



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 308 – Office Space Allocation and Telecommunications*

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines for the allocation of office space and telecommunication equipment necessary for the successful accomplishment of the mission of the San Antonio Police Department.
- B. Final decisions on space utilization and telecommunication equipment installation rest with the Chief of Police based on the recommendation of the Facilities Administration Office (space utilization) or the Communications Unit (telecommunication equipment).

### **.02 OFFICE SPACE ALLOCATION PROCESS**

- A. Division Commanders identify the need for and request any additional office space.
- B. All requests for additional office space is in writing, directed to the Facilities Administration Office, and must contain:
  - 1. The number of personnel for whom the requested office space is required;
  - 2. A statement regarding the utilization of the requested office space (i.e., full-time, part-time, shared);
  - 3. A statement of necessary telecommunication equipment incidental to the requested office space (this info is shared with the Communications Unit);
  - 4. The number of city vehicles and privately owned vehicles for which parking will be required; and
  - 5. A target date for the initial use of the requested office space.
- C. Facilities Administration Office consults with the Division Commander who has requested new office space and determines office space needs.
- D. Facilities Administration Office makes a recommendation to the Office of the Chief of Police based on the following:
  - 1. The number of personnel involved;
  - 2. The type of operation involved;
  - 3. The importance of Departmental access to the operation;
  - 4. Security needs of the operation involved;
  - 5. The importance of public access to the operation involved;
  - 6. Existing space utilization;



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7. "Industry Standard" space calculations of square footage required; and
  8. Administrative Directive 1.10, – *Standards for Office Space, Furniture and Equipment*.
- E. Reallocation of office space vacated is determined by this same procedure.

#### **.03 OFFICE SPACE MODIFICATIONS OR REPAIRS**

- A. Division Commanders identify the need for and request essential modifications of, or repairs to, any existing or newly acquired office space.
- B. All requests for modifications of, or repairs to, existing or newly acquired office space is in writing directed to the Facilities Administration Office.
- C. All modifications of, or repairs to, existing or newly acquired office space is coordinated by the Facilities Administration Office and the Accounting and Personnel Office.

#### **.04 TELECOMMUNICATION EQUIPMENT**

- A. Division Commanders identify the need for and request new, upgraded, or additional telecommunication equipment.
- B. All requests for new, upgraded, or additional telecommunication equipment is in writing, directed to the Communications Unit.