Police Facilities Planning Guidelines

1. DOCUMENT History and Prior Uses of Current Facility
2. IDENTIFY and Document Problems with Current Facility
3. OBTAIN Planning Funds
4. HIRE Architect to Conduct Space Needs Analysis
5. CONDUCT Site Evaluations
6. CONDUCT Space Needs Analysis
7. DEVELOP Preliminary Project Budget
8. DOCUMENT Policing Philosophy
9. COMPLETE Organizational Assessment
10. ESTABLISH Planning Team
11. EVALUATE Facility Options
12. IDENTIFY Project Delivery Method
13. HIRE Construction Manager (if separate from hiring architect)
14. BUILD Facility
15. HIRE Architect to Design Facility
16. DESIGN Facility
17. SECURE and Purchase Site
18. MOVE-IN to Facility
19. BUILD SUPPORT FOR PROJECT
20. PRE-PLANNING AND ANALYSIS
21. DESIGN AND DELIVERY
22. CONSTRUCTION AND OCCUPANCY