

**Sherriff's Office Space Needs**

			2019		2024		2029		2034		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
<b>STAFF OFFICES / WORKSTATIONS</b>											
Sheriff	po7	300	1	300	1	300	1	300	1	300	Includes toilet room
Chief Deputy	pi6	225	1	225	1	225	1	225	1	225	
Major	po4	180	1	180	1	180	1	180	1	180	
Captain	po3	140	2	280	2	280	2	280	2	280	
Lieutenant	po2	120	11	1,320	11	1,320	11	1,320	11	1,320	
Sergeant	po1	100	10	1,000	10	1,000	10	1,000	10	1,000	
Corporal	ws4	80	1	80	1	80	1	80	1	80	
Investigators	ws3	64	16	1,024	16	1,024	16	1,024	16	1,024	
Admin Assisant	ws2	48	9	432	9	432	9	432	9	432	
Total Staff			52		52		52		52		
<b>SUPPORT SPACE</b>											
Public Lobby	vis40	800	1	800	1	800	1	800	1	800	15 persons
Public Toilet	toil2	120	2	240	2	240	2	240	2	240	at waiting
Couter Area	cs20	120	1	120	1	120	1	120	1	120	3 workstations, view into waiting
Central Reception / Records	st8	300	1	300	1	300	1	300	1	300	includes vault
Personnel File Storage		100	1	100	1	100	1	100	1	100	secure
Records Storage	st50	500	1	500	1	500	1	500	1	500	CID, sex offender, crime statistics
Conference Room	cnf24	375	1	375	1	375	1	375	1	375	25 person - Admin & CID
Storage	st50	150	1	150	1	150	1	150	1	150	office supplies, forms, and conf. rm storage
Break Room	kit3	300	1	300	1	300	1	300	1	300	frig, mw, sink, tables/chairs stor
Toilet / Lockers		300	2	600	2	600	2	600	2	600	male/femal
Copy / Workroom	wrk12	144	2	288	2	288	2	288	2	288	copier, printer, fax, shredder, scanning
Janitor Area	cus1	80	1	80	1	80	1	80	1	80	
Interview Room		70	5	350	5	350	5	350	5	350	polygraph
Squad/ Roll Call Room		700	1	700	1	700	1	700	1	700	35 person
File Storage	st5	150	1	150	1	150	1	150	1	150	child support, civil & subpoenas
Community Oriented Policing Supplies		80	1	80	1	80	1	80	1	80	
Civil / Concealed Weapons Counter		250	1	250	1	250	1	250	1	250	2 workstations & files
Evidence Vault		80	1	80	1	80	1	80	1	80	
Gun Permit/ Protection Order Counter		250	1	250	1	250	1	250	1	250	2 workstations & files
DCI Testing/ Criminal History		100	1	100	1	100	1	100	1	100	
CID Storage	st5	150	1	150	1	150	1	150	1	150	secure
Observation/ Car Camera Loading		120	1	120	1	120	1	120	1	120	
Weapons Vault/ S.E.R.T. Team/ Work Area		600	1	600	1	600	1	600	1	600	secure
Bulk Storage		1000	1	1,000	1	1,000	1	1,000	1	1,000	uniforms & equipment
Training Waiting Area	vis12	240	1	240	1	240	1	240	1	240	15 persons
Training Counter Area	cs6	36	1	36	1	36	1	36	1	36	at waiting
Toilet/ Lockers/ Showers		150	2	300	2	300	2	300	2	300	
Breakroom	kit2	160	1	160	1	160	1	160	1	160	
Classroom	cr2	850	1	850	1	850	1	850	1	850	40 person, capacity to subdivide
Defensive Tactics/ Mat Room	tr6	900	1	900	1	900	1	900	1	900	20 person
Simulation Training		500	1	500	1	500	1	500	1	500	shoot/don't shoot
Fitness Room	tr5	750	1	750	1	750	1	750	1	750	
Janitor Room		80	1	80	1	80	1	80	1	80	
Evidence Storage	cus1	1500	1	1,500	1	1,500	1	1,500	1	1,500	
Evidence Processing Area		180	1	180	1	180	1	180	1	180	
Drying Room		140	1	140	1	140	1	140	1	140	
Drug Storage	st7	250	1	250	1	250	1	250	1	250	
Firearm Storage	st6	200	1	200	1	200	1	200	1	200	
Crime Scene Processing -2 Vehicle Bays		1000	1	1,000	1	1,000	1	1,000	1	1,000	
SUBTOTAL				19,610		19,610		19,610		19,610	
INTERNAL CIRC. FACTOR			0.35	6,864		6,864		6,864		6,864	
<b>TOTAL DEP. NET SPACE REQUIRED</b>				<b>26,474</b>		<b>26,474</b>		<b>26,474</b>		<b>26,474</b>	

CLEVELAND COUNTY MASTER PLAN SPACE NEEDS SPACE CODE LEGEND

SPACE CODE	DESCRIPTION	SQ FT
<u>COURTROOMS</u>		
crn1	Non-jury, 20 spectators	900
crn2	Non-jury, 40 spectators	1200
crn3	Non-jury, 100 spectators	2000
crn4	Non-jury, 150 spectators	2400
crj1	Jury, 50 spectators	2000
crj2	Jury, 75 spectators	2200
crj3	Jury, 100 spectators	2400
crj4	Jury, 150 spectators	2800
crv	Courtroom entry vestibule	70
fcor	Fine and cost payment corridor	200
wit	Witness/attorney-client conference room	120
<u>CONFERENCE ROOMS</u>		
cnf4	Conference room for 4	100
cnf6	Conference room for 6	150
cnf8	Conference room for 8	175
cnf10	Conference room for 10	200
cnf12	Conference room for 12	260
cnf14	Conference room for 14	280
cnf16	Conference room for 16	300
cnf20	Conference room for 20	350
cnf24	Conference room for 24	375
cnf30	Conference room for 30	450
<u>EQUIPMENT</u>		
cpy5	Standard copier	25
cpy10	Large copier	50
atm1	ATM machine	35
fax1	Fax machine	15
frig	Refrigerator or freezer - full size, upright	20
blu1	Blueline machine	25
las1	laser plotter	55
ink1	Inkjet plotter	30
drl1	Drill press	25
scn1	"B" size scanner	18
scn2	"E" size scanner	25
prn1	Desktop printer	10
prn2	Floor printer	15
crt1	Rolling cart	10
tel1	Wall telephone unit	6
pct	Paper cutter	20
psh	Paper shredder	15
pm	Postage meter	15
rcy	Recycle Bin	6

CLEVELAND COUNTY MASTER PLAN SPACE NEEDS SPACE CODE LEGEND

SPACE CODE	DESCRIPTION	SQ FT
mcr1	Microfilm reader	25
mcr2	Microfilm reader	15
<u>FILES</u>		
lat	Lateral file	12
vert	vertical file	10
dwg	drawing flat file	32
hd1	High density rolling unit -3' wide	6
hd2	High density rolling unit -4' wide	8
hng	Hanging drawing files	15
plat	Plat storage cabinet	10
wall3	Side tab wall unit -36" wide	12
wall4	Side tab wall unit -48" wide	15
<u>JURY ROOMS</u>		
Square footage indicated includes toilets, coffee niche, coat closet		
jur1	Jury Deliberation Rm, seat 12	400
jur2	Jury Deliberation Rm, seat 16	450
jur3	Jury Deliberation Rm, seat 24	550
<u>LOCKERS</u>		
lkr0	metal 12"wx18"dx3'h (half height)	3
lkr1	metal 12"wx18"dx6'h	5
lkr2	18"wx18"dx6'h	8
lkr3	24"wx24"dx6'h	10
lkr4	custom 24"x48"x6'	20
lkr5	Changing area 5'x5'	25
<u>PRISONER HOLDING FACILITIES</u>		
hc1	Holding cell, 1 or 2 prisoners	70
hc5	Holding cell, 5 prisoners	120
hc10	Holding cell, 10 prisoners	200
hc15	Holding cell, 15 prisoners	300
vest	Holding cell control vestibule at courtroom	120
cnt1	Security control room	225
int1	Attorney-prisoner interview booth	70
sal1	Vehicle sallyport -1 van	600
sal2	Vehicle sallyport -2 vans	1200
<u>PRIVATE OFFICES</u>		
po1	Private Office -Sergeant	100
po1	Private Office -Lieutenant	120
po1	Private Office -Captain	140
po1	Private Office -Major	180
po1	Private Office -Not Used	200

CLEVELAND COUNTY MASTER PLAN SPACE NEEDS SPACE CODE LEGEND

SPACE CODE	DESCRIPTION	SQ FT
po1	Private Office -Chief Deputy	225
po1	Private Office -Sheriff	300
po1	Private Office -Not Used	350
<u>CUSTOMER SERVICE COUNTERS</u>		
cs3	Customer public info term	15
cs5	Customer counter 5' long	25
cs6	Customer counter 6' long	36
cs10	Customer counter 10' long	60
cs12	Customer counter 12' long	72
cs15	Customer counter 15' long	90
cs20	Customer counter 20' long	120
ctr1	Single public counter workstation	50
<u>STAFF FACILITIES</u>		
shw1	Single shower	35
shw2	Roll-in Accessible Shower	50
smk1	Smoking area	80
cof1	Coffee niche	25
kit1	Small kitchenette - sink, minifridge, mwave	60
kit2	Departmental Break Room	160
kit3	Multi-departmental Break Room	300
cot1	Coat rack	20
<u>STORAGE ROOMS/ CLOSETS</u>		
St1	Storage room	25
St2	Storage room	50
St3	Storage room	80
St35	Storage room	100
St4	Storage room	120
St5	Storage room	150
St6	Storage room	200
St7	Storage room	250
St8	Storage room	300
St9	Storage room	350
St50	Storage room	500
Clos1	Small closet	10
Clos2	Closet	20
<u>STORAGE UNITS</u>		
cub1	Wall cubicles 5'x5'x18"	25
rck1	Wall rack for dwgs 4'x24"	20
rck2	Wall rack for dwgs 12'x30"	60
rck3	Wall rack for dwgs 1 5'x30"	82
rck4	Wall rack for forms 5' long	15

CLEVELAND COUNTY MASTER PLAN SPACE NEEDS SPACE CODE LEGEND

SPACE CODE	DESCRIPTION	SQ FT
bin1	Floor bins 24"x36"	6
bk1	Bookshelf unit 3' wide	12
car1	Carrel 3' wide	15
car2	Carrel 4' wide	20
car3	Absentee Voting Booth	25
cab1	Metal storage cabinet	15
rol1	2-sided roller shelf unit - 8' long	85
rol2	2-sided roller shelf unit - 12' long	130
safe	Floor safe	10

TOILETS

toil1	Single toilet	50
toil2	Two fixture toilet, 2 wc's, 2 lav's	120
toil3	multi-fixture toilet 3 wc's, 2 lav's	160
toil4	multi-fixture toilet 4 wc's, 3 lav's	215

TRAINING / MEETING ROOMS

tr1	Training for 10	200
tr2	Training for 20	375
tr3	Training for 30	450
tr4	Training for 40	600
tr5	Training for 50	750
tr6	Training for 60	900
tr7	Training for 75	1125
tr10	Training for 100	1400

VISITOR WAITING AREAS

vis2	Visitor Waiting for 2	50
vis3	Visitor Waiting for 3	60
vis4	Visitor Waiting for 4	80
vis5	Visitor Waiting for 5	100
vis6	Visitor Waiting for 6	120
vis8	Visitor Waiting for 8	160
vis10	Visitor Waiting for 10	200
vis12	Visitor Waiting for 12	240
vis15	Visitor Waiting for 15	300
vis20	Visitor Waiting for 20	400
vis25	Visitor Waiting for 25	500
vis30	Visitor Waiting for 30	600
vis40	Visitor Waiting for 40	800
vis50	Visitor Waiting for 50	1000

CLEVELAND COUNTY MASTER PLAN SPACE NEEDS SPACE CODE LEGEND

SPACE CODE	DESCRIPTION	SQ FT
<u>WORKROOMS</u>		
lgt1	Light table	25
cut1	Cutting table 5'x5'	40
ml1	Mail station	15
wrk1	Worktable -1 side	25
wrk2	Worktable -small, 4 sides	80
wrk3	Worktable -large, 4 sides	170
wrk9	Workroom 9'x9'	81
wrk10	Workroom 10'x10'	100
wrk11	Workroom 11 'x11'	120
wrk12	Workroom 12'x12'	144
wrk14	Workroom 14'x14'	196
wrk15	Workroom 15'x15'	225
wrk17	Workroom 17'x17'	289
wrk18	Workroom 18'x18'	324
<u>WORKSTATIONS</u>		
ws	5'x3' Workstation	15
wss	5'x5' Workstation	25
ws1	6'x6' Workstation	36
ws2	6'x8' Workstation -Typical Field/shared	48
ws3	8'x8' Workstation -Typical full-time	64
ws4	8'x10' Workstation -Minimal DSS Client	80
ws5	10'x10' Workstation -Multi client	100
ws6	10'x12' Workstation	120
ws7	12'x12' Workstation	144
<u>MEDICAL EXAM</u>		
exam1	8'x10' Exam Room	80
exam2	9'x11' Exam Room	100
exam3	10'x12' Exam Room	120
<u>CLASSROOM</u>		
cr1	Existing Class Room -24'x28'	705
cr2	Typical Classroom -24'x35'	850
cr3	Large Classroom -30'x35'	1050
<u>CUSTODIAL</u>		
cus1	Custodial Closet	80