.C.: REQUIRED

# bubble diagram / user roles



# 75

## padded cell

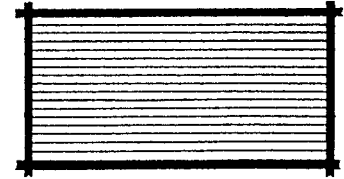
HEIGHT: 8'-0"

**FINISHES:**

- FLOOR: NEOPRENE PADDING
- CEILING: NEOPRENE PADDING
- WALLS: NEOPRENE PADDING

**FUNCTION:**

CONFINEMENT/CONTROL OF HOSTILE PRISONER AND MENTAL PRISONERS  
ADJACENCY REQUIREMENTS DEFINED BY BUBBLE DIAGRAM



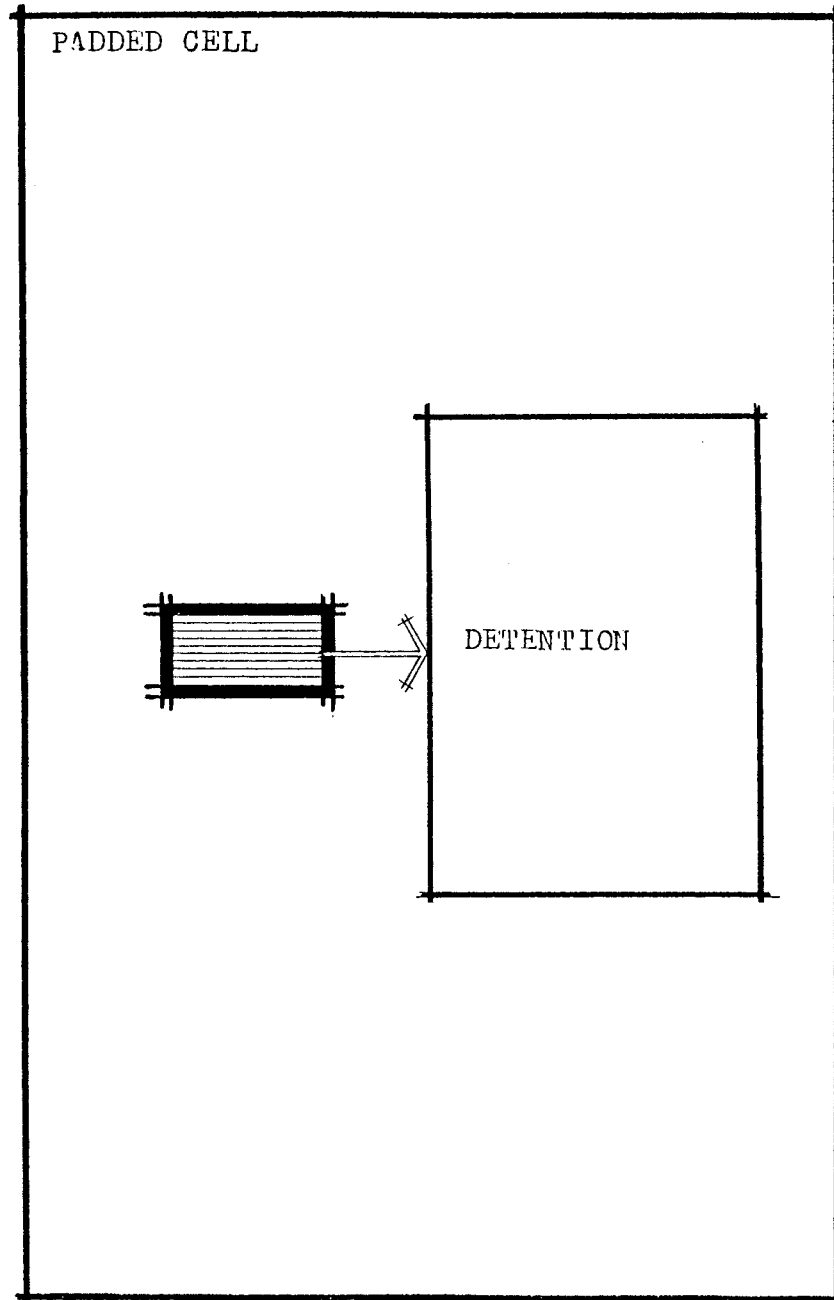
**SPECIAL CONSIDERATIONS:** NONE

**SYSTEMS:**

- PLUMBING: NOT REQUIRED
- ELECTRICAL: NOT REQUIRED
- LIGHTING: RECESSED SECURITY LIGHTING
- FURNITURE: NONE
- EQUIPMENT: NONE
- H.V.A.C.: REQUIRED



# bubble diagram // user roles



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# user roles

## POLICE OFFICER

### Job Summary

This job is located in the Patrol Division of the Police Department. Employee is a sworn officer, empowered with the task of enforcing local, state, and federal laws. Officer renders assistance at emergencies, natural disasters and accidents. The officer patrols various streets of the city alternatively, thus requiring a knowledge of the city streets, alleys, business establishments, etc. The employee encounters situations involving much personal contact.

### Duties and Responsibilities

Records and Information: The employee receives, dispenses and records much information on a daily basis. Examples are of such:

1. Signs in on roster and assembles in squad room where the officer receives instructions as to:
  - A. Area to patrol
  - B. Special events taking place
  - C. Situations or people to be on the lookout for.
2. Types departmental forms, reporting on any incident that the officer is involved in. The degrees of complexity of the report varies in relation to the seriousness of the offense.
3. Runs background checks on drivers and vehicles.
4. Assists in the booking and processing procedures at the department.
5. Gathers pertinent information from people involved in an incident.
6. Appears in court to testify regarding an incident.

ENFORCEMENT: The primary duty of the patrolman is enforcing the law. Examples of such:

1. Patrols in districts, as designated by the watch commander, observing for unusual or suspicious circumstances.
2. Performs traffic control duties as well as enforces traffic laws by:
  - a. Directs traffic at special events, accidents, etc.
  - b. Assists stranded motorists.
  - c. Issues warnings and citations to motorists.
3. Enforces all local, state and federal law.
4. Responds to dispatched calls relating
  - a. Traffic accidents
  - b. Domestic quarrels
  - c. Felonious acts.
  - d. Emergency situations where assistance is needed.
5. Performs searches of persons and property.
6. Patrols neighborhoods and business areas.
7. Participates in narcotics, gambling, liquor and other types of raids.
8. Arrests offenders, handcuffs and escorts them to the station where they are booked.
9. Utilizes various equipment in the performance of duties, such as:
  - a. Patrol car
  - b. Hand gun and shotgun.
  - c. Mobile radio and walkie-talkie.
  - d. Radar equipment.
  - e. Night stick.

# user roles continued

## POLICE OFFICER CONTINUED

- f. Roller tape.
  - g. Spotlight, red lights and siren.
  - h. Breathilizer.
  - i. Chemical analysis kit for testing narcotics.
10. Checks buildings during non-active hours.

Miscellaneous: In addition to the above, the officer performs assorted other tasks such as:

- 1. Administers first aid.
- 2. Monitors the operating condition of the police car, providing routine maintenance when necessary.
- 3. Deals directly with the public in many varying circumstances.
- 4. Provides escorts for funerals, parades and special events.
- 5. Assists other emergency services in the event of a disaster, natural or man made.

### Job Requirements

Knowledge of the English language in order to write reports utilizing the proper format and punctuation.  
Knowledge of the English language in order to speak clearly and distinctly.  
Ability to apply common sense understanding to carry out instructions furnished in an oral and written form. Also, the ability to deal with problems involving many variables.  
Ability to correctly, efficiently, and safely operate equipment.  
Ability to deal with others in a professional manner.  
Ability to withstand verbal abuse.  
Knowledge of the procedures for:

- a. Conducting a search
- b. Arresting an individual
- c. Conducting a preliminary investigation.
- d. Taking charge of an accident, providing the needed assistance, such as first aid and investigating the location for pertinent information.

Ability to remain calm during threatening situations.  
Knowledge of procedures necessary for appearing in court.  
Ability to exercise discretion and good judgment in evaluating an incident.  
Ability to monitor the operating condition of the patrol car, performing light maintenance when necessary.  
Ability to work quickly, but cautiously.  
Knowledge of the city streets.  
Ability to type report forms.

### Other Significant Facts

Difficulty of Work: This job consist of variable situations, ranging from minor traffic accidents to life and death situations. The employee is held accountable for all decisions, whether made under stress or routinely arrived at. The law enforcement aspect is the primary area in which the employee is engaged.

Interpersonal Relations: The work of the police officer involves a great amount of daily personal contact. The officer must confer with wuperiors, records and dispatch personnel and fellow officers in order to be adequately informed about his

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# user roles continued

## POLICE OFFICER CONTINUED

job. Also, the officer communicates frequently with the public on a one-to-one basis as well as with groups of people, often-times being subject to verbal abuse. It is imperative that the officer be able to deal effectively with all kinds of people.

**Working Conditions:** The officer works inside and outside at times, year round.

**Physical Effort:** Normally, little physical effort is required. Although, at times, the officer must exert themselves for purposes of self-defense and apprehensive purposes. Physical stamina during such situations is highly important.

**Supervision Received:** Work is reviewed daily by the officer's supervisor who monitors reports filed by the officer. General direction as well as on the spot supervision during emergencies is also provided to the officer.

**Educational Requirements:** Graduation from a standard high school. Additional course work in police science, investigations, criminal law and other training in the area of law enforcement is preferred.

# parking space allocations

## PARKING REQUIREMENTS

	1982			1995*
	<u>7:00a</u>	<u>8:30a</u>	<u>3:00p</u>	<u>Required</u>
PUBLIC PARKING				18
Police Business	0	7	7	
Court Business	0	15**	0	
POLICE PARKING (total)	27	14	20	33
Squad Cars	11	2	11	
Investigator's Cars	5	4	2	
Supervisor's Cars	5	3	3	
Animal Truck	1	1	0	
Pickup Truck	1	1	1	
3-Wheeler	4	2	2	
Chief's Car	0	1	1	
STAFF PARKING (total)	17	35	45	55
Patrol (2 shifts)	17	10	20	
Day Sworn	0	11	11	
Day Civilian	0	10	10	
Court Personnel	0	4	4	
				-----
				106

\* The 22% increase in population and staff is applied to 1982 figures in order to project 1995 estimates.

\*\* Tuesdays and Thursdays only.

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# goals and concepts

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# project goals

PROJECT GOALS: are established by the Architect working with the client. These are elicited from the considerations of Function, Form, Economy, and Time. . . and their subcategories.

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# project concepts

PROGRAMMIC CONCEPTS: refer to ideas intended mainly as functional and organizational solution to the client's own performance problems. They are general or abstract ideas generalized from particular instances.



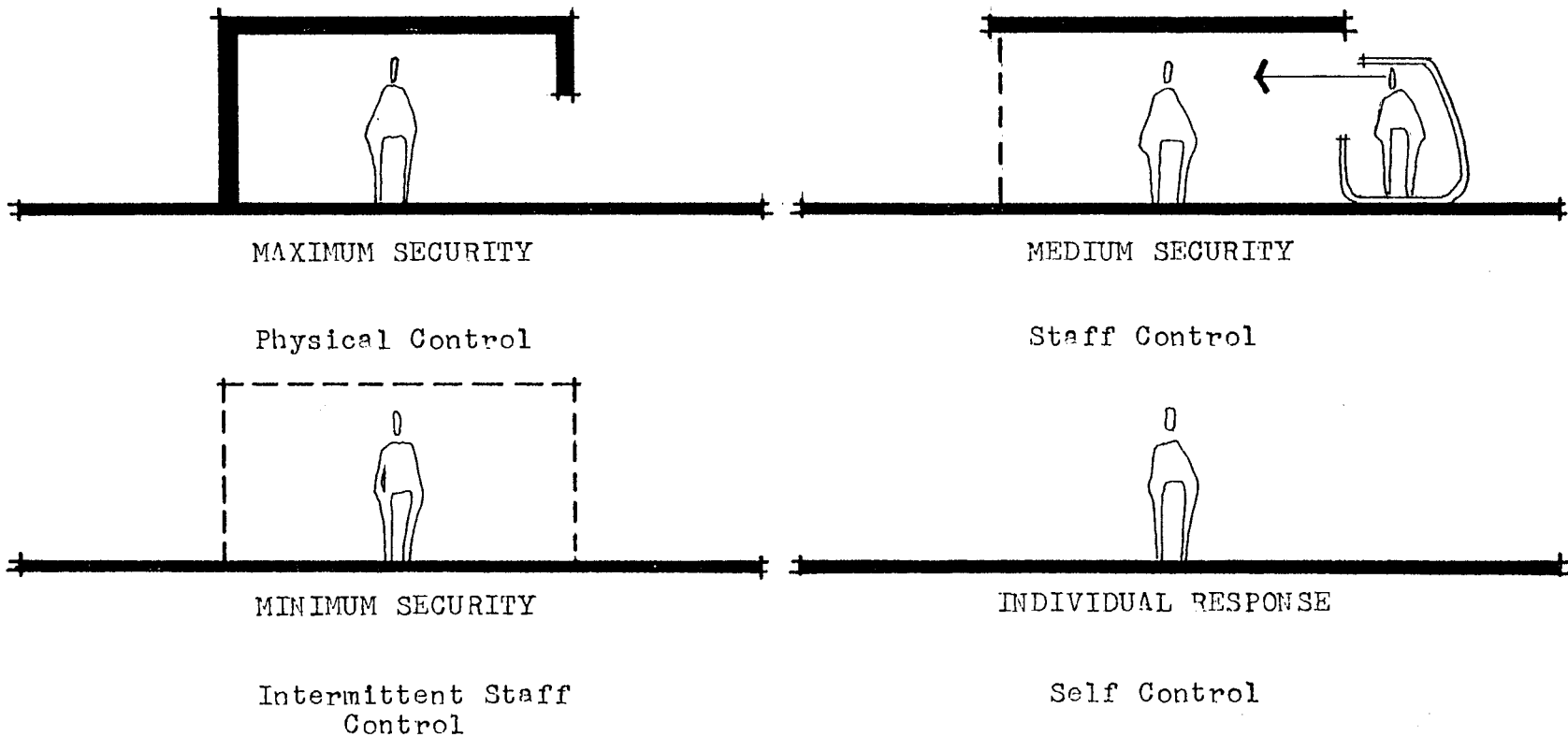
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# goals / concepts

FUNCTIONAL GOAL: Provide effective security to prevent prisoner escape and maintain order within the facility.

FUNCTIONAL CONCEPT: Security - classify security in each area to aid in maintaining order within the facility.



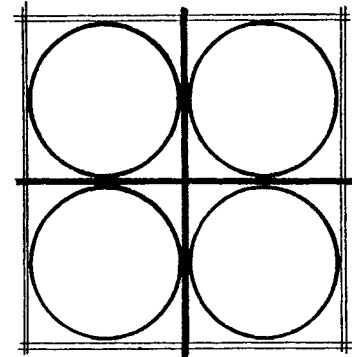
# goals / concepts

## FUNCTION GOAL

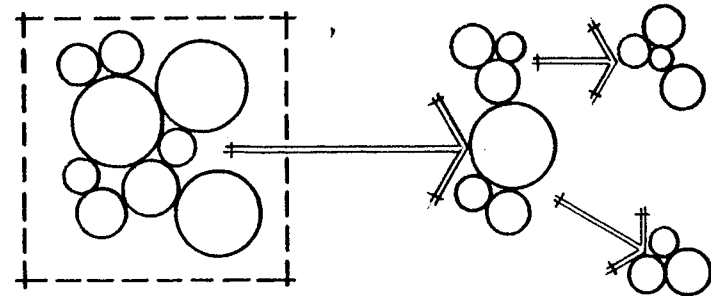
The grouping of services and activities (i.e. the architectural arrangement) must be well defined and provide the upmost consideration for functional efficiency.

## FUNCTION CONCEPTS

Activity Grouping: Compartmentalized spaces such as Interview, Polygraph, and Interrogation rooms should have allowances for audio and visual privacy.



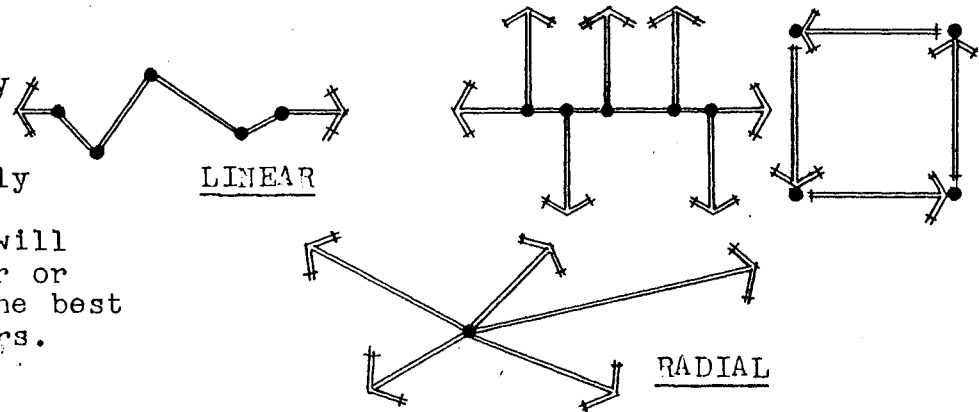
Service Grouping: Major service activities such as the lobby, patrol, detention, administrative groups should be centralized with decentralized links between spaces.



# goals / concepts

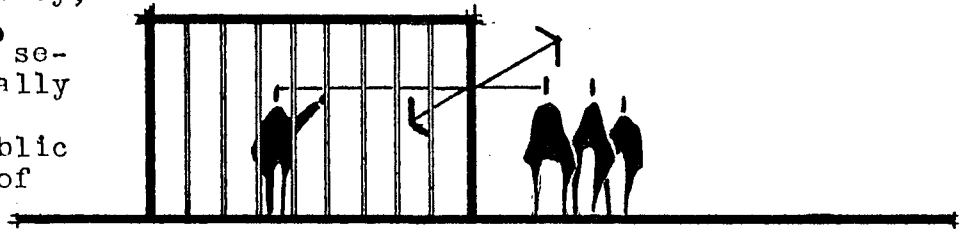
FUNCTION GOAL: Encourage ease of police functions within the facility by a well defined flow. In particular the flow of prisoner processing should be well defined and easily executed.

FUNCTION CONCEPT: Flow definition will aide in prisoner processing. Linear or Radial flow patterns will achieve the best order for the processing of prisoners.



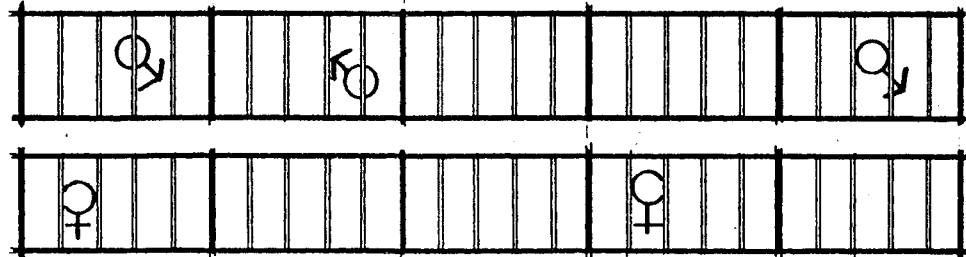
FUNCTION GOAL: To insure public safety, security, and maintain proper order, general public should be completely separated from the prisoner both visually and accoustically.

FUNCTION CONCEPT: Segregate the public from prisoners completely by means of audio and visual barriers (such as walls, floors, and space.)



FUNCTION GOAL: Male and Female prisoners must be separated both visually and accoustically to comply with law enforcement codes.

FUNCTION CONCEPT: Separation of both male and female prisoners may be accomplished by means of audio and visual barriers (such as walls, floors, and space.)



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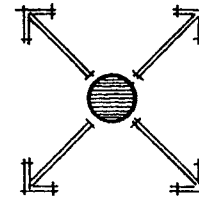
# goals / concepts

FORM CONFIGURATION GOAL: The building should reflect a psychological environment conducive to proper police functions and explore form configuration to obtain maximum efficiency.

FORM CONFIGURATION CONCEPT: Use additive forms as a problem solving means to the complexity of the police station. (This hopefully will aide police functions and evoke this best psychological environment possible through the Architecture)

- 1.) CENTRALIZED FORM CONCEPT: consist of a number of secondary forms clustered about dominant, central parent - forms.

AREA - Records, Dispatch, Library, Weapons Storage



- 2.) LINEAR FORM CONCEPT: consist of forms arranged sequentially in a row.

AREA - Cell Blocks



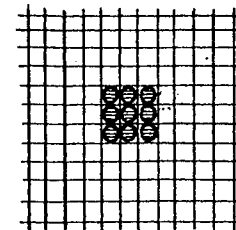
- 3.) CLUSTERED FORM CONCEPT: consist of forms that are grouped together by proximity or the sharing of a common visual trait.

AREA - Locker, Exercise



- 4.) GRID FORM CONCEPT: are modular forms whose relationships are regulated by three-dimensional grids.

AREA - Investigations



# goals / concepts

## ECONOMY GOALS

**PHASING GOALS:** Building should be economically designed with flexibility and future expansion (design today for tomorrow.)

**PHASING CONCEPTS:** Flexibility is a quality which should be explored in every building program which is intended to relate to changing needs or which is intended to adapt to future objectives.

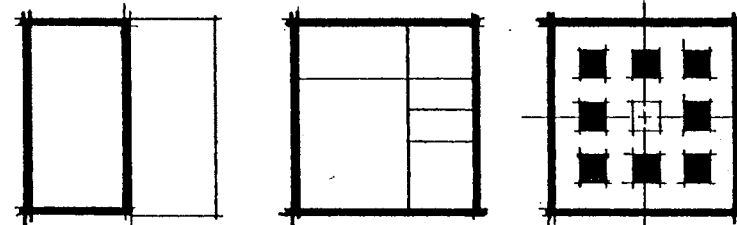
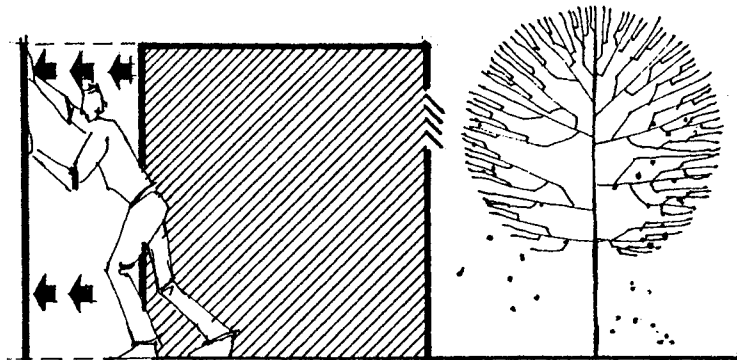
**PHASING CONCEPT:** Provisions for future building flexibility should be sought after, since the police station seeks to relate to the changing needs of the public.

**COST CONTROL GOAL:** Choose building operational cost by exploring energy conservative measures.

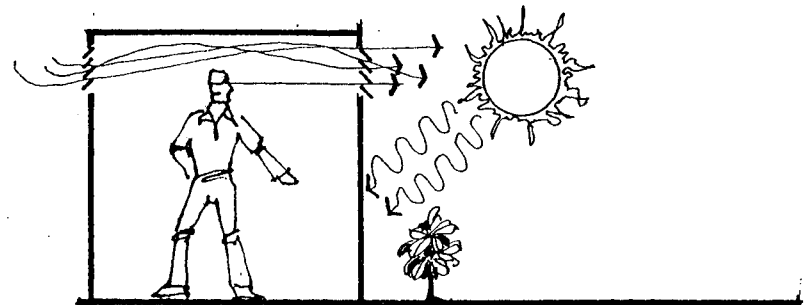
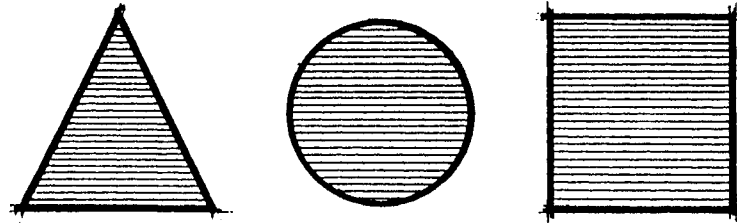
**COST CONTROL CONCEPT:** Reduce expenditures by carefully choosing building materials and construction methods.

**ENERGY CONSERVATION GOAL:** Reduce building operational cost by exploring energy conservation.

**ENERGY CONSERVATION CONCEPT:** Investigate natural lighting and ventilation concepts, and explore utilization of passive solar concepts.



EXPANSIBILITY      CONVERTABILITY      VERSATILITY



# goals / concepts

**IMAGERY FORM GOALS:** The image must clearly reflect the budget (i.e. the taxpayer does not want to put more money into one public service than another) The entry must have a sense of orientation. (client suggestions: on axis with other community facilities such as the firehouse and new civic center).

**IMAGERY FORM CONCEPT:** Keep simple and direct to reflect an adequate not over-zealous budget.

**SECURITY FORM GOAL:** The buildings image must reflect a sense of security to the general public.

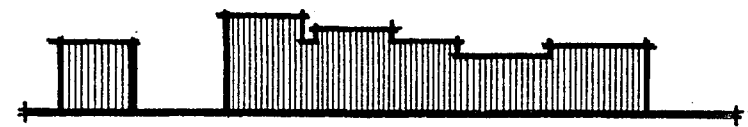
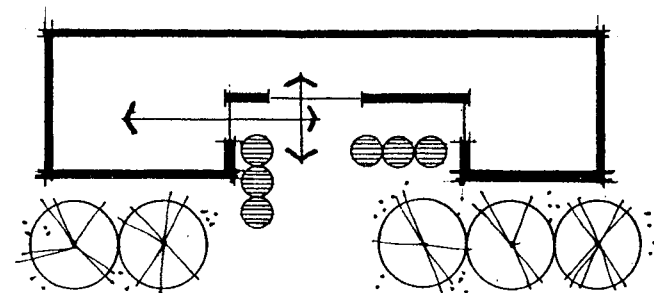
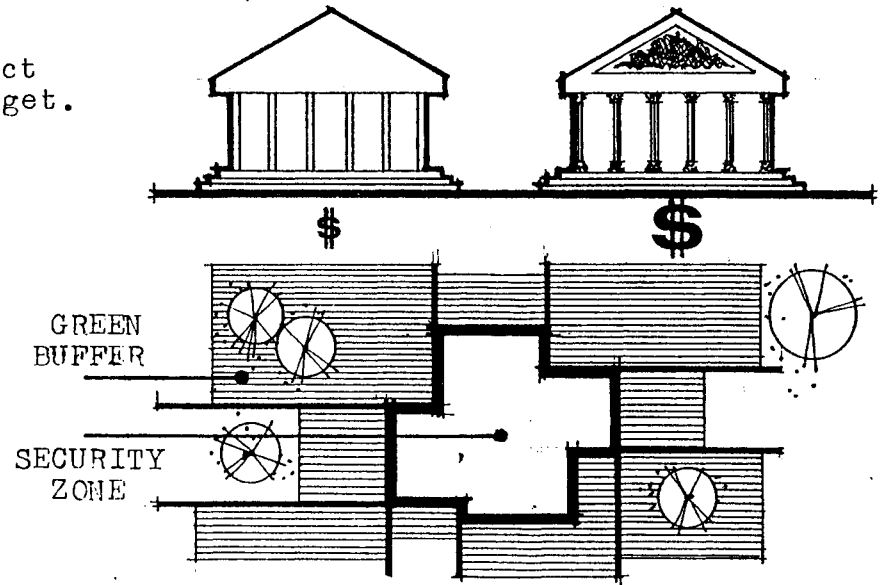
**SECURITY FORM CONCEPT:** Use soft edge type security to reflect security to the general public.

**CLIMATE FORM GOAL:** Control climate by exterior building development if possible.

**CLIMATE FORM CONCEPT:** Plan for the ultimate by enhancement of the site by exterior development. (Landscape features, which identify and encourage maximum use of exterior areas, include earth forms, trees, and other plant materials.

**SCALE FORM GOAL:** Use the scale of contextual forms to relate the facility to the present building framework.

**SCALE FORM CONCEPT:** Study present scale of site surroundings to aid in linking the police facilities character to its environment.

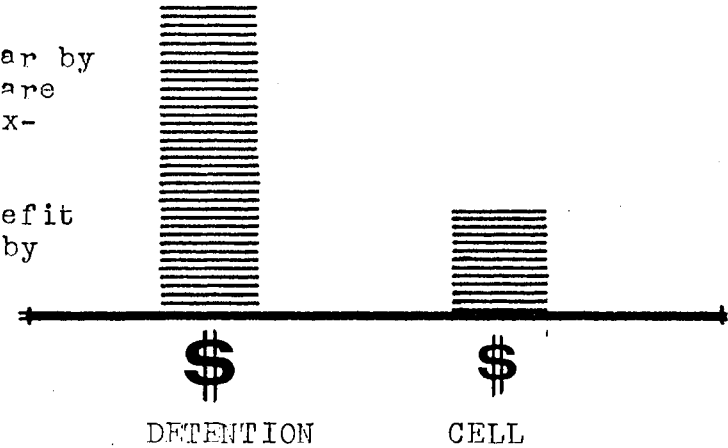


# goals / concepts

## ECONOMY GOALS

FUND CONSERVATION GOAL: Reduce construction dollar by using only the necessary funds on security, hardware to provide security, and minimize waste of the tax-payers dollar.

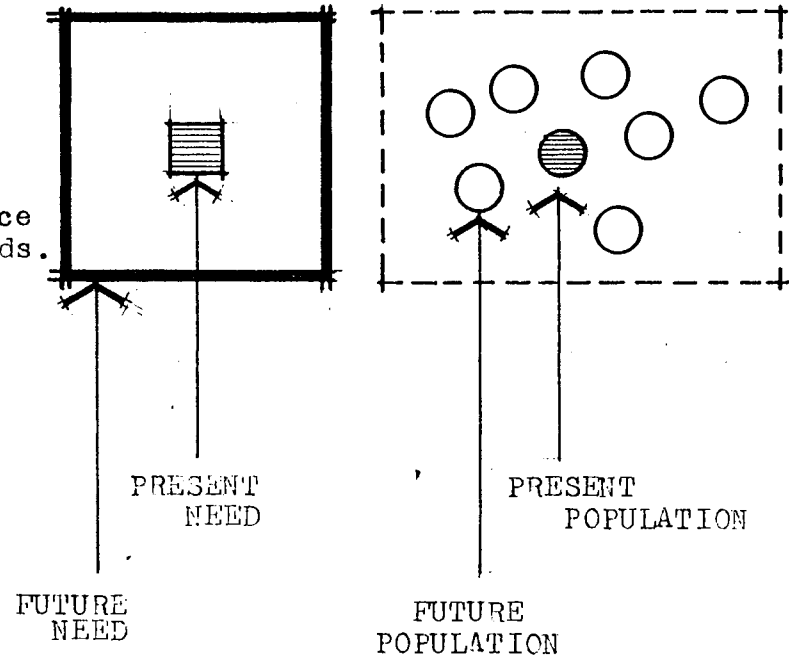
FUND CONSERVATION CONCEPT: To derive maximum benefit from each construction dollar funds can be saved by not overbuilding security. (Funds saved are more appropriety directed to increasing or improving treatment programs.



# goals / concepts

CONCURRENT TIME GOAL: Present design should include space allocations for the future, assuming a constant growth pattern for the city of Bartlesville.

CONCURRENT SCHEDULING TIME CONCEPT: Plan space needs of today for today's and tomorrow's needs.





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# statement of the problem

PROBLEM STATEMENT: A description of the critical conditions and design premises which become a starting point for schematic design.

DESIGN PREMISE: A specific condition leading to a general design directive.

DESIGN CRITERIA: The problem statements in terms of design premises are used as standards to judge a design solution.

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# statement of the problem

**FUNCTION:** Due to the facilities obvious relation to the community the center should complement the enforcement of the law by functional convenience, thus aiding in the protection of the mass community.

**FORM:** Since the purpose of the Police Facility is to maintain law and order in the community, the building and environment should be a reflection of order and clarity of that purpose, one which functions well in its community relations obtaining the greatest amount of efficiency.

**ECONOMY:** Since the budget is adequate, but not luxurious, the design must respond with simplicity and directness.

**TIME:** Since the Police Facility seeks to relate to the changing needs of society additional growth may be necessary, and by carefully planning systems, future expansion can be greatly simplified.

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# codes

## UNIFORM BUILDING CODE

THE CITY OF BARTLESVILLE CONFORMS TO THE UNIFORM BUILDING CODE. THE LATEST EDITION AVAILABLE IN THE OKLAHOMA STATE UNIVERSITY LIBRARY AT THE SCHOOL OF ARCHITECTURE IS THE 1979 EDITION.

## UNIFORM BUILDING CODE 1979 EDITION

CHAPTER 4 . . . . .	DEFINITIONS
401 . . . . .	GENERAL
CHAPTER 5 . . . . .	CLASSIFICATION OF ALL BUILDINGS BY USE OR OCCUPANCY AND GENERAL REQUIREMENTS FOR ALL OCCUPANCIES.
501 . . . . .	OCCUPANCY CLASSIFIED
5-A (TABLE) . . . . .	USE GROUP B (SEE SECTION 702), MUNICIPAL POLICE STATIONS
CHAPTER 7 . . . . .	REQUIREMENTS FOR GROUP B OCCUPANCIES
701 . . . . .	DEFINITIONS - USE DIVISION 2
702(a) . . . . .	CONSTRUCTION, HEIGHT, AND ALLOWABLE AREA (GENERAL)
702(b) . . . . .	SPECIAL PROVISIONS
703 . . . . .	LOCATION ON PROPERTY
704 . . . . .	EXIT FACILITIES
705 . . . . .	LIGHT, VENTILATION AND SANITATION
706 . . . . .	SHAFT ENCLOSURES
707 . . . . .	SPRINKLER SYSTEMS
708 . . . . .	SPECIAL HAZARDS
709 . . . . .	OPEN PARKING GARAGES
709(a) . . . . .	SCOPE
709(b) . . . . .	DEFINITION
709(c) . . . . .	CONSTRUCTION
709(d) . . . . .	AREA AND HEIGHT
709(e) . . . . .	AREA AND HEIGHT INCREASES
709(f) . . . . .	LOCATION ON PROPERTY
709(g) . . . . .	STAIRS AND EXITS
709(h) . . . . .	STANDPIPES
709(i) . . . . .	SPRINKLER SYSTEMS
709(j) . . . . .	ENCLOSURE OF VERTICAL OPENINGS
709(k) . . . . .	VENTILATION

UNIFORM BUILDING CODE

709(1) . . . . . PROHIBITIONS

CHAPTER 17. . . . . REQUIREMENTS BASED ON TYPES OF CON-  
STRUCTION

1701. . . . . GENERAL

17.A (TABLE) . . . . . USE TYPE I, NONCOMBUSTIBLE

CHAPTER 18. . . . . TYPE I, FIVE-RESISTIVE BUILDINGS

1801. . . . . DEFINITIONS

1802. . . . . STRUCTURAL FRAMEWORK

1803(a) . . . . . EXTERIOR WALLS

1803(b) . . . . . OPENINGS IN WALLS

1804(a) . . . . . WOOD SLEEPERS

1804(b) . . . . . MEZZANINE CONSTRUCTION

1805. . . . . STAIR CONSTRUCTION

1806. . . . . ROOFS

CHAPTER 18. . . . . SPECIAL PROVISIONS FOR GROUP B

1807(a) . . . . . SCOPE

1807(b) . . . . . CERTIFICATE OF OCCUPANCY

1807(c) . . . . . AUTOMATIC SPRINKLER SYSTEM

1807(d) . . . . . SMOKE DETECTION SYSTEMS

1807(e) . . . . . ALARM AND COMMUNICATION SYSTEMS

SEC. 1 VOICE ALARM SYSTEM

SEC. 2 PUBLIC ADDRESS SYSTEM

A. ELEVATORS

B. ELEVATOR LOBBIES

C. CORRIDORS

D. EXIT STAIRWAYS

SEC. 3 FIRE DEPARTMENT COMMUNICATION  
SYSTEM

1807(f) . . . . . CENTRAL CONTROL STATION

1807(g) . . . . . SMOKE CONTROL

1807(h) . . . . . ELEVATORS

1807(i) . . . . . STANDBY POWER, LIGHT AND EMERGENCY  
SYSTEMS

SEC. 1 STANDBY POWER

SEC. 2 EMERGENCY SYSTEMS

SEC. 3 STANDBY LIGHTING

## UNIFORM BUILDING CODE

1807(j)	EXITS
1807(k)	SEISMIC CONSIDERATIONS
1807(l)	AREAS OF REFUGE (COMPARTMENTATION) ALTERNATE
1807(m)	AUTOMATIC SPRINKLER SYSTEM ALTERNATIVES
CHAPTER 23	ENGINEERING REGULATIONS-QUALITY AND DESIGN OF THE MATERIALS OF CONSTRUCTION
2301	SCOPE
2302	DEFINITIONS
	DEAD LOAD
	LIVE LOAD
	LOAD DURATION
2303	DESIGN METHODS
2303(a)	GENERAL
2303(b)	RATIONALITY
2303(c)	CRITICAL DISTRIBUTION OF LIVE LOADS
2303(d)	STRESS INCREASES
2303(e)	LOAD FACTORS
2303(f)	COMBINED WIND AND EARTHQUAKE EFFECTS
2304	FLOOR DESIGN
2304(a)	GENERAL
2304(b)	DISTRIBUTION OF UNIFORM FLOOR LOADS
2304(c)	CONCENTRATED LOADS
2304(d)	PARTITION LOADS
2304(e)	LIVE LOADS POSTED
2305	ROOF DESIGN
2305(a)	GENERAL
2305(b)	DISTRIBUTION OF LOADS
2305(c)	UNBALANCED LOADING
2305(d)	SNOW LOADS
2305(e)	SPECIAL PURPOSE ROOFS
2305(f)	WATER ACCUMULATION
2306	REDUCTION OF LIVE LOADS
2307	DEFLECTIONS
2308	SPECIAL DESIGN
2308(a)	GENERAL

## UNIFORM BUILDING CODE

2308(b)	RETAINING WALLS
2309	WALLS AND STRUCTURAL FRAMING
2309(a)	GENERAL
2309(b)	INTERIOR WALLS
2310	ANCHORAGE OR CONCRETE WALLS
2311	WIND DESIGN
2311(a)	GENERAL
2311(b)	HORIZONTAL WIND PRESSURE
2311(c)	UPLIFT WIND PRESSURE
2311(d)	ROOFS WITH SLOPES GREATER THAN 30 DEGREES
2311(e)	ANCHORAGE REQUIREMENTS
2311(f)	SOLID TOWERS
2311(g)	OPEN-FRAME TOWERS
2311(h)	MISCELLANEOUS STRUCTURES
2311(i)	MOMENT OF STABILITY
2311(j)	COMBINED WIND AND LIVE LOADS
2312	EARTHQUAKE REGULATIONS (ZONE I)
CHAPTER 26	CONCRETE CONSTRUCTION
2601	SCOPE
2602	DEFINITIONS
2603	SPECIFICATIONS FOR TESTS AND MATERIALS
2603(a)	NOTATIONS
2603(b)	TESTS OF MATERIALS
2603(c)	CEMENTS
2603(d)	AGGREGATES
2603(e)	WATER
2603(f)	METAL REINFORCEMENT
2603(g)	ADMIXTURES
2603(h)	STORAGE OF MATERIALS
2603(i)	MATERIALS AND TEST STANDARDS
2604	CONSTRUCTION REQUIREMENTS
CHAPTER 33	STAIRS, EXITS, AND OCCUPANT LOADS
3301(a)	PURPOSE
3301(b)	SCOPE
3301(c)	DEFINITIONS
3301(d)	DETERMINATION OF OCCUPANT LOAD

## UNIFORM BUILDING CODE

3301(e)	OVERCROWDING
3301(f)	BENCHES, PEWS, BOOTHS
3301(g)	MIXED OCCUPANCIES
3301(h)	MORE THAN ONE PURPOSE
3301(i)	EXIT OBSTRUCTION
3301(j)	POSTING OF ROOM CAPACITY
3301(k)	CHANGES IN ELEVATION
3302.	EXITS REQUIRED
3302(a)	NUMBER OF EXITS
3302(b)	WIDTH
3302(c)	ARRANGEMENT OF EXITS
3302(d)	DISTANCE TO EXITS
3302(e)	EXITS THROUGH ADJOINING OR ACCESSORY AREAS
3302(f)	ENTRANCES TO BUILDINGS
3303.	DOORS
3303(a)	GENERAL
3303(b)	SWING
3303(c)	TYPE OF LOCK OR LATCH
3303(d)	PANIC HARDWARE
3303(e)	WIDTH AND HEIGHT
3303(f)	DOOR LEAF WIDTH
3303(g)	SPECIAL DOORS
3303(h)	EGRESS FROM DOOR
3303(i)	CHANGE IN FLOOR LEVEL AT DOORS
3303(j)	DOOR IDENTIFICATION
3303(k)	ADDITIONAL DOORS
3304.	CORRIDORS AND EXTERIOR EXIT BALCONIES
3304(a)	GENERAL
3304(b)	WIDTH
3304(c)	HEIGHT
3304(d)	PROJECTIONS
3304(e)	ACCESS TO EXITS
3304(f)	CHANGES IN ELEVATION
3304(g)	CONSTRUCTION
3304(h)	OPENINGS
3304(i)	LOCATION ON PROPERTY



## UNIFORM BUILDING CODE

3305.	. . . . .	STAIRWAYS
3305(a)	. . . . .	GENERAL
3305(b)	. . . . .	WIDTH
3305(c)	. . . . .	RISE AND RUN
3305(d)	. . . . .	WINDING STAIRWAYS
3305(e)	. . . . .	CIRCULAR STAIRWAYS
3305(f)	. . . . .	SPIRAL STAIRWAYS
3305(g)	. . . . .	LANDINGS
3305(h)	. . . . .	BASEMENT STAIRWAYS
3305(i)	. . . . .	DISTANCE BETWEEN LANDINGS
3305(j)	. . . . .	HAND RAILS
3305(k)	. . . . .	GUARDRAILS (SEE SEC 1716)
3305(l)	. . . . .	EXTERIOR STAIRWAY PROTECTION
3305(m)	. . . . .	STAIRWAY CONSTRUCTION - INTERIOR
3305(n)	. . . . .	STAIRWAY CONSTRUCTION - EXTERIOR
3305(o)	. . . . .	STAIRWAY TO ROOF
3305(p)	. . . . .	HEADROOM
3305(q)	. . . . .	STAIRWAY NUMBERING SYSTEM
3306.	. . . . .	RAMPS
3306(a)	. . . . .	GENERAL
3306(b)	. . . . .	WIDTH
3306(c)	. . . . .	SLOPE
3306(d)	. . . . .	LANDINGS
3306(e)	. . . . .	HANDRAILS
3306(f)	. . . . .	CONSTRUCTION
3306(g)	. . . . .	SURFACE
3307.	. . . . .	HORIZONTAL EXIT
3307(a)	. . . . .	USED AS A REQUIRED EXIT
3307(b)	. . . . .	OPENINGS
3307(c)	. . . . .	DISCHARGE AREAS
3308.	. . . . .	EXIT ENCLOSURES
3308(a)	. . . . .	GENERAL
3308(b)	. . . . .	ENCLOSURE CONSTRUCTION
3308(c)	. . . . .	OPENINGS INTO ENCLOSURES
3308(d)	. . . . .	EXTENT OF ENCLOSURES
3308(e)	. . . . .	BARRIER
3308(f)	. . . . .	USE OF SPACE UNDER STAIR

## UNIFORM BUILDING CODE

3309.	. . . . .	SMOKEPROOF ENCLOSURES
3309(a)	. . . . .	GENERAL
3309(b)	. . . . .	WHERE REQUIRED
3309(c)	. . . . .	CONSTRUCTION
3309(d)	. . . . .	OUTLET
3309(e)	. . . . .	BARRIER
3309(f)	. . . . .	ACCESS
3309(g)	. . . . .	SMOKEPROOF ENCLOSURES BY NATURAL VENTILATION
		1. DOORS
		2. OPEN-AIR VESTIBULE
3309(h)	. . . . .	SMOKEPROOF ENCLOSURES BY MECHANICAL VENTILATION
		1. DOORS
		2. VESTIBULE SIZE
		3. VESTIBULE VENTILATION
		4. SMOKE TRAP
		5. STAIR SHAFT AIR MOVEMENT SYSTEMS
		6. DOOR CLOSING DEVICES
		7. OPERATION OF VENTILATING EQUIPMENT
		8. STAND-BY POWER
		9. ACCEPTANCE AND TESTING
		10. EMERGENCY LIGHTING
		11. AIR CONDITIONING BUILDINGS
3310.	. . . . .	EXIT COURTS
3310(a)	. . . . .	GENERAL
3310(b)	. . . . .	WIDTH
3310(c)	. . . . .	NUMBER OF EXITS
3310(d)	. . . . .	CONSTRUCTION AND OPENINGS
3311.	. . . . .	EXIT PASSAGEWAYS
3311(a)	. . . . .	DISCHARGE
3311(b)	. . . . .	DETAILED REQUIREMENTS
3312.	. . . . .	EXIT SIGNS AND ILLUMINATION
3312(a)	. . . . .	EXIT ILLUMINATION
3312(b)	. . . . .	EXIT SIGNS
3312(c)	. . . . .	ILLUMINATION OF SIGNS
3313.	. . . . .	AISLES

## UNIFORM BUILDING CODE

3313(a)	. . . . .	GENERAL
3313(b)	. . . . .	WIDTH
3313(c)	. . . . .	DISTANCE TO NEAREST EXIT
3313(d)	. . . . .	aisLE SPACING
3313(e)	. . . . .	CROSS AISLES
3313(f)	. . . . .	VOMITORIES
3313(g)	. . . . .	SLOPE
3313(h)	. . . . .	STEPS
CHAPTER 38.	. . . . .	FIRE EXTINGUISHING SYSTEM
3801(a)	. . . . .	GENERAL
3801(b)	. . . . .	APPROVALS
3801(c)	. . . . .	DEFINITIONS
3802.	. . . . .	AUTOMATIC SPRINKLER SYSTEMS
3802(a)	. . . . .	GENERAL
3802(b)	. . . . .	WHERE REQUIRED
3802(c)	. . . . .	ALARMS
3802(d)	. . . . .	PERMISSIBLE OMISSIONS
3803.	. . . . .	STANDPIPES
3803(a)	. . . . .	GENERAL
3803(b)	. . . . .	WHERE REQUIRED
3803(c)	. . . . .	LOCATION OF CLASS I STANDPIPES
3803(d)	. . . . .	LOCATION OF CLASS II STANDPIPES
3803(e)	. . . . .	LOCATION OF CLASS III STANDPIPES
CHAPTER 40.	. . . . .	MOTION PICTURE PROJECTION ROOMS
4001(a)	. . . . .	SCOPE
4001(b)	. . . . .	PROJECTION ROOM REQUIRED
4002.	. . . . .	CONSTRUCTION
4003.	. . . . .	EXITS
4004.	. . . . .	PROJECTION PORTS AND OPENINGS
4005.	. . . . .	VENTILATION
4005(a)	. . . . .	GENERAL
4005(b)	. . . . .	PROJECTION BOOTH
		1. AIR SUPPLY
		2. EXHAUST AIR
4005(c)	. . . . .	PROJECTION EQUIPMENT VENTILATION
4006.	. . . . .	MISCELLANEOUS EQUIPMENT

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# appendix

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# population projections

Population Projection for the City of  
Bartlesville and Washington County, Oklahoma

I. Past Relationship Between State and National Population

<u>Year</u>	<u>State of Oklahoma</u>	<u>United States</u> <sup>1</sup>	<u>Oklahoma United States</u>	<u>Population Ratio</u>
1950	2,233,351	151,326,000		.014759
1960	2,328,284	179,323,000		.012984
1970	2,559,000	203,810,000		.012556
1971	2,607,000	206,219,000		.012642
1972	2,639,000	208,234,000		.012673
1973	2,667,000	209,859,000		.012709
1974	2,697,000	211,389,000		.012758
1975	2,728,000	213,051,000		.012804
1976	2,771,000	214,680,000		.012908
1977	2,805,000	216,400,000		.012962
1978	2,843,000	218,228,000		.013028
1979	2,892,000	220,999,000		.013086
1980	3,025,000	226,505,000		.013355

II. Projection of the Population of Oklahoma

Over the past three decades, the population of Oklahoma has risen steadily, and since 1970, has increased as a percentage of the population of the United States. On the assumption that the (Oklahoma/United States) population ratio will continue to grow throughout the period of the forecast by the same average amount per year displayed between 1970 and 1980 (+.0000799 per year), the following projections can be made of the population of Oklahoma:

<sup>1</sup>Population data for 1950, 1960, 1970, and 1980 from the Census Summary report for that year. National and state intercensus population estimates from U.S. Bureau of the Census, Current Population Reports, Series P-25, No. 876: "Annual Estimates of the Population of States: July 1, 1970 to 1979."

# population projections

## POPULATION PROJECTIONS CONTINUED

Year	Population of United States <sup>2</sup>	Oklahoma United States	Population Ratio	=	Population of Oklahoma
1985	232,880,000		.013755		3,203,300
1990	243,513,000		.014154		3,446,700
1995	252,750,000		.014554		3,678,500
2000	260,378,000		.014953		3,893,400

### III. Past Relationship Between County and State Population

Year	Washington <sup>3</sup> County	State of Oklahoma	County State	Population Ratio
1950	32,880	2,233,351		.014722
1960	42,347	2,328,284		.018188
1970	42,302	2,559,000		.016531
1971	41,400	2,607,000		.015880
1972	41,100	2,639,000		.015574
1973	41,600	2,667,000		.015598
1974	41,200	2,697,000		.015276
1975	42,000	2,728,000		.015396
1976	42,700	2,771,000		.015410
1977	43,400	2,805,000		.015472
1978	---	---		---
1979	---	---		---
1980	48,113	3,025,000		.015905

### IV. Projection of the Population of Washington County

It is assumed that the (County/State) population ratio will continue to fluctuate around the average of its values displayed between 1970 and 1980 (.015671). Accordingly, the following projections can be made of the population of Washington County:

<sup>2</sup>U.S. Bureau of the Census, Statistical Abstract, 1980. The projections assume a completed average fertility of 2.1 births per woman.

<sup>3</sup>Washington County population estimates for 1950, 1960, 1970, and 1980 from the U.S. Census Summary report of that year, County intercensus population estimates from U.S. Bureau of the Census, Current Population Reports, Series P-26, Nos. 24, 63, 112, 75-36, and 78-36, "Estimates of the Population of Oklahoma Counties and Metropolitan Areas."

# population projections

## POPULATION PROJECTION CONTINUED

<u>Year</u>	<u>State of Oklahoma</u>	<u>County State</u>	<u>Population Ratio</u>	<u>Washington County</u>
1985	3,203,000		.015671	50,199
1990	3,446,700		.015671	54,013
1995	3,678,500		.015671	57,646
2000	3,893,400		.015671	61,013

### V. Past Relationship Between City and County Population

<u>Year</u>	<u>City of Bartlesville<sup>4</sup></u>	<u>Washington County</u>	<u>City County</u>	<u>Population Ratio</u>
1950	19,228	32,880		.584793
1960	27,893	42,347		.658677
1970	29,683	42,302		.701693
1973	28,992	41,600		.696923
1975	29,388	42,000		.699714
1976	29,715	42,700		.695902
1977	29,917	43,400		.689332
1980	34,568	48,113		.718475

### VI. Projection of the Population of Bartlesville

The population of Bartlesville exhibited a trend of increase both numerically and as a percentage of the population of Washington County between 1970 and 1980. On the assumption that this trend will continue throughout the period of the forecast at an annual increase in the (City/County) population of +.001678 per year, the following projections can be made of the population of the City of Bartlesville:

<sup>4</sup>Bartlesville population estimates for 1950, 1960, 1970, and 1980 from U.S. Census summary for that year. Intercensus population estimates from U.S. Bureau of the Census, Current Population Reports, Series P-25, Nos. 684, 775, 849, "Population Estimates for Counties, Incorporated Places and Minor Civil Divisions in Oklahoma."

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# population projections

## POPULATION PROJECTION CONTINUED

<u>Year</u>	<u>Washington County</u>	<u>City County</u>	<u>Population Ratio</u>	<u>City of Bartlesville</u>
1985	50,199		.726866	36,488
1990	54,013		.735257	39,713
1995	57,646		.743648	42,868
2000	61,013		.752039	45,884

Note: statistical data prepared by  
Dr. Edward W. Lakner  
Principal Project Coordinator and Data Analyst  
Survey Research Laboratory  
University of Illinois, Urbana.



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# standards for lock-up facilities

## LOCKUP FACILITY STANDARDS

1. Arrest and commitment papers must be verified.
2. Prisoner must be searched during admission.
3. Prisoner's property must be inventoried and a receipt given for property taken from prisoner.
4. Medical screening must be accomplished.
5. First aid kit must be available.
6. Two completed local or collect telephone calls must be allowed and documented.
7. Clean bedding and personal hygiene items must be provided.
8. Shower facilities must be available.
9. Continual supervision must be provided by paid employee.
10. Documented hourly visual site checks must be accomplished.
11. Prisoners must be separated, with no visual contact, between sexes and adults and juveniles.
12. The facility shall comply with legally required state and local sanitation and health codes along with reasonably acceptable safety precautions. (Obviously hazardous situations that would easily allow an inmate to injure him/herself and others.)
13. Prisoners must be provided three adequate meals during posted meal times.
14. Minimum Fire Safety Requirements:
  - a) Automatic Smoke Detection  
The number and spacing of individual detention devices shall be determined by the State Fire Marshal.
  - b) Bedding  
Polyurethane foam mattresses, pads, and pillows are strictly prohibited. Cotton mattresses that are certified fire retardant are recommended.
  - c) Emergency Lighting  
Each facility shall have, at least, a hand lantern and two two-cell flashlights in operating condition and located in the immediate lockup area.
  - d) Supervision of inmates  
Jailer posts shall be located and staffed close enough to the lockup area to permit officers to hear and respond promptly to calls for help, avoid disorders and respond quickly to emergencies.

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# standards for lock-up facilities

## LOCKUP FACILITY STANDARDS CONTINUED

- e) Exits  
There must be designated exits in the facility that permit prompt evacuation of inmates and staff in an emergency. The State Fire Marshal shall determine if the exit facilities are adequate.
- 15. A system must be established and maintained which will ensure clean clothing for inmates held over 72 hours or as required.

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# standards for lock-up facilities

## LOCKUP FACILITY STANDARDS CONTINUED

### SELECTED ACA "ESSENTIAL, PHYSICAL PLANT" JAIL STANDARDS

- 2-5109. "The intake/booking and release area...has the following components:  
Sally Port, Shower Facilities, Private Interview Space, Temporary  
Holding Rooms, Toilets, Wash Basins,..."
- 2-5112 & 2-5136. "All cells... (shall) have, at a minimum:  
70 square feet of floor space  
a toilet, wash basin, and drinking water  
shower facilities  
Hot and cold running water  
a bed, writing surface, clothes hooks, and a stool  
natural light  
artificial light adequate for reading  
air circulation  
normal temperature and noise levels.
- 2-5118. "...males and females...(shall be) separated visually and accoustically."
- 2-5125. "Space outside the cell or room is provided for inmate exercise."
- 2-5126. "When the facility provides food services, the kitchen has a minimum of  
200 square feet of floor space."
- 2-5127. "Consistent with the size of the facility, space is provided for admin-  
istration, professional, and clerical staff...."
- 2-5128. "There is at least one multipurpose room available for inmate activities.."
- 2-5137. "All cells...are designed for single-occupancy only."
- 2-5144. "There is a day room for each cell block or detention room cluster. The  
The room has a minimum of 35 square feet of floor space per inmate..."

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# standards for lock-up facilities

LOCKUP FACILITY STANDARDS CONTINUED

SELECTED ACA "MANDATORY" FACILITY-RELATED JAIL STANDARDS

- 2-5120. "There are at least two identifiable (emergency) exits in each inmate housing area..."
- 2-5171. "(There shall be) around-the-clock supervision of all inmates..."
- 2-5261. "...medical screening (shall) be performed by health-trained staff on all inmates upon arrival at the facility..."

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