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University City

Facility Analysis Report

March 14, 2016

Chiadini
ARCHITECTS



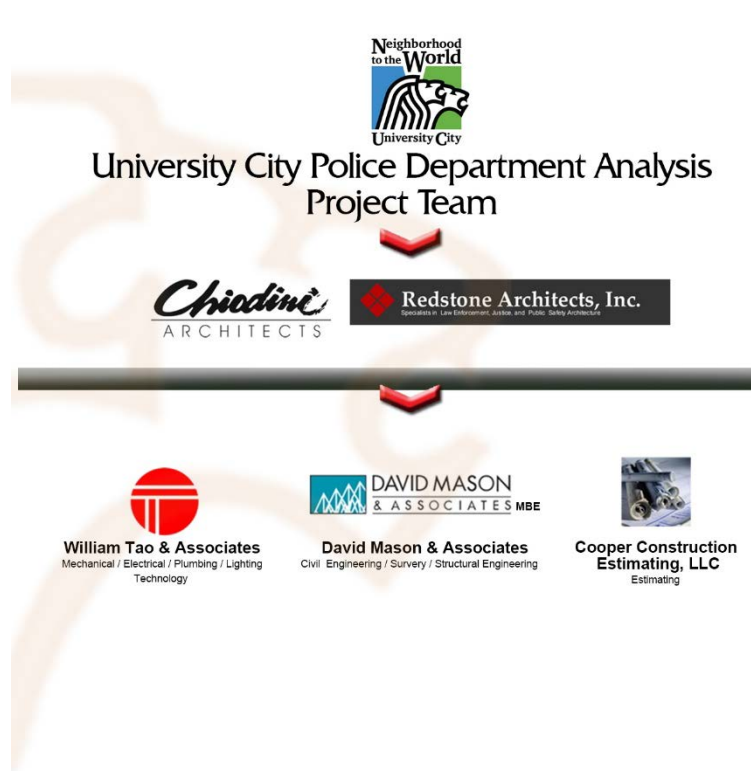
Redstone Architects, Inc.
Specialists in Law Enforcement, Justice, and Public Safety Architecture

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I. Facility Analysis Overview

December of 2014; the Chiodini Architects/Redstone Architects Team was selected to perform a facility analysis for the University City Police Department.



The scope of the project was as follows:

Evaluate the University City Police Department and Court Administration's current space and operational needs and perform a physical evaluation of the existing Police Department Annex facility.

- Identify the existing and future space needs of the Police Department and Court Administration.
- Assess the physical condition of the existing City Hall Annex Police Department facility.
- Evaluate the feasibility of the renovation of the existing City Hall Annex.

In the light of this information, evaluate the feasibility of and make a recommendation for the most secure, efficient, and economical solution to meet the University City Police Department and Court Administration's current and future space and operational needs:

- **Renovation of the City Hall Annex facility for the University City Police Department and Courts Administration**
 - Renovation of the existing City Hall Annex Police Department Facility:
 - Identify issues associated with the preservation and maintenance of historic interior and exterior of the Annex.
 - Identify strategies for the sensitive restoration, rehabilitation, or preservation of the historic features of the Annex in accordance with local district standards and plans.
 - Develop conceptual renderings of renovation concept for Police Department and Court Administration; site plan and floor plans.
 - Develop a Conceptual Cost Estimate for the renovation of the existing City Hall Annex meeting the Space and Operational Needs of the Police Department and Courts Administration in accordance with all current codes, State and National Standards, and Best Practices.
- **New University City Police Department and Court Administration facility**
 - New Police Department/Municipal Court Facility:
 - Identify potential sites – Analysis of 3 site.
 - Develop conceptual renderings for new Police Department/Municipal Court Facility; site plans and floor plans.
 - Develop a conceptual cost estimate for a new University City Police Department and Courts Administration facility, meeting the Space and Operational Needs developed and in accordance with all current codes, State and National Standards, and Best Practices.

The process of the Facility Analysis included involvement and presentations to solicit citizen and City Council participation and consultation; the public involvement tools used to share/distribute information about the Analysis and gather input from the community included: presentations at a Police Focus Group meeting and City Council Study Session, two (2) public workshops, articles in ROARS (University City's newsletter), social media updates, Analysis page on the University City website, bi-weekly updates to the City Council, and an online question and answer forum; survey results, reference [Exhibit A](#). These milestone presentations were incorporated into the Facility Analysis process from the inception; presentation materials were developed in collaboration with the University City Police Department representatives.

- Tuesday April 28, 2015 – University City Community Meeting
 - University City Community Center
- Tuesday September 08, 2015 University City Council Study Session
 - University City Hall, Council Chamber
- Tuesday November 10, 2015 – University City Community Meeting
 - University City Library
- Monday November 23, 2015 – University City Community Meeting
 - University City Library
 - (Community Meeting final PowerPoint presentation by Chiodini Architects ([Exhibit B](#)))
- Community Survey: Police Facility Space Needs Analysis
 - January 2016 – February 2016

II. Police Department and Municipal Court Overview

With 79 commissioned officers, 19 full-time civilian employees, and 6 part-time employees; the University City Police Department is one of the largest police departments in St. Louis County. The department consists of three bureaus: Bureau of Investigation, Bureau of Field Operations, and Bureau of Services.

The Police Department's Bureau of Services includes Communications (Dispatch) and handles over 2,300 "911" Police and Fire Department calls per month; handling a total of 56,196 Calls for Service in 2014. The wide diversity of Calls for Services to the University City Police Department far exceed those of any other St. Louis County Police Department; more closely resembling the diversity of calls handled by the City of St. Louis Metropolitan Police Department or other metropolitan police departments.

The Police Department is currently located in the City Hall Annex at 6801 Delmar Boulevard. The Annex was constructed in 1903 as a printing plant for the Women's Magazine publishing operation of the City's founder, E.G. Lewis. The facility originally included thirteen bays that produced magazines, however; subsequent to the City's purchase of the facility, a fire in 1938 damaged part of the annex and several of the bays were demolished. The remaining section, which is now attached to City Hall, was converted for use by the University City Police and Fire Departments. As a result of documented health, structural, and safety concerns, the Fire Department was relocated to a new facility in August 2013; that portion of the Annex remains vacant.



Municipal Court is held three times per month in the University City Community Center at 975 Pennsylvania Avenue on the eastern edge of Heman Park, approximately 1.3 miles from the Police Department and Court Administration located in the Annex. Nine hundred to 1,300 docket cases are handled per night; 150 to 200 people. Cases are handled on a first come first serve basis.

Analysis Criteria:

‘Best Practices’ - Methodology that, through experience and research, has proven to lead to the most effective and economical results when applied; recognizes the unique qualities of specific organizations. A commitment to using ‘Best Practices’ is a commitment to utilizing all of the knowledge and technology currently available to ensure success.

‘Best Practices’ for Police Department Facilities include:

- Safety and Security Best Practices (Site and Facility Assessment)
- Police Facility Operational Best Practices - Efficiency
- Economic Best Practices

Process:

- I. Physical/Operational Analysis of the existing City Hall Annex Police Department Facility in light of the evaluation criteria: renovation of existing facility or new facility.
 - Environmental Assessment
 - Building Code Assessment
 - Accessibility Compliance Assessment
- Review of the Police Department’s current operations, existing space use/space allocation, and site configuration/use of the existing City Hall Annex facility.
 - Analyze existing facility in light of ‘Best Practices’ - Safety/Security/Operational/Economic
 - Departmental Interviews
 - Detailed Facility Tours
- Develop Space Needs Assessment, incorporating ‘Best Practices,’ to meet the University City Police Department and Court Administration’s current and future space and operational needs.
 - Space Needs Assessment Questionnaire
 - Series of Departmental follow up Interviews and Tours
 - Space Needs Assessment: Development, Iterative Reviews, and Refinement
- Develop Renovation/Additions Concepts, incorporating Code Compliance, State and National Standards, and ‘Best Practices,’ for the existing City Hall Annex for the Police Department and Court Administration.
- Develop Concepts for a new University City Police Department and Court Administration facility incorporating Code Compliance, State and National Standards, and ‘Best Practices’ on alternative sites.
- Develop Pros/Cons for City Hall Annex Renovation/Additions Concepts and New Police Department and Municipal Court Facility Concepts
- Develop Cost Estimates for selected City Hall Annex Renovation/Additions Concept and New Police Department and Municipal Court Facility Concepts.
- Develop Alternative Use Concepts for the use of the City Hall Annex
- Develop Final Study Report and Recommendation

A. Annex Physical Condition Evaluation Reports

Physical evaluations and inspections of the portions of the Annex facility occupied by the University City Police Department began in 2014. Although the City had concern regarding potential environmental hazards in these areas, no recent comprehensive studies had been conducted to document conditions. An Environmental Hazards Survey was conducted and a report prepared by PSI Engineering, Consulting and Testing; dated January 13, 2014 (**Exhibit C**).

B. Annex Physical Condition Observations:

Further physical evaluations of the Annex were performed by consulting members of the Chiodini Architects/Redstone Architects Team, these evaluations are based on the scope required for renovation of the existing Annex facility to meet the current and future needs of the Police Department and Municipal Court:

- April 2015 - David Mason & Associates – Structural Evaluation (**Exhibit D**)
 - Overall, the structure appears to be in fair condition, mainly compromised of continued water infiltration.
 - The structural system would not meet current seismic code requirements, and specifically code requirements for buildings classified as essential services.
- April 2015 – William Tao and Associates
 - Evaluation simply stated; the entire Mechanical, Electrical, and Plumbing systems are severely deteriorated, antiquated and do not even begin to meet current code standards.
 - The systems/equipment are critically inefficient and replacement parts have become nearly impossible to acquire.
 - Existing windows and walls are uninsulated and would not meet current energy efficiency requirements.
 - Annex facility is completely lacking of not only an adequate, code-compliant Fire Alarm System but also of a Fire Suppression System that would be required by code not only for a facility of this size, but especially for a facility of this type – Police Department.

It is apparent that issues related to water infiltration, microbial/mold issues, pest infiltration, and structural deterioration exist in the facility. The overall exterior shell of the building has deteriorated; walls, windows, and parapets; and as it does so, continues to promote increased

IV. City Hall Annex – Physical Condition Evaluation

continued

water infiltration, mold/mildew, and structural deterioration. Without extensive remediation and renovation, the rate of this deterioration and infiltration will increase over time. The David Mason & Associates report recommended: 'Based on the year the structure was built and the amount of water infiltration, it is recommended that before any renovation for the building occurs, the exterior multi-wythe brick and stone veneer walls be removed and rebuilt to prevent water infiltration and continued deterioration of the connecting structural elements (walls, floors, beams, etc.) Although the building shows no direct signs of collapse, based on visual inspection, the building structure is not adequate in its current condition to resist code determined seismic forces as an essential structure per IBC.'

C. Accreditation and Code Compliance

In addition to the documented physical conditions, the Annex facility fails to meet current Accreditation requirements and current Building Code standards.

1. Accreditation:

Toward the end of 2015, the State of Missouri passed Senate Bill No. 5 (**Exhibit E**) establishing new accreditation and certification requirements for police departments:

Senate Bill No. 5 requires a police department to be accredited or certified by the Commission on Accreditation for Law Enforcement Agencies or the Missouri Police Chiefs Association or contract for police services with a police department accredited or certified by such entities; Accreditation or Certification shall be completed within 6 years.

The existing conditions and configuration of the existing Police Department Annex facility would make it physically difficult and expensive to meet accreditation standards and operational guidelines. A complete 'gut' renovation would be required, more than likely including new additions to meet the current and future space and operational needs of the University City Police Department and Court Administration.

Although many of the accreditation requirements are procedural, several are related to facility condition, design, and configuration. The following are a few of the accreditation requirements that would prove difficult for the existing facility to comply with:

Missouri Police Chiefs Association (Exhibit F):

- Chapter 29 – Training
 - Inadequate space allocation for officer training.
- Chapter 32 – Information Security
 - Public lobby area provides no privacy
 - Lack of separation of secure areas from the public – interior and exterior
 - Lack of separation of public and police staff – interior and exterior
- Chapter 33 – Evidence
 - Lack of adequate contiguous/adjacent booking, processing and securing of evidence. Currently too spread out through the facility.
- Chapter 35 – Custodial (prisoner) Care Standards
 - Cell types, location, monitoring, etc.
- Chapter 36 – Communications (Dispatch) Security
 - Located on the public, non-secure side of the facility.
 - In a facility that does not meet current seismic criteria/essential services building code requirements.

Commission for Accreditation of Law Enforcement Agencies (CALEA):

- Chapter 72 – Custodial (Prisoner) Care Standards
- Chapter 84 – Evidence

The CALEA accreditation process and accreditation maintenance is very rigorous; often involving a permanent staffing position solely to maintain and record the accreditation requirements.

2. Building Code Standards:

The lack of code compliance mainly results from the age of the Annex facility and existing systems, amplified by the fact that the building was not originally constructed to accommodate and facilitate a police department. Most worrisome from a Police Department facility standpoint, and not considering operational deficiencies, are the absence of a fire protection system (and adequate fire alarm system) and lack of compliance with seismic and essential services code requirements for facilities deemed essential which would be present in a modern facility. Facilities categorized as essential services are required to be designed to a higher level of seismic, wind, snow and flooding load factors, in the magnitude of an additional increase of 25% to 50%. (St. Louis' seismic classification for non-essential facilities already increases lateral load requirements by 10% +/- over other metropolitan areas.) As a result of the New Madrid fault, the St. Louis area is in a very high seismic classification/design zone, comparable to California; of critical concern is the fact that the Communications (Call Center) is located within this existing seismically-vulnerable facility; while also lacking fire suppression systems or adequate fire alarm systems.

The terminology of ‘essential facilities’ was introduced with the adoption/consolidation of building codes in the **International Building Code (IBC)**. University City is currently under the IBC 2012 code.

Chapter 16 of the IBC, Structural Design:

- **Table 1604.5- Risk Category of Buildings and Other Structures**
 - Risk Category IV: Buildings and other structures designated as essential facilities:
 - Fire, Rescue, Ambulance, Police Stations, Communications, and Emergency Garages, etc.
 - Facilities C Category IV are to be designated to standards defined in ASCE 7 (American Society of Civil Engineers); establishes minimum design loads for Buildings and Other Structures:
 - Lateral Loading: **Seismic, Wind, Snow, and Flooding** (Increased structural reinforcing: shear walls, cross bracing, moment connections, etc.)

3. Accessibility Code Standards:

Since the existing Police Department Annex facility was constructed long before the adoption of accessibility requirements or standards, the facility falls far short of meeting current Accessibility Code requirements. The main front entrance is not accessible; access to both the Police Department and City Hall is from a western entry on the opposite side of the facility from the main entrances. Once inside the facility, none of the lobby counters are designed at an accessible height – Police Records and Courts Administration. Accessibility to any of the other floors of the Police Department must be via an elevator on the secure side of the facility. Restrooms and locker facilities, as well, do not meet current ADA requirements and are only available on the secure side of the Police facility or in City Hall.

IV. City Hall Annex – Physical Condition Evaluation continued



Inaccessible Main/Front Door



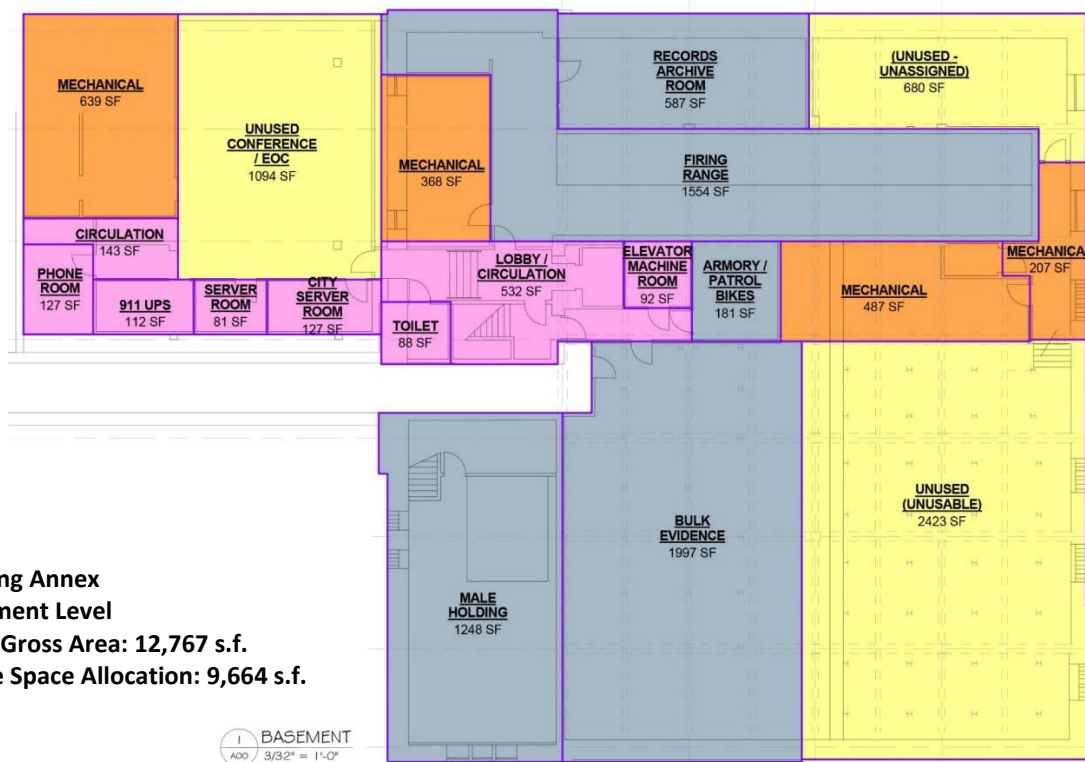
Inaccessible Courts Counter

4. Energy Standards:

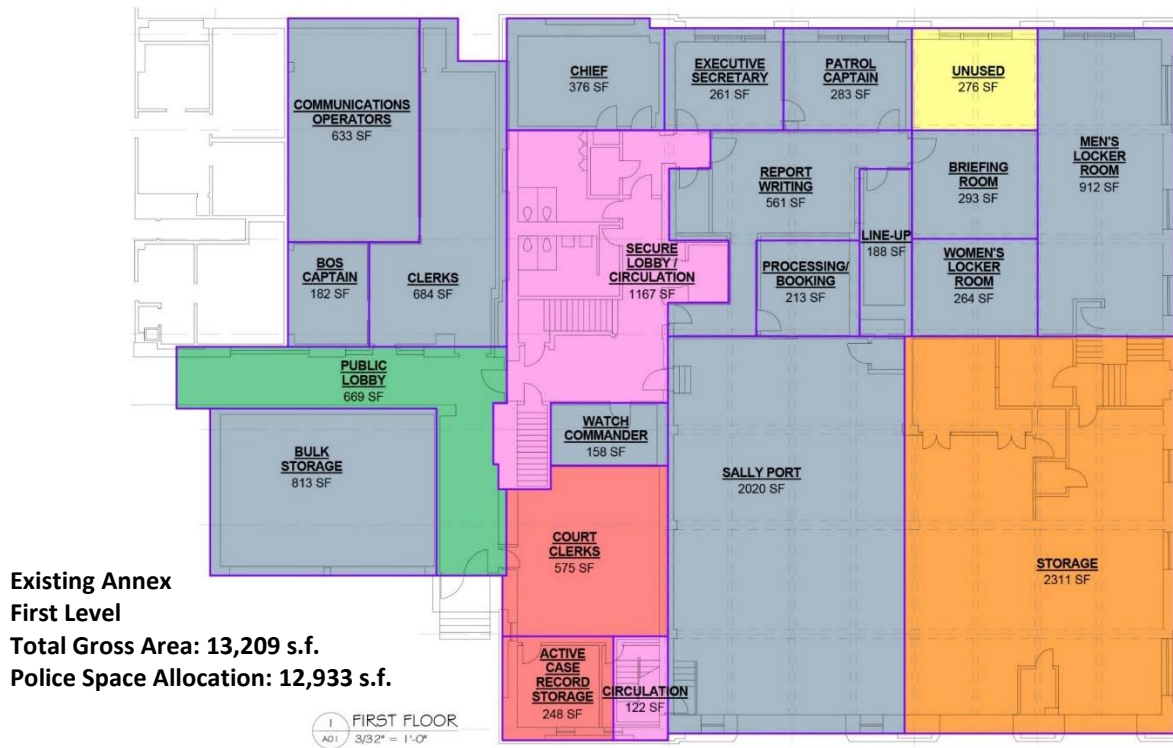
- Inefficient and antiquated Mechanical, Electrical, Lighting, and Plumbing system.
 - Mechanical Equipment contaminated by environmental conditions
 - Systems equipment parts availability has become difficult
 - Antiquated lighting systems
- Building walls and window systems are completely uninsulated or thermally broken.

V. Existing Annex Space Allocation

In addition to the Space Needs Analysis; Chiodini Architects/Redstone Architects performed an analysis of the existing Police Department Annex Space Allocation. This analysis also reflects “allocated” space that is unusable due to existing building conditions. The following diagrams document Annex space allocation per floor:

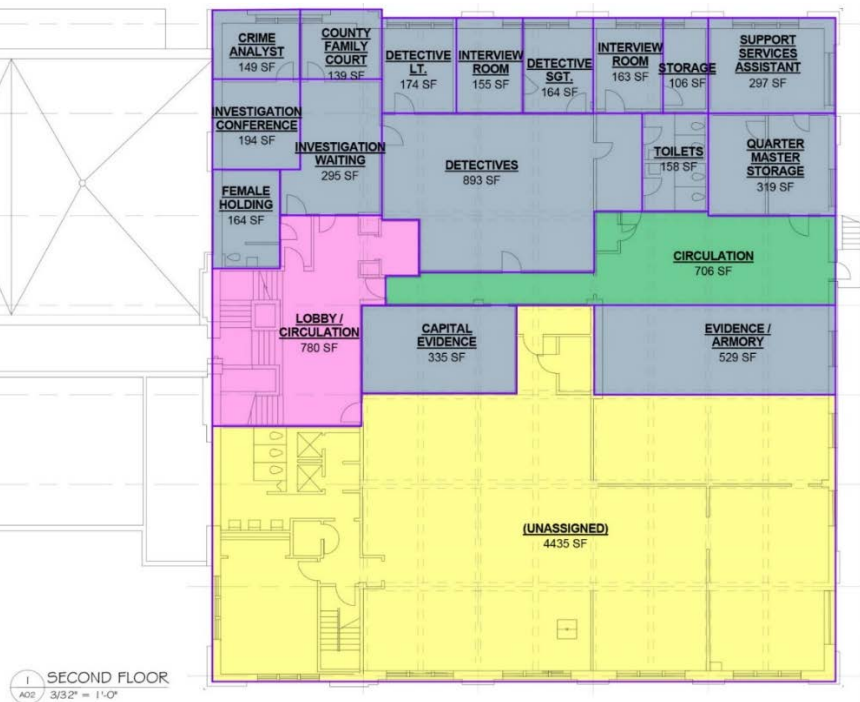


V. Existing Annex Space Allocation continued

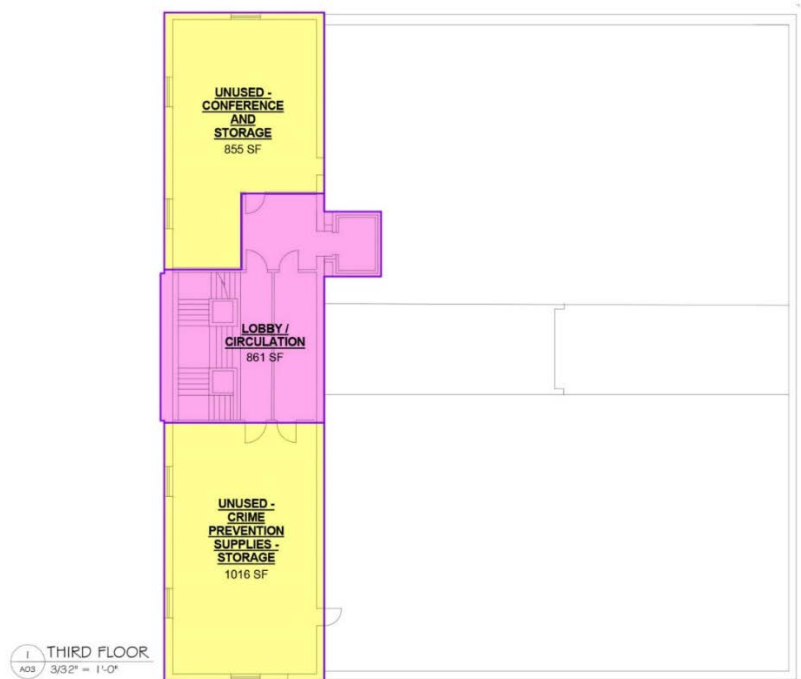


V. Existing Annex Space Allocation continued

**Existing Annex
Second Level**
Total Gross Area: 10,156 s.f.
Police Space Allocation: 5,721s.f.



**Existing Annex
Third Level**
Total Gross Area: 2,732 s.f.
Police Space Allocation: 2,732 s.f.



It should be noted that the Existing Police Allocation Net Area and, thus, the Total Existing Gross SF Utilized, both include a square footage allocation for the off-site Municipal Court, currently located at the Community Center, of approximately 7,624 sf. This allocation is included in order to establish comparable facility program scopes for comparison of the Existing Space Allocation and the Space Needs Analysis gross square footage developed as part of this evaluation.

The most important comparative figures are as follows:

	Existing Police Department Annex	2015 Space Needs Assessment
Total Net Area	31,934 * nsf	26,142 nsf
Total Projected Gross SF		37,779 gsf
Total Existing Gross SF Utilized	42,713 * gsf	

* Square footage numbers include square foot allocation for space currently utilized for Municipal Court currently located in the Community Center

These comparable figures indicate the space needs and programming efficiencies that could be realized in a new facility. A renovated facility to accommodate the current and future needs of the Police Department and the Municipal court would require at least 20% more space in order to accommodate the inefficiencies of the existing structure and would require significant addition(s).

Existing Police Facility Space Allocation & 2015 Space Needs Assessment Comparison - SUMMARY					
Space	Staff		Space Standards		Comments
	Current	Proj'd.	Existing Police Facility Space Allocation (Square Feet)	2015 Space Needs Assessment (Square Feet)	
Total Net Area			--	26,142	
SUBTOTAL			--	32,851	
15% GROSS-UP FACTOR			--	4,928	Common Circulation, Structure, Shafts, Interior and Exterior Walls, etc.
TOTAL PROJECTED GROSS SF	83	95	--	37,779	
Exist. Annex Police Allocation Net Area			28,149	--	
Lobbies and Internal Circulation			3,785	--	
Total Net Area			31,934	--	
Unused/Unassigned Space			10,779	--	
TOTAL EXISTING GROSS SF UTILIZED			42,713	--	*Includes Existing, Used, Unused, Unassigned, Circulation, and Off-site Municipal Court and Court Archives
Exist. Annex Gross Square Footage			38,863	--	*Subtracting Off-Site Municipal Courts (3650sf) and Off-Site Court Records Storage (200sf)
Unusable Annex Square Footage in Future			12,767	--	Basement - Due to water/mold/flooding
Usable Exist. Annex Gross SF Available for Renovation			26,096	--	*Inefficiencies in planning the existing facility would yield an increase in overall required Gross SF

The Chiodini Architects/Redstone Team performed an operational analysis of the University City Police Department and Court Administration in order to understand how the departments functioned within the existing Annex and Community Center. Current 'Best Practices' criteria was applied in this analysis.

It was clearly evident that the Annex facility did not allow for efficient Police Department operations. The operational standards required to meet the requirements of Senate Bill No. 5 would be extremely physically and economically challenging, if not impossible, to realize within the existing Annex facility context. In the least, compliance would require a complete, gut, renovation of and additions to the existing Annex facility. However, as will be presented in more detail later in this report, even with these major facility modifications, constraints of the existing site continue to fail to meet parking, separation, setback, and safety/security operational criteria.

The existing Annex and Police Department configuration does not conform to the most important, highest priority, operational criteria considered in the design and evaluation of a Police Department/Municipal Courts facility:

- The safety and security of the Police Officers, Police Staff, and Courts Administration Staff
 - Applies to both Facility and Site
- Separation of Police, Public, and Prisoner Traffic Flow
 - Applies to both Facility and Site
- Consolidation of Evidence Processing and Storage
- Consolidation of Prisoner Processing and Holding
- Work Flow Efficiencies and Appropriate Adjacencies
 - Planning and programming an environment that supports and encourages the collaboration of the Police staff.

A. Existing Police Department Annex Site Operational Analysis:

- Lack of Police/Public vehicular and pedestrian separation
 - There is no secure parking area for patrol cars or staff personal cars
 - Personal and patrol cars are both parked on open lots or on the public street
 - There is no separate secure staff entry into the Police Department facility
 - To access the Police Department/Court Administration Annex, Police and Court staff must walk across the open parking lot to the unsecure main entry to the Police Department facility and enter through the public lobby

VI. Existing Police Department and Court Administration Operational Analysis continued

- Entry into the sally port is not within a secure area
- Police staff and police vehicles are completely accessible and approachable by the public; increased risk of vandalism and physical conflict or assault.



Police Vehicles and Sally Port Entry in Insecure Parking Area

- Inadequate facility setbacks from public ways
 - Today's best practices and design criteria recommend a minimum of a 50' building setback from publicly accessible parking lots and streets; blast protection (DOD Guidelines)
- Inadequate parking for citizens, staff and Police
 - City Hall and Police Department/Court Administration parking lots currently only provide **85 total parking spaces** (without School District property); the Space Needs Analysis recommended a total of **70 spaces for secure parking alone and a total of 165 spaces overall.**

VI. Existing Police Department and Court Administration Operational Analysis continued



Existing City Hall/Police Department Site Parking Distribution Analysis

Area #1 – 19 parking spaces

Area #2 – 14 parking spaces

Area #3 – 15 parking spaces
(Visitor and Carpool spaces
not counted)

Area #4 – 24 parking spaces
(School District property)

Area #5 – 15 parking spaces

Area #6 – 6 parking spaces

Area #7 – 16 parking spaces

109 Total Spaces – City Hall / Police Personnel

85 Total Spaces – w/o School District Property

University City and Court Administration Space Needs Analysis Parking Recommendations:

70 Spaces + Miscellaneous vehicles were Recommended for Police Department Secure Parking Alone.

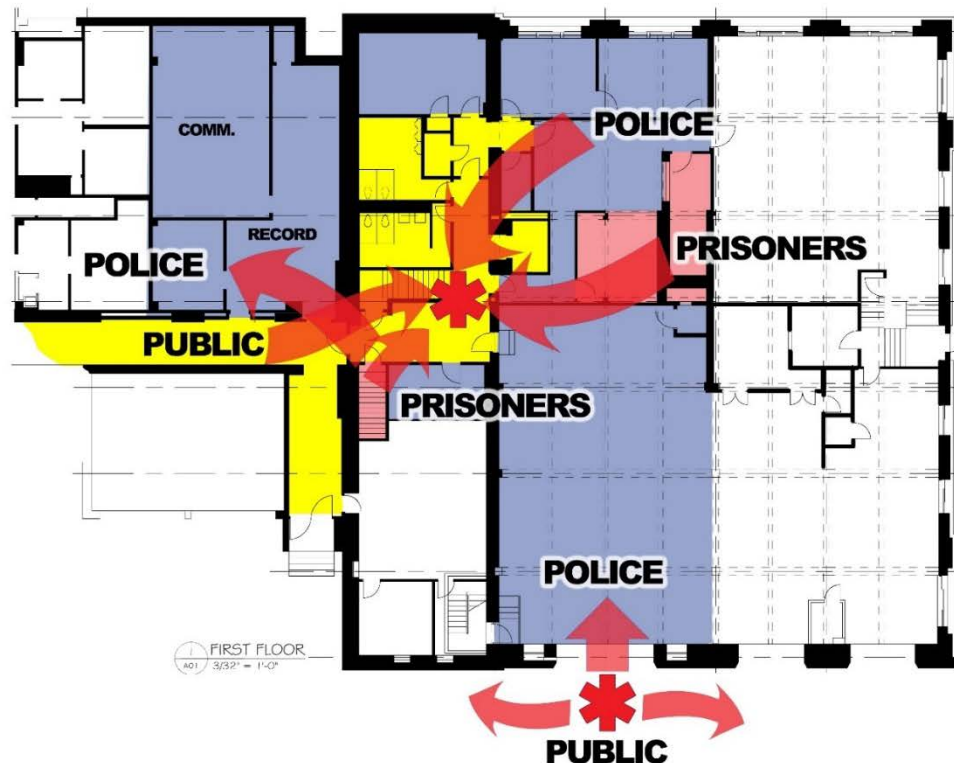
165 Total Spaces Recommended for Police & Municipal Court Facility

VI. Existing Police Department and Court Administration Operational Analysis continued

B. Existing Police Department/Court Administration Annex Facility Operational Analysis:

- Lack of Police, Public, and Prisoner separation; increased risk of physical assault or conflict
- Lack of separation of Prisoner Processing and Police Operations; increased risk of physical assault or conflict

The following diagram highlights the lack of Police, Public, and Prisoner Separation:



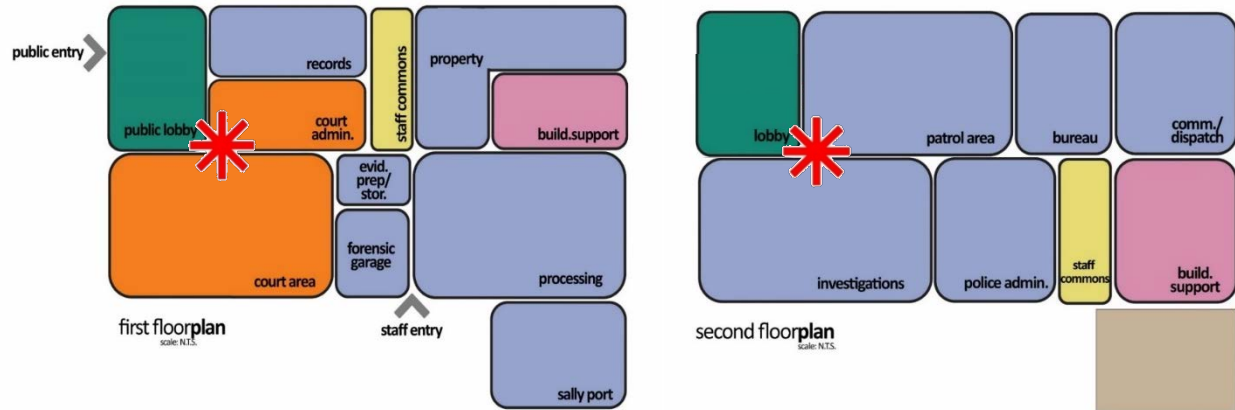
Lack of Police/Public/Prisoner Circulation Separation and Security

- There are no private meeting spaces for public/police interaction on the public, non-secure side of the lobby. Public must be escorted into the secure side of the facility and across the lobby for a private meeting or conversation, risking encountering a prisoner in transport or private police conversations/information.

VI. Existing Police Department and Court Administration Operational Analysis continued

- The interior ‘*’ indicates the undesirable intersection of multiple paths of travel: police, public and prisoners within the first floor lobby of the Annex facility:
 - Public must be brought into the secure facility for private conversations/meetings with Officers or meetings with Investigations; regardless of whether a victim, witness, or suspect.
 - Evidence from prisoners or evidence brought through the sally port must be transported through this lobby to evidence processing and evidence storage on the second floor of the Annex facility; possibly encountering public, prisoners, and/or other Officers in transport – chain of custody concern; too dispersed.
 - Prisoners must be transported through this lobby from the sally port for processing; possibly encountering public, other police staff, or other prisoners in transport.
 - Prisoners, after processing, must be transported through this lobby to the holding areas in the basement (male) or on the second floor (females); possibly encountering public, other police staff, or other prisoners in transport.
 - Prisoners being transported from holding areas, basement or second floor, must be transported through this lobby for release or transport to the sally port or public lobby.
 - Police Administration must traverse this lobby to access all other portions of the facility; possibly encountering prisoners in transport.
- Police must cross to the non-secure side of the facility to the public lobby to meet with the public.
- Police must cross to the non-secure side of the facility through the open public lobby to access Police Records, Communications, or Courts Departments.
- Courts staff must cross the open public lobby to access Records or to access the secure side of the facility.
- The **exterior** ‘*’ indicates the possibility of police and public intersection at the entry to the sally port; sally port entrance is not controlled within a secured area.

VI. Existing Police Department and Court Administration Operational Analysis continued



Conceptual Police/Municipal Court Facility Bloc Diagram

These conceptual block plans show a Police Department/Municipal Court Facility layout designed using 'Best Practices' criteria for Public, Police, and Prisoner separations (secure barrier denoted by '*'):

- First Floor:
 - Directly from the public lobby; the public can directly access Records, Courts, Patrol, and Investigations departments without crossing into the secure area.
 - Separate, secure Police and Courts staff entry to the facility
 - Separate internal circulation between the two floors for Police and Courts staff on the secure side.
 - Police and Courts staff can access Records, Courts, and Municipal Court without crossing out of the secure area
- Attorney/client conference room would be located directly adjacent to the public lobby and the municipal court.
- Public/police conference room would be located directly adjacent to the public lobby with entries directly from both the secure and non-secure areas.
 - Prisoner processing and holding is consolidated on one floor in a single quadrant of the facility – direct adjacency of sally port and prisoner processing/holding.
 - Evidence processing and storage is consolidated on one floor; directly adjacent to the forensic garage, prisoner processing, evidence processing, and evidence storage (property).
- Second Floor:
 - The public can access police administration and investigations without crossing into the secure area.
- Public/police conference room would be located directly adjacent to the public lobby with entries directly from both the secure and non-secure areas.
- Police Administration and Bureau of Investigations are directly adjacent to each other, promoting collaboration.

VI. Existing Police Department and Court Administration Operational Analysis continued

- Inefficient, unsafe work flows and departmental adjacencies:
 - Lack of separation of Prisoner Processing and Police Operations
 - Records, Communications, and Courts are on the non-secure side of the facility.



Records Window Outside of Secure Door



Line-Up Window in Police Report Writing Area

- Police report writing area and evidence lockers are located within the line-up area.
- Evidence processing and storage must traverse two separate floors within the facility.
- Lack of secure transport of Prisoners to Holding:
 - Male prisoners must be transported from processing to holding in the basement level down a very steep staircase.
 - Female prisoners must be transported from processing to holding on the second floor, either via the open lobby staircase or enclosed passenger elevator – also utilized by police staff.



Stairs to Male Holding in Basement

VI. Existing Police Department and Court Administration Operational Analysis continued

- Police Administration is located on the first level, Department of Investigations is located on the second floor, and Records, Communications, and Courts are located on the non-secure side of the facility. Poor adjacencies do not promote the collaborative nature of modern Police Departments.
- Environmental hazards as noted in the 2014 PSI report.
- Lack of Accessibility compliance for public, police, staff, or prisoners.
 - Records and Courts counters are not Accessible.
 - Access to the second floor of the police department is via elevator on the secure side.
- Prisoner holding cells with bars do not meet current standards
 - Increased suicide risk
 - Increased possibility of prisoners grabbing or throwing material at officers.
 - Basement level holding area; sewer frequently backs up.
 - Difficult to meet viewing/observation standards/requirements.



Male Holding Cells with Bars in Basement



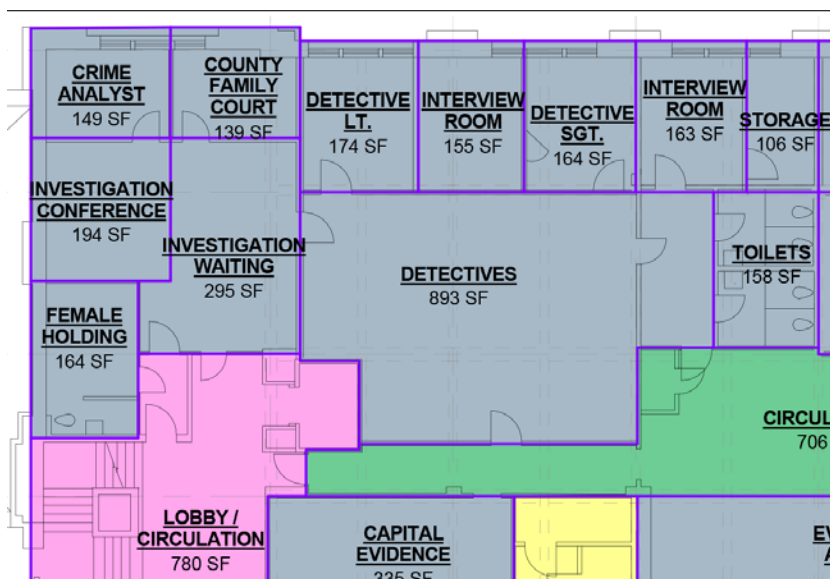
Female Holding Cells with Bars on Second Floor



Modern Holding Cell Design

VI. Existing Police Department and Court Administration Operational Analysis continued

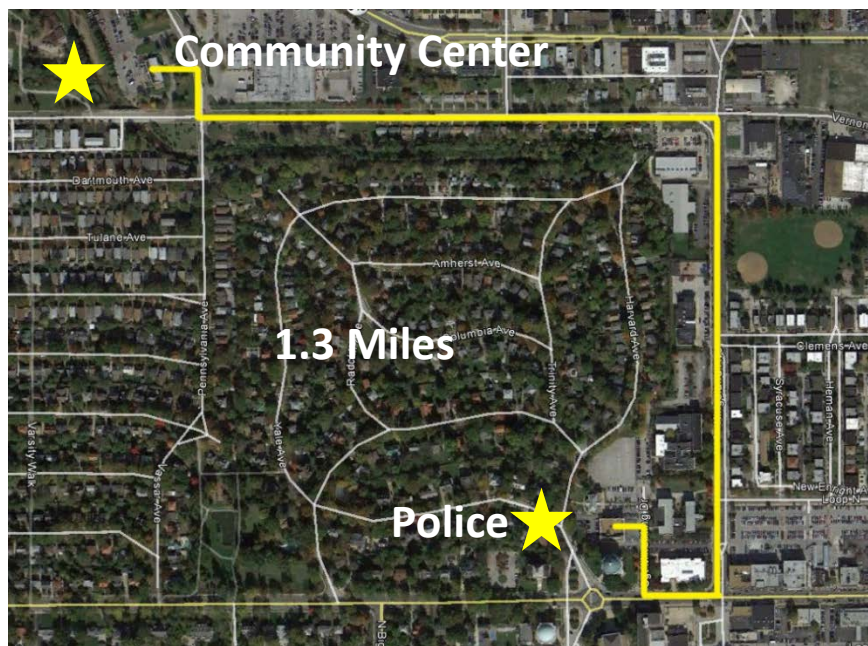
- Evidence Processing deficiencies:
 - Not contiguous from prisoner processing/sally port to evidence processing and storage; prisoner processing is on the first floor, evidence processing and storage is on the second floor.
 - Separation could result in a possible chain of custody risk.
 - Lack of observation, monitoring.
- Evidence Storage deficiencies:
 - Not contiguous with evidence processing.
 - Lacks proper ventilation
 - Inadequate space for proper separations, classification, and storage.
 - Portion of evidence storage serves as armory storage; lack of adequate space for either in the existing Annex facility.
- Investigations Bureau deficiencies:
 - Interview Rooms are accessed through the Bureau Detective Area; detectives and information possibly at risk.
 - Restrooms are accessed through the Detective Bureau; detectives and information possibly at risk.
 - Separation/isolation from the rest of Police Administration



Investigations Bureau Configuration

VI. Existing Police Department and Court Administration Operational Analysis continued

- Off-site Municipal Court:
 - Risk of transfer of Court Records outside of a Secure Police Facility.
 - Risk of transfer of Money outside of a Secure Police Facility.
 - Police and Courts staff are operating outside of a Secure Police Facility.
 - Facility was not designed to provide safety/security necessary for modern court facilities:
 - Lack of bullet proof dais and/or area of refuge.
 - Low perimeter windows into the facility; shooting or weapons access risk.
 - Difficult to secure all access points.
 - Lacks proper queuing and configuration necessary for safely processing attendees.
 - Lacks proper privacy for safe and secure attorney/client meetings.



Police Annex and Municipal Court Separation

VI. Existing Police Department and Court Administration Operational Analysis continued

- Municipal Court on the 5th Floor of the City Hall (previous location of Municipal Court):
 - Security Concerns:
 - Single elevator and stair access; lack of separation of Police/Courts staff and the public.
 - Lack of queuing or waiting space on the 5th floor; causes the intermingling of Police/Courts staff and the public.
 - On-site parking concern to accommodate large Municipal Court volume.

Overall Existing Annex Police Department and Courts Administration Physical and Operational Analysis Conclusions:

- **Annex Physical Analysis**
 - Structural Deterioration; mostly attributed to persistent water infiltration.
 - Existing facility does not meet International Building Code criteria for Essential Facilities.
 - Environmental concerns per the 2014 PSI report.
 - Asbestos presence
 - Building Code Compliance; resulting from the age of the facility and systems, and the fact that the facility was not originally designed to house a police department.
 - Lack of Fire Separations
 - Lack of adequate Fire Alarm System
 - Lack of Accessibility Compliance
 - Antiquated Mechanical, Electrical, and Plumbing Systems; complete lack of a Fire Suppression System.
 - Failure to meet current Energy Code Requirements
- **Police Department and Courts Administration Operational Analysis**
 - Lack of Secure Police Department Court Administration Secure Parking and facility access.
 - Lack of Adequate Parking for Police Department Staff or the Public.
 - Lack of Police, Public, and Prisoner separation on both the Police Department Annex Site and within the Police Department facility.
 - Lack of adequate facility setbacks from public ways.
 - Inefficient work flow and inappropriate adjacency configurations – lack of a collaborative environment.
 - Unsafe work flows; public, police, prisoner circulation.
 - Concern regarding environmental conditions; refer to 2014 PSI report.

VII. Police Department and Court Administration Space Needs and Operational Analysis

University City Police Department and Court Administration Space Needs and Operational Analysis

A Space and Operational Needs Analysis, based on the University City Police Department and Court Administration's current and future needs, was developed in order to assist in the evaluation of the scope of renovations to the Annex and the scope of a new facility required to meet these specific space and operational needs.

The Space and Operational Needs Analysis was developed based on the University City Police Department and Municipal Court's specific current and future needs.

Space Needs and Operational Analysis Process:

- Space Needs Assessment Questionnaire (Exhibit G)
- Police Department Annex Tours
- Series of follow up Departmental Interviews and Departmental specific Tours
- Space Needs Assessment Development, Iterative Reviews and Refinements

The criteria used to develop the Space Needs and Operational Analysis were State & National Police Department Facility and Operational Guidelines; 'Best Practices':

- Commission on Accreditation of Law Enforcement Agencies (CALEA)
- Missouri Police Chiefs Association (MOPCA)
 - Missouri-Based Law Enforcement Agency Certification Program
- Department of Justice (DOJ)
 - PREA – Prisoner Rape Elimination Act
 - Design Guidelines – Forensic Labs
 - National Institute of Corrections – Jail Design Guidelines
- NFPA – National Fire Protection Association
 - NFPA – Guide for Premises Security
- Department of Defense (DOD)
 - Emergency Operations Center Planning and Design – UFC 4-141-04
 - Minimum Anti-Terrorism Standards for Buildings – UFC 4-010-01
- FEMA -Risk Management
- Department of Homeland Security
 - NIMS – National Incident Management Series
- International Association of Chiefs of Police
 - Police Facility Guidelines
- International Association for Property and Evidence, Inc.
 - Professional Standards
- International Building Code (IBC)
 - Chapter 1600, 1604.05.1 Essential Building Structural Classification

VII. Police Department and Court Administration Space Needs and Operational Analysis continued

Chiodini Architects/Redstone Architects developed a Questionnaire Space Needs Analysis specifically for the University City Police Department, see [\(Exhibit G\)](#). These questionnaires were distributed to senior officers, a representative group of officers, and civilian staff. Upon receipt of completed questionnaires, an initial 'outline' space needs assessment matrix was completed to aid in staff interview discussions with each departmental respondent. These interviews, question and answer format, were conducted over a two-day time frame to gather more detailed specific information regarding each department's specific space and operational needs. Prior to these interviews, Chiodini Architects/Redstone Architects had conducted extensive field tours and investigations of the existing facility and operations. Several independent departmental tours were held during the interview process with police and civilian staff to more completely understand existing operations conditions and needs.

Best Practices Space Standards [\(Exhibit H\)](#) were utilized for detailed staff visualization to provide more accurate description and analysis of specific space configurations and needs.

The Space Needs Assessment process is very iterative; the initial space needs analysis was continually refined through a series of police and staff review meetings analyzing specific staffing and operational needs; the final Space Needs Assessment projected total gross square footage of **37,779 gross square feet** [\(Exhibit I\)](#). This gross square footage is in alignment with several other Police Department and Court Administration facilities with similar staffing of approximately 80 Commissioned Officers/18 Full-time Civilian Staff; space need variables tent to include: size of/or inclusion of municipal court, firing range, communication, and size of prisoner processing/holding.

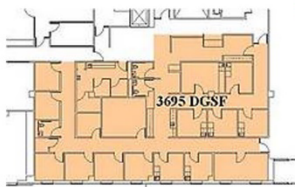
It should be highlighted that these Space Needs Assessment figures reflect a facility accommodating **BOTH** Police Department and Courts Administration; not solely the Police Department. Renovations and additions to the existing Annex facility required to accommodate the Space Needs Analysis developed would require approximately an additional **20% gross up** factor to accommodate planning/programming inefficiencies resulting from the existing site and Annex configurations – constricted site, narrow column spacing, concrete structural system, etc.

NET TO GROSS CALCULATION METHODOLOGY

Net to Gross Factor or Grossing Factor: a multiplication factor applied to space to increase the allotment to accommodate elements not in the base number. A grossing factor is applied to space lists on Net Square feet to take into account internal circulation and walls to give Departmental Gross Square Feet. Another factor is used to increase DGSF to Building Gross Square Feet (BGSF) and further account for the amount of space required for major vertical circulation, shafts and building circulation. For instance, as a rule of thumb, building gross is approximately twice the amount of net area in a hospital.



Net Square Feet (NSF): Net Square Feet (NSF) is the area of an individual room or the usable floor area that is assigned to a function in an open area e.g. cubicles or workstations. Net square feet for each room is measured from the inside finished surface of surrounding partitions or enclosing elements and from the outline of the floor area for a space in an open area, includes casework, fixtures and door swings. Net areas do not include partitions or structural elements such as columns or column enclosures, or circulation or access space



Departmental Gross Square Feet (DGSF): (Note: Municipal city hall departmental use is for the most part administrative, therefore; specific individual DGSF's for the City Hall facility were not utilized. The Building Gross Square Feet (BGSF) was adjusted to accommodate for the overall building use.)

Department Gross Square Feet (DGSF) is a measure of an assemblage of rooms and spaces as assigned to a department or service and includes internal departmental and/or service circulation and partitions, columns, and projections enclosing the structural elements of the building within the departmental space. The boundary defining DGSF is drawn from the inside finish of the permanent exterior building walls to the center line of the department-separating wall partitions or to the centerline of corridors which separate and provide access to spaces in adjoining departments.

Departmental Grossing factors can vary significantly in facilities with diverse departmental uses; i.e. hospitals, police stations, etc.: public/common areas = 20%, administrative = 30%, investigations = 40%, holding = 50%, training = 25%, family practice = 40%, clinic = 40%, physical therapy = 35%, dental clinics = 40%, educational = 35%, information management = 35%, etc.

Building Gross Square Feet (BGSF): Building Gross Square Feet (BGSF) is the aggregate area of all enclosed floor areas and supporting structure and certain unenclosed areas which support the function of the building. BGSF includes all NSF or DGSF space, as well as the area of the exterior wall and structure; common and service spaces including elevators, stairs, and escalators, shafts and stacks, and mechanical spaces; and any other areas which make up the entire building.

Building Gross SF is determined by the One-Step or Two-Step method:

A. One-Step method:

Net Square Feet to Building Gross Square Feet.

Define project areas further by calculating the gross components (MEP, Circulation, Walls, Half Areas and Flexibility).

Sum of Net SF (NSF) X Building Conversion Factor (1.35) = Building Gross SF (BGSF)

B. Two-Step method:

Departmental Net Square Feet to Departmental Gross Square Feet to Building Gross Square Feet.

Define project areas and help identify efficiencies in terms of functional characteristic, relationships and adjacencies, and floor plan designs.

(Dept Net SF (DNSF)) (Dept. Conversion Factor) = Dept Gross SF

Departmental Conversion Factors can range from 15% to 50%+

(DGSF)(Building Conversion factor) = Building Gross SF (BGSF)

Building Conversion factors:

administrative facility = 15%

hospitals/healthcare facility = 35%

VII. Police Department and Court Administration Space Needs and Operational Analysis continued

UNIVERSITY CITY POLICE DEPARTMENT AND COURT ADMINISTRATION SPACE NEEDS ASSESSMENT – SUMMARY

Space	Staff		Space Standards		Comments
	Current	Proj'd.	Existing Police Facility Space Allocation (Square Feet)	2015 Space Needs Assessment (Square Feet)	
1. PUBLIC AREAS					
Net Area			--	3,735	
20% Internal Circulation Factor			--	747	
Subtotal: Public Areas	0	0	5,025	4,482	*Includes: Municipal Court Area @ Community Center
2. POLICE DEPARTMENT STAFF COMMON AREAS					
Net Area			--	2,750	
25% Internal Circulation Factor			--	688	
Subtotal: Staff Common Areas	0	0	1176	3,438	*Includes: Break Room and Adequate Locker Rooms w/ Restrooms and Showers
3. POLICE ADMINISTRATION					
Net Area			--	936	
30% Internal Circulation Factor			--	281	
Subtotal: Police Administration	2	2	637	1,217	*Includes: Admin Conference Room, File Room, Waiting, Restroom, and Work Room
4. BUREAU OF SERVICES					
Net Area			--	995	
30% Internal Circulation Factor			--	299	
Subtotal: Bureau of Services	2	3	798	1,294	*Includes:Support Services Assist, Quarter Master Storage, IT Work Room/Storage, and
5. RECORDS					
Net Area			--	824	
30% Internal Circulation Factor			--	247	
Subtotal: Records	3	3	1271	1,071	
6. COMMUNICATIONS (DISPATCH)					
Net Area			--	1,194	
35% Internal Circulation Factor			--	418	
Subtotal: Communications (Dispatch)	11	11	633	1,612	Offices, Conference Room/Quiet Room, Break Room, Training Alcove, Restroom
7. INVESTIGATIONS BUREAU					
Net Area			--	2,370	
30% Internal Circulation Factor			--	711	
Subtotal: Investigations Bureau	10	14	2,590	3,081	*Includes: 4 Interview Rooms, and Observation Work Station

VII. Police Department and Court Administration Space Needs and Operational Analysis continued

8. PATROL					
Net Area			--	2,209	
30% Internal Circulation Factor			--	663	
Subtotal: Patrol	52	58	1476	2,872	*Includes: Shift Lieutenant Offices, Road Patrol Office, Juvenile Holding, Work Room, Briefing Room Properly Sized, and Kennel
9. HOLDING					
Net Area			--	2,347	
40% Internal Circulation Factor			--	939	
Subtotal: Holding	0	0	1,813	3,286	*Includes: Intake Vestibule, Prisoner Processing Area, Interrogation Rooms, Attorney/Client Interview Room, Separate Male/Female Holding Tank and Cells, Isolation Cell, and Prisoner Mail Room
10. PROPERTY					
Net Area			--	2,222	
20% Internal Circulation Factor			--	444	
Subtotal: Property	0	0	2,861	2,666	
11. TRAINING -REQUIRED PERSONNEL AND FACILITIES INCLUDED ELSEWHERE IN ASSESSMENT					
Net Area			--	0	
25% Internal Circulation Factor			--	0	
Subtotal: Training	0	0	0	0	Included in Municipal Court and Recreation Center
12. COURT ADMINISTRATION OFFICE- SELF CONTAINED SUITE					
Net Area			--	824	
30% Internal Circulation Factor			--	247	
Subtotal: Court Administration	3	4	1,023	1,071	*Includes: Prosecutor Work Table, Staff Toilet (for use during Court, as well)
13. MISCELLANEOUS SPACES					
Net Area			--	3,284	
20% Internal Circulation Factor			--	657	
Subtotal: Miscellaneous Spaces	0	0	6,698	3,941	*Includes: Forensic Garage, FG Evidence Prep Area, Evidence Storage Room, and 2 Lane
14. BUILDING SUPPORT AREAS					
Net Area			--	2,452	
15% Internal Circulation Factor			--	368	
Subtotal: Building Support Areas	0	0	2,148	2,820	



VII. Police Department and Court Administration Space Needs and Operational Analysis continued

The Space Needs Assessment also established secure and public parking needs of the University City Police Department and Court Administration facility:

- Total Secure Parking 70 Spaces
 - Secure Civilian and 'Official Visitor' parking
 - Police Vehicle Parking
- Public/Visitor Parking 95 Spaces
 - Visitor Parking
 - Municipal Court Parking (125 Seats)

Total Site Parking Required for Police Department and Municipal Court 165 Spaces

Given the Space Needs Analysis of **37,779 gross square feet** and Total Site Parking requirement of **165 spaces**, the estimated site size required for a new Police Department and Court Administration facility would be approximately **3 to 3.5 acres**. Both site configuration and building configuration will influence the specific acreage required.

Conceptual Development Criteria:

- Programming and Planning utilizing established State and National Standards, the developed Space Needs Analysis, and established 'Best Practices' criteria to develop an efficient and economical facility design.

A Police Department and Courts Administration facility planned and designed complying with these criteria will meet the requirements of a modern facility:

- Address all Safety and Security needs and requirements.
- Provide necessary and appropriate Police, Public, Prisoner separation; on the site, as well as within the facility.
- Remediate all hazardous, unhealthy conditions associated with the existing Annex:
 - Water infiltration, mold/mildew, and asbestos.
 - Complete replacement of all existing systems: Mechanical, Electrical, Plumbing, Fire Alarm, and incorporation of a Fire Suppression System.
- Structural improvements to meet International Building Code Requirements; including Essential Building requirements.
- Improve departmental operational efficiencies and adjacencies – create a collaborative environment.
- Improve Prisoner Processing and Holding.
- Improve Evidence Processing and Storage.

Meeting these standards, goals, and requirements will yield a Police Department and Courts Administration facility that will provide a safe and efficient work environment improving staff morale, retention, and recruiting; while improving overall service to the community.

Construction Cost Estimating Criteria and Process:

- Utilize historical cost database of similar project types: Municipal Police Department Facilities.*
- Identify construction cost per square foot for specific facility uses and overall facilities.
- Apply cost escalation for cost projection to 2016 dollars.
- Develop an average construction cost per square foot (hard cost) and total program cost per square foot (includes soft costs).

Construction Cost (Hard Cost), which is typically the bid figure or cost, is typically composed of:

- Building and on-site Site Work
- General Conditions
- Contractor Fee, Bonding, and Insurance
- Construction Contingency

VIII. Police Department and Court Administration Conceptual Development continued

Construction Cost (Hard Cost) Analyses:

PAST PROJECTS	Year Bid	Building Gross Square Footage	Total Construction Cost	Projected Construction Cost (2016)	Projected Cost/SF (2016)	Comments
Police Only:						
Marshall, MI Law Enforcement Center	2014	35,823	\$8,997,278	\$10,657,276.00	\$297.50	Single Story; 3 Agency Shared Law Enforcement Center
Police Headquarters Oklahoma City	2013	88,625	\$22,631,310	\$26,806,787.00	\$302.47	3-Stories; No Sally Port, No Prisoner Processing
O'Fallon, MO Justice Center - Estimate	n/a	86,813	\$25,035,215	\$26,537,328.00	\$305.68	Projected 190 Sworn Staff, 259 Total Staff
Police Headquarters Sedalia, MO - Estimate	n/a	25,000	n/a	\$7,441,500.00	\$297.66	40 Sworn/10 Civilian; Limited Prisoner Processing
AVERAGE					\$300.83	No Municipal Court (in City Hall)

PAST PROJECTS	Year Bid	Building Gross Square Footage	Total Construction Cost	Projected Construction Cost (2016)	Projected Cost/SF (2016)	Comments
Police/City Hall/Courts:						
Cottleville, MO	2006	15,900	\$4,298,000	\$5,565,575.00	\$350.04	Police/City Hall/Courts
Bridgeton, MO	2010	42,773	\$9,429,000	\$10,864,090.00	\$253.99	Police/City Hall/Courts
Maryland Heights, MO	2008	67,000	\$13,200,000	\$15,795,534.00	\$235.75	Police/City Hall/Courts
Manchester, MO	2009	24,185	\$6,892,000	\$7,925,800.00	\$327.72	Police/City Hall/Courts
Frontenac, MO	2011	38,205	\$9,263,000	\$10,336,582.00	\$270.56	Police/City Hall/Fire
Olivette Municipal Complex - Estimate	n/a	35,643	\$10,358,073	\$10,668,815.00	\$299.32	Police/City Hall/Courts/Fire
AVERAGE					\$289.56	Four Department; Small SF
Police Department Renovations						
Clayton, MO	2011	60,000	\$17,000,000	\$22,211,027.00	\$370.18	Police Department; not built to Essential Services
Lansing, MI	2011	74,700	\$18,553,771	\$24,241,077.00	\$324.51	Police Department/Municipal Courts (New Addition)
AVERAGE					\$347.35	60,000 sf Built Out, Remainder Shell Space Essential Services not Considered at this point in Study

*Police facilities space and operational needs can vary widely and are typically affected by the inclusion or exclusion of some of the more expensive programmatic elements: Communications/Dispatch, size of the sally port, size/occupancy of prisoner processing and holding areas, municipal court rooms, and firing ranges. Size and inclusion/exclusion of these programmatic elements can greatly impact facility space needs (square footage), and therefore, construction cost.

* If the University City Police Department is to be bid later than 2016, estimated construction cost will need to be escalated to respective year (and specific quarter of the year if available) of anticipated bidding.

It is imperative to emphasize the difference between Construction Cost (Hard Cost) and Total Program Budget. The Total Program Budget for a project can include:

- Demolition/Abatement
- Permitting
- Off-site Utility Scope
- Construction Cost (Hard Cost)

VIII. Police Department and Court Administration

Conceptual Development continued

- Furniture Fixtures and Equipment (FF&E)
- Professional Services Fees
- Owner Supplied Items
 - Phones/Hardware/Service
 - Computer Equipment/Fiber Optics/Data Systems
 - Security Systems
 - Audio/Visual Systems
 - Radio Dispatch
- Land Acquisition
- Financing
- Other miscellaneous costs associated with specific projects

See following Total Program Budget Checklist.

These costs are typically categorized, as a whole, as **Soft Costs**. Total Program Budget is typically 20% to 25% more than Construction Cost (Hard Cost) figures. It is critical in the discussion/analysis of budget figures, for accuracy, to assure that like figures are being analyzed and compared; Construction Cost (Hard Cost) to Construction Cost (Hard Cost) or Total Program Budget to Total Program Budget. More often than not, the figures that are advertised in media are **ONLY** Construction Cost (Hard Cost); as these are the figures that are typically reflected in the bidding process, most specifically a public bid process. Unfortunately, these advertised Construction Costs (Hard Cost) figures are the lower of the two by up to 25% or even more if land cost has an influence, Construction Cost (Hard Cost) vs Total Project Budget; and therefore, are often the more attractive of the two figures.

VIII. Police Department and Court Administration Conceptual Development continued

TOTAL PROGRAM BUDGET CHECKLIST:



University City Police Department and Municipal Court



TOTAL PROGRAM BUDGET CHECKLIST

		Committed To Date	Expected Remaining	TOTAL	Notes
A. Construction Contracts					
1. Buildings	\$	-	\$	\$	
2. General Contractor General Conditions	8.0% \$	-	\$	\$	
3. General Contractor Fee	4.0% \$	-	\$	\$	
4. GC P&P Bond	1.0% \$	-	\$	\$	
5. GC Insurance	1.0% \$	-	\$	\$	
6. Construction Contingency	10.0% \$	-	\$	\$	at Conceptual Level
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
B. Special Construction					
1. Site Demolition / Existing Bldg Abatement	\$	-	\$	\$	
2. City Building Permit	\$	-	\$	\$	
3. Builders Risk Insurance	\$	-	\$	\$	
4. Off-Site Traffic Signals	\$	-	\$	\$	
5. Off Site Electric	\$	-	\$	\$	
6. Off Site Water	\$	-	\$	\$	
7. Off-Site Sanitary & Storm	\$	-	\$	\$	
8. Off-Site Gas	\$	-	\$	\$	
9. Exterior Signage/Special Signage	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
C. Furniture & Fixtures					
1. Furniture	\$	-	\$	\$	
2. Physical Fitness Equipment	\$	-	\$	\$	
3. Non Permanent Appliances	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
D. Professional Services					
1. Site Analysis (Phase I, Phase II, etc.)	\$	-	\$	\$	
2. Site Appraisal	\$	-	\$	\$	
3. Environmental Consultants	\$	-	\$	\$	
4. Survey	\$	-	\$	\$	
5. Geotechnical	\$	-	\$	\$	
6. Civil Engineering	\$	-	\$	\$	
7. Programming	\$	-	\$	\$	
8. Project Manager / Owner Rep	\$	-	\$	\$	
9. Architectural Design Fees	\$	-	\$	\$	
10. Materials Testing	\$	-	\$	\$	
11. Regulatory Review fees	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
E. Technology					
1. Phone/Hardware/Service	\$	-	\$	\$	
2. Computer	\$	-	\$	\$	
3. Fiber Optics	\$	-	\$	\$	
4. Data Systems / Communication Wiring	\$	-	\$	\$	
5. Security Cameras	\$	-	\$	\$	
6. Perimeter Entry	\$	-	\$	\$	
7. Alert System	\$	-	\$	\$	
8. Audio Visual	\$	-	\$	\$	
9. Radio / Dispatch	\$	-	\$	\$	
10. Remote Data Communication Links	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
F. Land Acquisition					
1. Primary Building Site Acquisition	\$	-	\$	\$	
2. Secondary Site Acquisition	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
G. Financing					
1. Bond Council/Issuance Costs	\$	-	\$	\$	
2. Legal Council	\$	-	\$	\$	
3. Bond Sale/Advertisement	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
H. Miscellaneous Costs					
1. Bid Document Advertisement	\$	-	\$	\$	
2. Construction Document Printing	\$	-	\$	\$	
3. Moving expense	\$	-	\$	\$	
4. Misc	\$	-	\$	\$	
	\$	-	\$	\$	
Sub-Total	\$	-	\$	\$	
Sub-Total of A - H	\$	-	\$	\$	
Owner Contingency	5.0%	\$	-	\$	
OWNER'S PROGRAM BUDGET	\$	-	\$	\$	
BOND ISSUE BUDGET				\$	
OVER/(UNDER)				\$	

A. Existing Police Department and Court Administration Annex Renovation/Additions
Conceptual Development and Conceptual Cost Estimate:

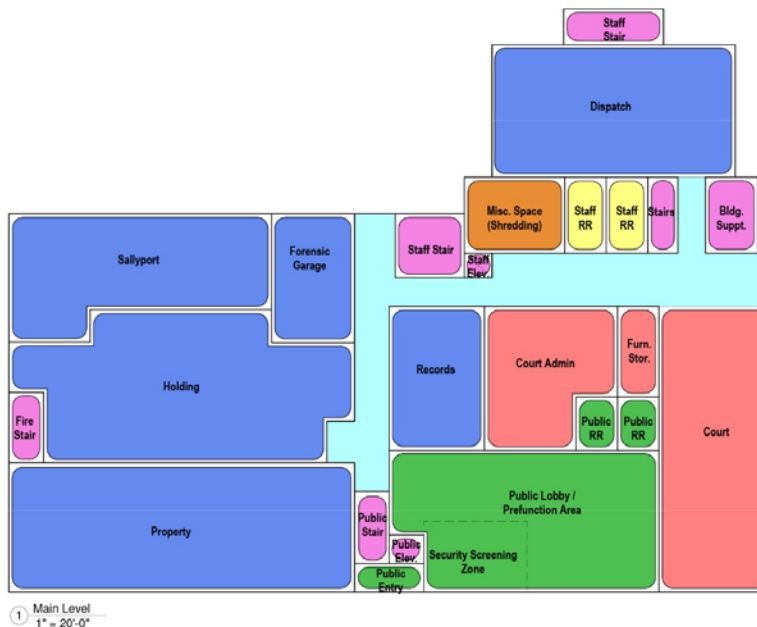
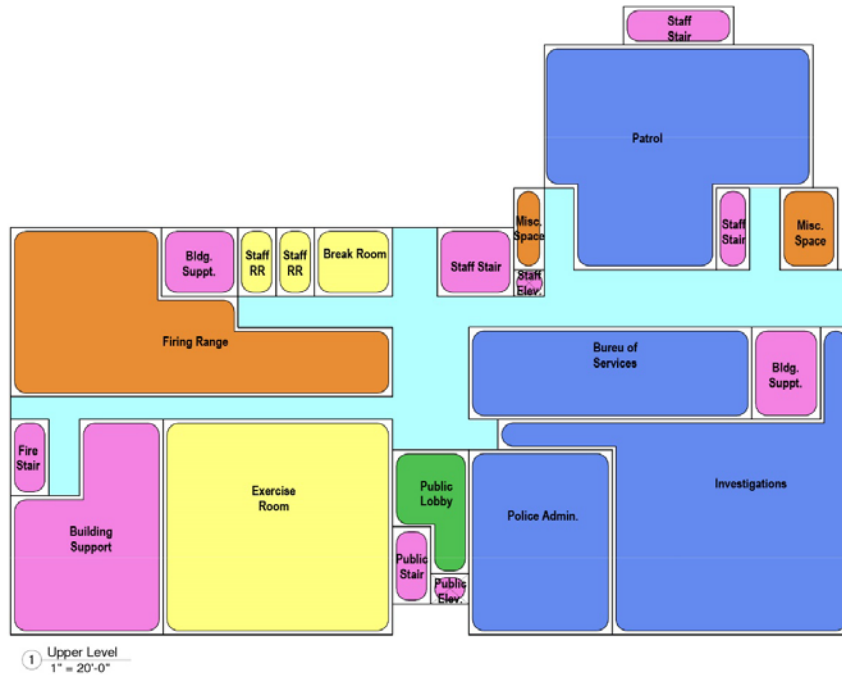
Criteria for the renovation of the existing Police Department Annex facility, in order to meet the current and future Space and Operational Needs of the University City Police Department and Court Administration include the following:

- Renovation of the existing Annex would require a complete ‘gut’ renovation:
 - Address Physical Condition of the entire existing facility: structural deficiencies, water infiltration, energy efficiency, and environmental conditions.
 - Total and complete replacement of all antiquated Systems: Mechanical, Electrical, Plumbing, and introduction of a Fire Suppression System.
- Renovation to comply with all State and National Police Standards for the design of Police Department and Court Administration facilities.
- Comply with Essential Facility requirements of the International Building Code. Adhere to current ‘Best Practices’ for the planning and design of Police Department and Court Administration facilities – develop the most operationally efficient, most economical facility possible.
- Comply with all current Building Codes, Accessibility Codes, and requirements of Senate Bill No. 5.
 - Comply with all Essential Facility requirements.

Annex Renovation/Additions Conceptual Development Block Diagrams:



VIII. Police Department and Court Administration Conceptual Development continued



VIII. Police Department and Court Administration Conceptual Development continued

Annex Renovation/Additions Conceptual Total Project Budget Cost Estimate:

Renovation/Addition Construction Costs (2016 Dollars)				Cost/SF
Annex Building – Renovation (\$/sf)	\$300	26,096 sf	\$ 7,828,800	
Basement/3 rd Floor Renov	\$100	11,079 sf	\$ 1,107,900	
Building Addition	\$240	6,208 sf	\$ 1,489,920	
Annex Building – Façade Demo/Reconstruction (\$/sf)	\$95	10,062 sf	\$ 955,820	
Annex Building – Essential Services Structure			\$ 1,700,000	
Library Building - Renovation	\$300(1&2)	9,400 sf	\$ 2,820,000	
	\$100 (B)	4,700 sf	\$ 470,000	
Library Building – Façade Demo/Reconstruction	\$95	5,640 sf	\$ 535,800	
Library Building – Essential Services Structure			\$ 639,200	
Environmental Abatement			\$ 241,435	
Site (Retaining Walls Req'd)			\$ 500,000	
Subtotal Renovation Cost:			\$ 18,288,875	
Design Contingency(Unforeseen/Phasing)		15%	\$ 2,743,332	
Renovation/Addition Cost (Hard Cost)		43,383 sf	\$ 21,032,207	\$485
B. ALLOWANCE FOR SOFT COSTS	20%		\$ 4,206,441	
C. TOTAL PROJECT BUDGET (2016 Dollars)			25,238,648	\$582

Annex Renovation/Additions Conceptual Total Project Budget Notes:

* Renovation/Additions Concept includes: complete gut renovations of both the Annex and the Trinity Library facility, and necessary new Additions. It is anticipated that this will require approximately **43,383 gross square feet** or approximately **13% higher** than reflected in the **Space Needs Assessment Gross Square Footage of 37,779** for a new facility.

* All Construction (including existing facilities) are to be renovated to meet International Building Code Essential Facility Requirements – Included in Total Program Budget.

VIII. Police Department and Court Administration Conceptual Development continued

* Construction Cost (Hard Cost) Estimate of a Temporary Facility Build Out and Rent are **NOT** included in Total Program Budget:

- Build Out Construction Cost Estimate: 30,000 +/- sf @ \$200+/-/sf = **\$6,000,000**
- Rent: 30,000 +/- sf @ \$20+/-/sf = **\$1,200,000 (24 Months)**

* Construction Phasing would be necessary and would increase project cost; work to relocate Communications would be performed as one of the earliest phases to avoid an extremely expensive double move – increased cost of phasing is accounted for in the Total Program Budget, reflected in increased Design Contingency.

* Moving and storage expenses have not been included in the Total Program Budget.

* Increased risk of unforeseen conditions in renovations, especially of historic structures, and the associated additional expense are reflected in the increased Design Contingency.

* Historical Reconstruction is very specialized and competitive bidding can be difficult – not reflected in Total Project Budget.

* In order for the Annex Renovation scheme to meet the overall parking requirements, either off-site parking would be necessary (possible purchase of additional property, not included in the Total Project Budget); or the construction of a parking structure(s), cost of which is not included in the Total Project Budget. Given the site constraints; site security setbacks and separation of Police and Public circulation issues would remain and may worsen.

Annex Renovation/Additions Deficiencies:

Despite the extensive and complete renovation of and required additions to the existing Annex in order to attempt to comply with all codes, standards, and Space and Operational Needs developed; the Annex site and the resulting Police Department and Court Administration facility would still fail to meet the following standards/guidelines and/or would fail to meet the current and future needs of the University City Police Department and Court Administration as the most efficient and economical solution:

- In order to meet the Space and Operational needs of the Police Department and Court Administration the renovation of the Annex would also require substantial new additions:
 - The existing Annex was not originally designed or constructed to house a Police Department or Court Administration.
 - Compliance with IBC Essential Facility Requirements is extremely expensive.
 - Existing close Column Spacing leads to space planning inefficiencies.

- Lack of vertical circulation, required stairs and elevators; additional significant expenses.
- Even with the renovation and additions to the Annex, site Concerns would remain:
 - Safety and Security:
 - Facility site setbacks would not be adequate.
 - Separation of Police and Public pedestrian and vehicular circulation would not be realized.
 - Parking:
 - Lack of adequate secure parking.
 - 45 +/- Secure Spaces Provided
 - 70 +/- Secure Parking Spaces Required (per Space Needs Analysis)
 - Lack of adequate secure parking setbacks.
 - Lack of University City Staff and Public Parking
 - 46 +/- City Hall Staff and Public Spaces Provided
 - 95 +/- Public and Visitor Parking Spaces required solely for Police Department and Municipal Courts (per Space Needs Analysis).
 - Parking structure or acquisition of additional property may be required to meet parking requirements of the renovated facility

B. New Police Department and Court Administration Facility Conceptual Development and Conceptual Cost Estimate:

As indicated in the Chiodini Architects/Redstone Architects Space Needs Assessment, a site of approximately 3 acres to 3.5 acres would be required to accommodate a new Police Department and Court Administration facility. The Chiodini Architects/Redstone Architects Team was asked to analyze three (3) possible sites as potential locations for a new Police Department and Courts Administration facility. Since real estate matters are considered by the City Council in confidential, closed sessions; discussion of specific potential sites is not included in this report. Discussion of same could impact the City's ability to acquire property at a fair and reasonable price.

It should be noted that, unlike fire stations and fire staff; police officers are constantly out on patrol throughout the municipality. Therefore, the specific location of a new Police Department facility in relation to response time and centrality is not a critical evaluation factor.

The design criteria for the conceptual development of a new Police Department and Court Administration facility meeting the Space and Operational Needs developed are as follows:

- Adhere to current 'Best Practices' for the planning and design of Police Department and Court Administration facilities – develop the most operationally efficient and most economical facility possible.

VIII. Police Department and Court Administration Conceptual Development continued

- Comply with all State and National standards for the design of Police Department and Court Administration facilities.
- Comply with all current Building Codes, Accessibility Codes, and the requirements of Senate Bill No. 5.
 - Comply with all IBC Essential Facility requirements.

New Police Department and Court Administration Facility Conceptual Development Block Diagrams:

Conceptual testing of two of the three sites indicated that parking structures would be necessary to meet both the secure and public parking requirements of the new facility. The size and configuration of both of these sites also prevented the realization of proper facility security setbacks and separation of police and public pedestrian and vehicular circulation. The necessity of a parking structure(s) was not viewed as an economically feasible approach to the development of a new facility.

Options to increase the acreage of both sites were investigated; deemed economically unfeasible on one site, requiring the purchase of additional properties and undesirable from a community standpoint on the other, requiring the incorporation of adjacent park space.

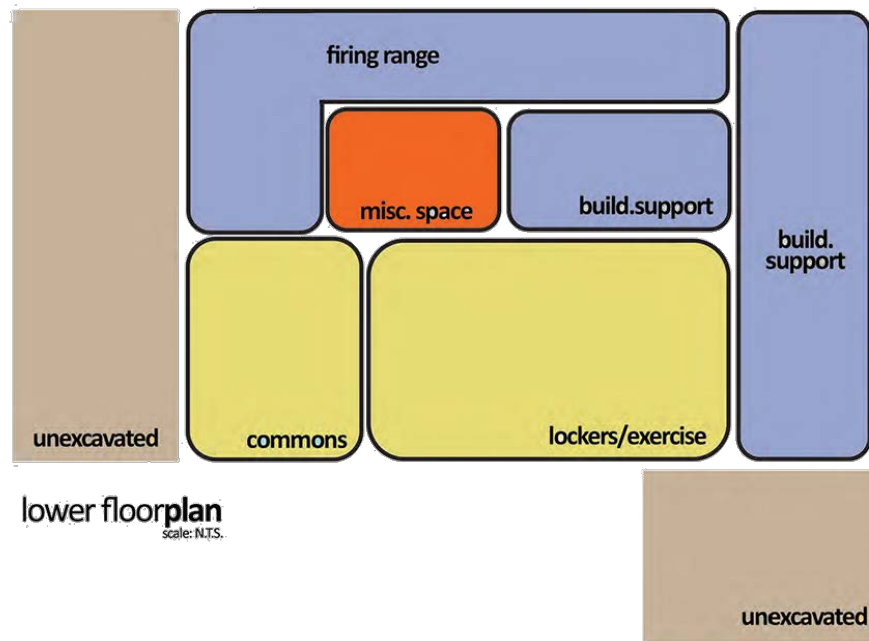
The third site investigated was deemed appropriate to satisfy the criteria stated for the development of a new Police Department and Courts Administration facility. The site is relatively flat, can be configured to meet the necessary 3 acres to 3.5 acres, offers access to three different municipal streets, and would be located/sited on a highly visible corner with a strong identity and presence.

New Police Department and Court Administration Facility Conceptual Development Block Diagrams:



New Police Department and Court Administration Facility Conceptual Site Plan

VIII. Police Department and Court Administration Conceptual Development continued



New Police Department and Courts Administration Conceptual Lower Level Floor Plan

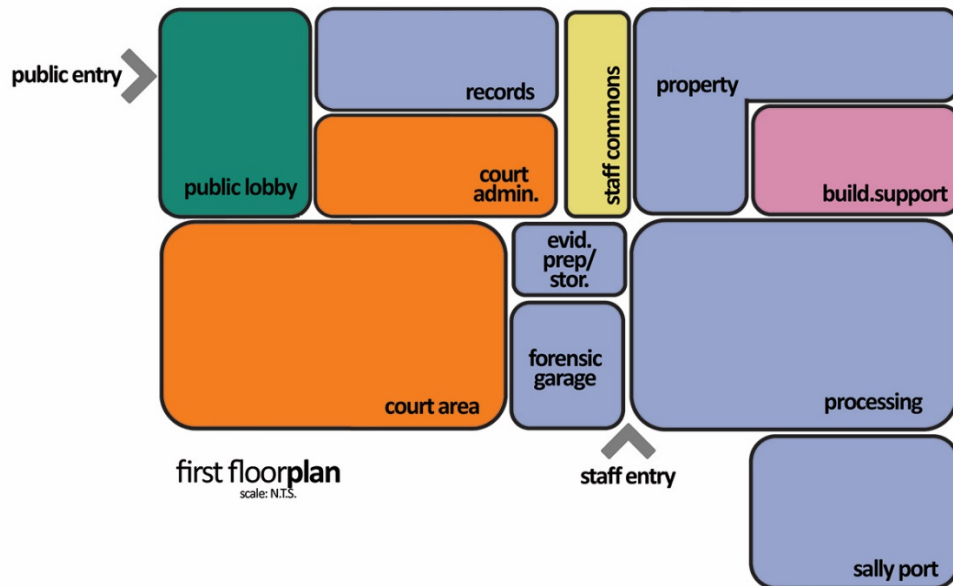
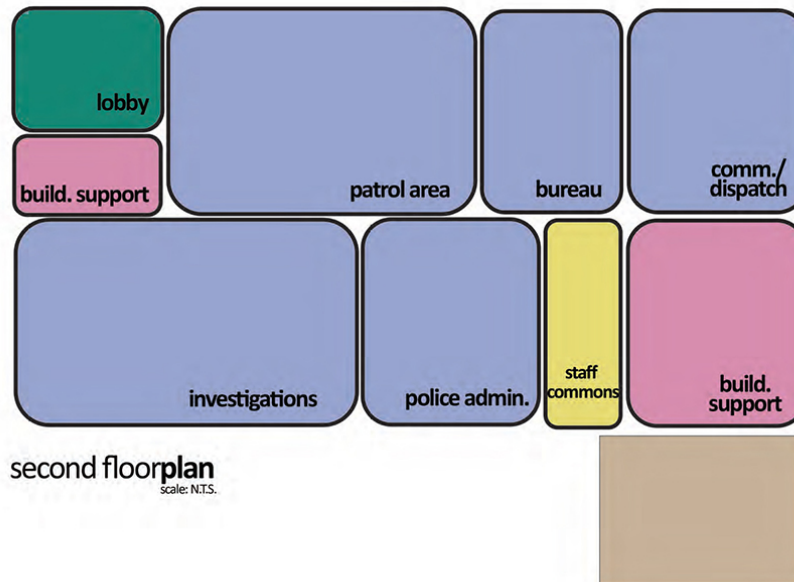


Figure 1 New Police Department and Courts Administration Conceptual First Level Floor Plan

VIII. Police Department and Court Administration Conceptual Development continued



New Police Department and Court Administration Facility Conceptual Second Floor Plan

New Police Department and Court Administration Facility Conceptual Total Project Budget Cost Estimate:

A. NEW Construction Costs (2016 Dollars)				Cost/SF
Building (\$/sf)	\$ 240	37,779 sf	\$ 9,066,960	
Site (per Acre)	\$ 150,000	2.5	\$ 375,000	
Subtotal - Building Cost			\$ 9,441,960	\$ 250.00
Design Contingency		10.0%	\$ 944,196	
Building Construction Cost (Hard Cost)			\$ 10,386,156	\$ 275
B. ALLOWANCE FOR SOFT COSTS		20.0%	\$ 2,077,231	
C. TOTAL PROJECT BUDGET (2016 Dollars)			\$12,463,387	\$ 330

New Police Department and Court Administration Facility Conceptual Total Project Budget Notes:

- * Land purchase has not been included in the Total Program Budget.
- * Moving and storage expenses have not been included in the Total Program Budget.
- * Alternate for a Bulk Evidence/Ancillary Storage Outbuilding: 2,500 gsf @ \$70/sf = \$175,000 has not been included in the Total Program Budget. (To be located within Secure Parking Area; cost of an out building is more economical than planning for bulk storage within the new main facility)

With the acquisition of an economical and efficient site of sufficient size and configuration – regular shape (rectangular, flat or slight slope, and adequate ingress/egress), Chiodini Architects/Redstone Architects believes that a new University City Police Department and Court Administration facility can be developed economically and efficiently; meeting all current and future Space and Operational Needs, all State and National Standards, all ‘Best Practices,’ and all Code compliance requirements of a police department and courts administration facility.

C. Annex Renovation – White Box

Should the new construction option for the University City Police and Courts Administration facility be pursued, the Annex would be vacated.

During the November 10, 2015 University City Community Meeting; Chiodini Architects/Redstone Architects were asked to look at a cost estimate for renovating the existing Annex as a ‘white box.’ The scope of this work would focus on renovating the Annex shell and systems of the existing facility and abating all existing environmental conditions in order to preserve the Annex and prevent further deterioration of the facility, which would more than likely continue to increase the scope of work and cost of preserving/renovating the historic structure.

A ‘white box’ scope of work would include:

- Preservation/renovation of the historic building shell: walls, windows, roof, etc.
- Remediation of water infiltration issues.
- Remediation of environmental conditions noted in the 2014 PSI report.
- New building systems; provide minimum code required distribution of systems. (Systems would be completed once the specific use(s) of the facility was further planned/defined.)
- Renovate to conform to all Code requirements.

More than likely, the future planned use of the Annex would not be classified as ‘essential’ and would not be subject to those expensive code required modifications to which the Police Department would be subject.

VIII. Police Department and Court Administration Conceptual Development continued

In the community discussion, it was put forth that the City should engage the community in recommending the future disposition of the building. It is our understanding that a community effort is underway to preserve various historic City-owned buildings, and request that the demolition, sale or lease of these properties seek public input. The community should therefore be heavily involved in the planning and financing of Annex renovations to accommodate the determined future use(s) of the historic Annex facility.

Annex Renovation – White Box Total Project Budget Cost Estimate:

Renovation Construction Costs (2016 Dollars)				Cost/SF
Exterior Renovation	\$25/sf	(Masonry, Windows, Roof)		
Interior Renovation	\$80/sf			
Systems Replacement	\$60/sf			
Water/Structural Remediation	\$10/sf			
Demolition	\$5/sf			
Renovation Cost/SF	\$180/sf			
Annex Renovation:				
Floors 1, 2, & 3	\$180/sf	27,597 sf	\$4,967,460	
Basement	\$100/sf	12,767 sf	\$1,276,700	
Annex Renovation Subtotal			\$6,244,160	\$154/sf
Library Renovation:				
Floors 1 & 2	\$180/sf	9,400 sf	\$1,692,000	
Basement	\$100/sf	4,700 sf	\$470,000	
Library Renovation Subtotal			\$2,162,000	\$154/sf
Environmental Abatement			\$241,435	
Site Work Allowance			\$500,000	
Subtotal Renovation Cost:			\$9,147,595	
Design Contingency – Renovation		15%	\$1,372,140	
Renovation Total Construction Cost: (Hard Cost)			\$10,519,735	\$194/sf
Allowance for Renovation Soft Costs:		15%	\$1,577,960	
Total Project Cost – Renovation “White Box” (2016 Dollars)			\$12,097,695	\$222/sf

Recommendation:

Based on the information and analyses presented previously in this report;

- City Hall Annex – Physical Condition Evaluation
- Existing Annex Space Allocation
- Existing Police Department and Court Administration Operational Analysis
 - Existing Police Department Annex Site Operational Analysis
 - Existing Police Department/Court Administration Annex Facility Operational Analysis
- University City Police Department and Court Administration Space and Operational Needs Analysis
- University City Police Department and Court Administration Conceptual Development
 - Existing Police Department and Court Administration Annex Renovation/Additions Conceptual Development and Conceptual Cost Estimate
 - New Police Department and Court Administration Facility Conceptual Development and Conceptual Cost Estimate

The Chiodini Architects/Redstone Architects Team would make the **recommendation** to the City of University City, the University City Community, and the University City Police Department and Court Administration that the current and future Space and Operational Needs of the University City Police Department and Court Administration would be most safely, efficiently, and economically served by the development and construction of a **new** University City Police Department and Court Administration facility.

The following criteria are in support of this recommendation:

- The new facility is much more economical; at least 50% less than the Annex renovation/additions concept complying with the Space and Operational Needs developed and all Standards and Codes:
 - Meeting the requirements of the IBC Essential Building Code would require the disassembly/reassembly of the entire building skin to accommodate required structural modifications.
 - Further, the historic nature of the facility requires the preservation, cleaning, and reuse of all existing annex shell masonry per local district standards and plans.
 - The existing Annex construction type and configuration; narrow column spacing, lack of vertical circulation, etc.; makes space planning less efficient and could require planning compromises. As indicated previously, the Annex renovation/additions concept is anticipated to require at least 20% more gross square footage to make up for these planning inefficiencies; **43,383 gsf versus 37,779 gsf**. Regardless of the increased complexity of the renovation/additions concept, the increased cost of this increased square footage alone is substantial.

IX. Police Department and Court Administration Facility Recommendation continued

- Comparisons to the renovations performed by the City of Clayton and City of St. Louis for their Police Departments are not justified; both facilities renovated by these municipalities were much more contemporary; not historic, multi-wythe unreinforced masonry structures.
 - The required phasing of the project extends the project schedule and increases the project cost.
 - Increase possibility of unforeseen conditions substantially increasing project cost.
 - Incorporation of new mechanical, electrical, plumbing, and the incorporation of a fire protection system within the existing concrete structure, column spacing, and floor-to-floor heights is more complicated, less efficient, and more expensive.
 - Expenses for temporary facilities; construction and rent, for approximately 24 months would be required at a significant cost.
- A new facility would be more operationally efficient:
 - Systems (structural, mechanical, electrical, plumbing and fire protection) can be planned in the most efficient manner, in conjunction with the space planning efficiencies realized – existing structure, walls, phased renovation and additions do not have to be accommodated.
 - More flexibility and efficiency in accommodating space and operational requirements – size, configuration, adjacencies, etc.
 - Separation of Police, Public, Prisoner circulation.
 - Direct, consolidated public access to Court Administration, Records, Municipal Court, meeting space, and police administration from a central lobby without crossing over to the secure side.
 - Consolidation of Prisoner Processing/Holding
 - Consolidation of Evidence Processing and Storage
 - Planning to encourage departmental collaboration.
 - Safety and Security:
 - A site of adequate size and configuration would provide adequate blast setbacks for the entire facility.
 - A site of adequate size and configuration would provide separation of public and police site circulation.

As indicated, the cost of land acquisition has not been included in the Total Program Budget for a new facility; however, with the Annex renovation/additions concept at two-times the Total Program Budget of a new facility, even with land acquisition, a new facility will be substantially more economical than renovations/additions.

Recommendation Summary:

In summary; the most substantial factors leading to this recommendation are:

- Overall Cost
 - No temporary relocation costs
 - No additional phasing costs
 - Less risk of unforeseen conditions – site, geotechnical condition should be the only factor on a new facility
- Adequate site area for:
 - Recommended facility and parking setbacks
 - Recommended area for secure and public parking
 - Recommended separation of police and public pedestrian and vehicular circulation
- Increased Space Needs planning flexibility and efficiencies
- Increased efficiency in integrating building systems
- Increased efficiency in accommodating all Code, State and National Standards, and 'Best Practices'
 - IBC Essential Building Code requirements realized much more efficiently and economically.

New Police Department Cost Comparison Analysis:

*Increased cost of the University City Police Department and Courts Administration facility can be attributed to sizes and inclusion of some of the more expensive areas of a police facility: Municipal Court, Prisoner Processing/Holding, Communications, and Firing Range.

SPACE NEEDS ASSESSMENT & CONSTRUCTION COST (HARD COST) ANALYSIS						
BID DATE	BLDG. GROSS SQUARE FOOTAGE	POLICE GROSS SQUARE FOOTAGE	CONSTRUCTION COST	2016 ESCALATED CONSTRUCTION COST	CONSTRUCTION COST/GSF	NOTES
MARYLAND HEIGHTS CITY HALL & POLICE HEADQUARTERS: 79 COMMISSIONED / 17 FULL-TIME						
2006	67,000 GSF	32,757 GSF	\$13,200,000	\$15,795,534	\$235.75	150 SEAT MUNICIPAL COURT 3,237 GSF PRISONER PROCESSING/HOLDING * 20% REDUCTION FROM ORIGINAL PROGRAM BY OTHERS
BRIDGETON CITY HALL & POLICE HEADQUARTERS: 75 COMMISSIONED / 12 FULL-TIME						
2010	42,773 GSF	33,254 GSF	\$9,429,000	\$10,864,090	\$253.99	92 SEAT MUNICIPAL COURT/COUNCIL CHAMBER 2,500 GSF PRISONER PROCESSING/HOLDING 947 GSF COMMUNICATIONS
UNIVERSITY CITY POLICE DEPARTMENT: 79 COMMISSIONED / 17 FULL-TIME						
2017*	37,779 GSF	37,779 GSF	--	\$12,463,387 est	\$275 est	125 SEAT MUNICIPAL COURT/COUNCIL CHAMBER 3,825 GSF PRISONER PROCESSING/HOLDING 2-LANE FIRING RANGE 1854 GSF COMMUNICATIONS INCLUDES 10% DESIGN CONTINGENCY * 23% REDUCTION FROM ORIGINAL PROGRAM (49,200 SF)

- A. University City Police Department Community Survey Results
- B. University City Community Meeting November 23, 2016 - PowerPoint presentation
- C. PSI; Environmental Hazards Survey – January 2014
- D. David Mason & Associates – Structural Evaluation – April 2015
- E. Senate Bill No. 5 - 2015
- F. Missouri Police Chief's State Certification Standards
- G. Space Needs Assessment Questionnaire
- H. Best Practices Space Standards
- I. Complete Space Needs Analysis Matrix

EXHIBIT A



POLICE FACILITY SPACE NEEDS ANALYSIS

Now What?

The City has reviewed the alternatives being considered and is seeking your input. For more detailed information about these options, please visit the project website at <http://www.ucitymo.org/index.aspx?NID=692> or contact Andrea Riganti, Director of Community Development at ariganti@ucitymo.org. The survey results will be compiled and forwarded to City Council.

Several attempts to draft a survey were made. In the end, we determined that a few simple open-ended questions would be the best way to opportunity to elicit a meaningful response from you. **Please complete the survey by January 31, 2016** and e-mail your response to ariganti@ucitymo.org or drop off at one of three locations:

University City Public Library (6701 Delmar Boulevard)

Centennial Commons (7210 Olive Boulevard)

City Hall – Lobby (6801 Delmar Boulevard)

1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

*Location
Costs about the same when Annex reno
taken into
account*

☐ No. Why Not? (Please explain so we understand your position.)

2. After a review of the information for new construction, do you think this option should be pursued?

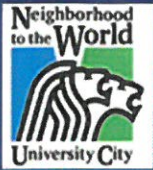
☐ Yes. Why? (Please explain below so we understand your position.)

☒ No. Why Not? (Please explain so we understand your position.)

See above

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

Bonds



POLICE FACILITY SPACE NEEDS ANALYSIS

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1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

I think that the current location is fine, especially with new development in the Loop. Having police presence in the Loop is crucial, and will continue to be important.

☐ No. Why Not? (Please explain so we understand your position.)

Also, it may be easier to keep costs down if no new land has to be acquired. Perhaps satellite offices in strategic locations could be used to cover the rest of the city.

2. After a review of the information for new construction, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.)

☒ No. Why Not? (Please explain so we understand your position.)

I have serious concerns about the process of selecting a site for the new station as well as the wisdom of building a new station when past + current actions of the administration indicate that

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

I don't fully understand the implications of the three options presented as examples. Obviously, since this has been left until something needs to be done soon, we will have to find a way to pay for it. A voter approved bond measure would probably be successful. I still don't understand why it wasn't done that way instead of trying to scare people into voting for Props P+S.

2) (cont) there may be reason to suspect the ultimate goal is to reduce/eliminate service, either by joining a countywide system, or some joint agreement with neighboring municipalities. Additionally, the lack of ^{time} planning on these major issues is a concern. It seems that many municipal projects (roads, for example) are left until they reach "crisis" state, at which time the mayor and city manager push through their fixes for the (manufactured) problem. Better analysis and longterm planning combined with community involvement would help everyone to work together on these important City issues. The fact that accreditation is now a pressing matter should not be used to bully the public into voting for an expensive project that might not have been well thought out by our leadership.



POLICE FACILITY SPACE NEEDS ANALYSIS

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1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.)

☐ No. Why Not? (Please explain so we understand your position.)

2. After a review of the information for new construction, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

Good Common Sense - THE ESTIMATED COST SPEAKS FOR ITSELF, (NEW CONSTRUCTION)
COMPARE TO THE RENOVATION COST ESTIMATION - LONG OVER DUE

☐ No. Why Not? (Please explain so we understand your position.)

LET'S PURSUE
HOPE THE CITY WILL BE
ABLE TO FIND AVAILABLE FUNDS
TO HELP BUILD OUR NEW POLICE
DEPARTMENT (University City)

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.



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Centennial Commons (7210 Olive Boulevard)

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1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

It seems clear to me that residents adjacent to the complex are averse to change in ~~both~~ the use of the public building complex. It's hard to conceive of any use other than police or school to be used for the annex or Delmar Harvard

☐ No. Why Not? (Please explain so we understand your position.) School. I would be uncomfortable white boxing the annex & letting the use be determined later. Since the building does have historic significance, it should remain in its current use. Regarding the temporary police facility, is it possible

2. After a review of the information for new construction, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.) The Delmar Harvard School so that the temporary police facility would be useable for another purpose in the long run?

☐ No. Why Not? (Please explain so we understand your position.)

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

Is it possible to use at least some of the general fund and supplement w/ a bond as needed? This would include a commitment to re-fund the general fund over time. It seems this might help reduce debt servicing, while not completely depleting the general fund.

Deanna Townson

From: Andrea Riganti
Sent: Friday, January 29, 2016 4:15 PM
To: Deanna Townson
Subject: FW: Police Facility Survey

From: Leslie Goodrich [<mailto:lmgoodri@gmail.com>]
Sent: Friday, January 29, 2016 2:06 PM
To: Andrea Riganti
Subject: Police Facility Survey

Hello,

I am a resident at 7457 Kingsbury Blvd., below are my responses to the survey regarding the police facilities.

1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

University City is a city with great historical context and architecture. Abandoning the building without a clear plan of renovation or use is irresponsible. The police department should remain in the Civic Complex.

☐ No. Why Not? (Please explain so we understand your position.)

2. After a review of the information for new construction, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.)

☒ No. Why Not? (Please explain so we understand your position.)

Combining the cost of the new construction with the lower cost renovation of the annex is, in the same order of magnitude, the same price as a proper renovation of the existing facilities. The police department should remain in the Civic Complex. Not mentioned in the proposal would be the ongoing maintenance and expenses of the annex, regardless of purpose, that would need to be paid each year. Tax Payers should not be held responsible for future expenses of an annex with no clear purpose due to a short sighted new construction build.

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for

this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

The project should be financed through available historical grants to renovate the annex, an option which does not look to be properly vetted. A competitive bid could reduce the \$25MM renovation "cost" that is referenced in the proposal. If the new facility is chosen, the "white box" plan has zero funding, which in all likelihood would contribute to the continued deterioration of the building and increase future renovation expense.

Thank you,

Leslie Goodrich
7457 Kingsbury Blvd



POLICE FACILITY SPACE NEEDS ANALYSIS

Now What?

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Centennial Commons (7210 Olive Boulevard)

City Hall – Lobby (6801 Delmar Boulevard)

1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

The land is already there as are 2 of the buildings though there is really not much information as to how the space will be allocated. Will there be more bids? The same architect has provided the information of both options. I heard there was another option offered by Trivers. I prefer to renovate the existing structures with an addition.

☐ No. Why Not? (Please explain so we understand your position.)

2. After a review of the information for new construction, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.)

☒ No. Why Not? (Please explain so we understand your position.)

The cost new may be half what the above renovation costs are but there is no information about the land or where it will be located. Purchase of the land may bring it up to the same or similar amount of the renovation on the current site. Will there be other bids for this? I prefer to keep the existing structures and have them renovated.

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

Deanna Townson

From: Andrea Riganti
Sent: Friday, January 29, 2016 11:05 AM
To: Deanna Townson
Subject: FW: Police Facility Space Needs Analysis Survey

From: Jeremy Schumacher [<mailto:schumacher.jeremy@gmail.com>]
Sent: Thursday, January 28, 2016 3:10 PM
To: Andrea Riganti
Subject: Police Facility Space Needs Analysis Survey

Please see my responses below:

1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

Yes, use of our existing facility should be pursued. That being said, the estimated costs appear to be outrageous and additional studies should be conducted regarding other options for the renovation. I've heard discussions regarding another firm quoting significantly lower figures and though I've heard some council members discount these figures based on the firm's lack of access to all the necessary information I don't understand why this firm hasn't been granted access to provide a secondary opinion. Let's use our resources and get some ideas flowing, why limit ourselves to one, obviously VERY costly quote???

2. After a review of the information for new construction, do you think this option should be pursued?

Possibly, if a renovation figure cannot be brought closer in line with the cost of new construction, then I would favor the significantly lower cost of the new build. If this route is pursued we should look for cost savings by possibly locating this near another city structure such as a fire department, community center, etc.

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

I believe additional information on what these options entail is necessary for the general public to be able to better understand what one vs the other means to U City in the near and long term.

One thing I've wondered throughout the process (and especially in light of the discussions surrounding municipal consolidation) is if there's any way to partner with St. Louis County or another local municipality at least in terms of a lock-up facility. From the things I've read it sounds like the lock-up part of the jail as well as the location of it in relation to other PD operations is a big issue. What if we didn't need to worry about having to lock-up our own suspects (not sure what the correct term is there)? I assume we don't have a long term hold anyway and most are eventually transferred to County or elsewhere. If that's the case, why do we even need to build out that side of the operation, especially noting our geographic location in relation to that of the St. Louis County Justice Center? St. Louis County Police Chiefs Belmar and Stenger appear to be in favor of some form of municipal consolidation or cooperation so it appears to be something that they'd at least be open to discussing. I'm not saying we want to outsource or privatize all aspects of U City, but if you can save money by simply renovating a current facility (or build a new facility without holding capabilities) to office space and eliminate the holding facility, why not consider it? What about putting old records storage off-site? Why do we need to spend square footage building new records storage space when there are companies that specialize in housing records storage in a secure space? Let's look at all the options. Why can Olivette build a new City Hall, Firestation and Police Station for almost \$100 less per square foot and put all those functions in a space of similar size to what U City feels is necessary for our Police Department only?



POLICE FACILITY SPACE NEEDS ANALYSIS

Now What?

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Several attempts to draft a survey were made. In the end, we determined that a few simple open-ended questions would be the best way to opportunity to elicit a meaningful response from you. **Please complete the survey by**

February 4, 2016 and e-mail your response to ariganti@ucitymo.org or drop off at one of three locations:

University City Public Library (6701 Delmar Boulevard)

Centennial Commons (7210 Olive Boulevard)

City Hall – Lobby (6801 Delmar Boulevard)

1. After a review of the information for Annex gut renovation, do you think this option should be pursued?

☒ Yes. Why? (Please explain below so we understand your position.)

the cost of renovation is the

☐ No. Why Not? (Please explain so we understand your position.)

2. After a review of the information for new construction, do you think this option should be pursued?

☐ Yes. Why? (Please explain below so we understand your position.)

☒ No. Why Not? (Please explain so we understand your position.)

without knowing the location

3. The City has \$7 million set aside for a Police Facility project. There are no grant funds currently available for this project. Given that the cost of either option exceeds available funds, do you have an opinion as to how the project should be financed? Some possible ways are voter approved general obligation bonds, certificates of participation, and general fund allocation.

9/11 funds from the federal

Deanna Townson

From: Andrea Riganti
Sent: Tuesday, February 02, 2016 3:48 PM
To: Deanna Townson
Subject: FW: Police facility questionnaire responses
Attachments: questionnaireinteractive_2.pdf

Did I forward this to you already? If not, another one for printing.

Tomorrow, can you scan all survey responses received and e-mail to me? If people turned in the entire document, all that is needed is the last page with the survey results.

Thanks.

From: Yvette Joy Liebesman [<mailto:yvettejoy@gmail.com>]
Sent: Tuesday, February 02, 2016 9:29 AM
To: Andrea Riganti
Subject: Police facility questionnaire responses

Dear Ms. Riganti-

Thank you for coordinating this survey. Attached please find my response. Since my entire reply (where rationale is requested) is not visible, here is what I wrote:

1. Yes. the cost of renovation is the same as the cost of a new building plus any future renovation of the annex for other use, and this does not take into account the cost of purchasing the lot where the new police station would be built.
2. No. without knowing the location, I cannot support this option. It is unreasonable to ask us to agree to this proposal without knowing this vital info. It may be on a very expensive piece of property, or not in an optimal location.
3. 9/11 funds from the federal government for use in upgrading police facilities. but ABSOLUTELY NOT through a surcharge to those who find themselves part of the criminal justice system.

Best regards,

EXHIBIT B



University City Police Department Facility Analysis

Public Meeting

November 23, 2015



chiodini architects | planners | architecture | interior design | graphics
1401 south brentwood blvd. | saint louis, missouri 63144 | 314.725.5588 | www.chiodini.com

Agenda



- **Welcome and Study Purpose**
(10 Minutes)
- **Police Department Facility Analysis Project Overview**
(15 Minute Presentation, 15 Minute Q/A)
- **Strengths / Weaknesses / Opportunities / Threats (SWOT) Analysis**
(45 Minutes)
- **Wrap-Up / Next Steps**
(5 Minutes)



University City Police Department Analysis Project Team



William Tao & Associates
Mechanical / Electrical / Plumbing / Lighting
Technology



David Mason & Associates
Civil Engineering / Survey / Structural Engineering



**Cooper Construction
Estimating, LLC**
Estimating



Public Safety - Team Representative Projects



- City of Brentwood, MO – Community Center Renovation
- City of Ladue, MO – Municipal Fire Facility Master Plan/Feasibility Study
- City of Maryland Heights, MO – Government Center and Police Headquarters
- City of Maryland Heights, MO – Maintenance Facility
- City of Bridgeton, MO – Government Center and Police Headquarters
- City of Bridgeton, MO – Maintenance Facility
- City of Columbia, MO – Government Center
- City of Woodson Terrace, MO – City Hall
- City of Clayton, MO – Council Chamber Renovation
- City of Des Peres, MO – Maintenance Facility
- City of Hazelwood, MO – City Hall and Police Additions and Renovations Planning
- City of Hazelwood, MO – City Hall Window Replacement
- St. Louis County – District 5 Department of Highways Roof Replacement
- St. Louis County – Departmental Office Relocations/Renovations and Roof Replacement
- State of Missouri – Potosi Correctional Center Roof Replacement
- State of Missouri – Missouri Eastern Correctional Center Phase I & II Roof Replacement
- Department of Veterans Affairs – VAMC – Jefferson Barracks; Spinal Cord Injury Suite Renovation
- Department of Veterans Affairs – VAMC – Poplar Bluff; Kitchen/Cafeteria
- Consolidation & Renovation Study
- Department of Veterans Affairs – VAMC – Dallas, Texas; Patient Parking Garage
- City of Edmundson, MO – City Hall
- City of Sedalia, MO – Council Chamber Renovation
- City of Clayton, MO – Police Needs Assessment
- City of Bridgeton, MO – Police Department and Court
- City of Troy, MI – Public Safety Headquarters/Fire Administration
- City of Waterford, MI – Police Headquarters
- Village of Franklin, MI – Police Department
- City of Kentwood, MI – Justice Center
- Grosse Pointe Park, MI – Public Safety Building
- City of Saline, MI – Police Department
- City of Novi, MI – Firearms Training Center
- West Bloomfield, MI – Police Headquarters and Addition
- City of Milford, MI – Police Department (D/B)
- Grand Blanc Township, MI – Police Department Strategic Plan
- City of Lowell, MI – Police Department and City Hall
- City of Utica, MI – Police Needs Assessment
- City of Chelsea, MI – Police Department
- City of Richmond, MI – “Shared” Local and State Police
- Aylmer, Ontario – Ontario Police College
- City of Meridian, MS – Police Headquarters and Court
- City of Carbondale, IL – Police Headquarters
- City of Bridgeport, WV – Public Safety Substation
- City of Grosse Point, MI – Police Needs Analysis
- City of Jacksonville, NC – Police Department
- City of Lansing, MI – Police Department and Court
- Detroit Metro Airport – Public Safety Department
- Oklahoma City, OK – Police Headquarters Study
- City of Milford, DE – Police Space Needs Analysis
- Harrison County, WV – 911-Emergency Management Center
- City of Inkster, MI – Police Department
- Macomb Township, MI – Town Hall/Village Square
- Waterford Township, MI – Department of Public Works
- Waterford Township, MI – Civic Center Master Plan
- City of Kentwood, MI – Civic Center Master Plan
- City of Saline, MI – City Hall Renovation/Addition
- Bay City, MI – Utility Department Study
- City of Detroit, MI – Northwest Activities Center
- City of Detroit, MI – Belle Isle Casino Renovation
- City of Pontiac, MI – Housing Commission
- City of Utica, MI – City Hall and Department of Public Works
- Grand Blanc Township, MI – 20 Year Facilities Strategic Plan
- City of Kentwood, MI – Department of Public Works Needs Assessment
- City of Glendale, MO – Preliminary Fire House Design
- City of Southfield, MI – Fire Station No. 2
- City of Detroit, MI – Engine Company No. 5
- Chesterfield Township, MI – Fire Headquarters No. 3
- City of Taylor, MI – Midtown Fire Station
- City of Monroe, MI – Central Fire Station Replacement
- City of Utica, MI – Fire Department Needs Assessment
- Putnam Township, MI – Fire Department Needs Assessment
- City of Springfield, MI – Public Safety Addition (D/B)
- City of Jacksonville, NC – Fire Headquarters and Station
- City of Plymouth, MI – Fire Department Substation

Historic Preservation



- **Daniel Boone Historic Hotel**
Exterior Preservation,
Renovation & Addition
City of Columbia Complex, MO
- **Howard & Gentry Buildings**
Preservation, Renovation & Addition - City of Columbia Complex, MO
* *Preservation Award*
- **St. Mary's Church**
Historic Reconstruction
Brussels, Illinois
- **Bonne Terre Memorial Library**
Historic Renovation & Addition
Bonne Terre, Missouri
- **Saint Louis University**
Historic Renovation
4th Flr DuBourg Hall
St. Louis, Missouri
- **St. Francis Borgia**
Historic Renovation, Addition & Renovation Annex Bldg
St. Louis, Missouri
- **Saint Louis University**
Aquanis Institute of Theology
Historic Preservation
St. Louis, Missouri
- **Rosebud Cafe**
Historic Restoration
St. Louis, Missouri

Overview - University City Police Department



- City Hall Annex constructed in 1903 as a press building;
112 years old
- Converted for Police and Fire in 1938; 78 years of occupancy
(Fire department moved out in 2013)
- University City Police Department
 1. One of the largest Police Departments in St. Louis County
 - a. 79 Commissioned Officers
 - b. 19 Civilians
 - c. 6 Part-time employees
 2. Bureaus
 - a. Investigation
 - b. Field Operations
 - c. Services
 3. Calls for Service
 - a. Over 2,300 "911" Police and Fire Department calls per month
 - b. 56,196 Calls for Service in 2014; **Diversity of Calls should be noted**



Overview - University City Municipal Courts



- **Municipal Courts**
 - Meets 3 Times Per Month
 - Housing Court once a Month
 - 150 – 200 people per Night
 - 900 – 1,300 Docket Cases Per Night
 - Security Queuing and Screening
(First come, First Serve)

SENATE BILL NO. 5



Requires a police department to be accredited or certified by the Commission on Accreditation for Law Enforcement Agencies or the Missouri Police Chiefs Association or contract for police services with a police department accredited or certified by such entities; **Accreditation or Certification shall be completed within 6 Years.**

Facility Analysis Purpose



- **Evaluate Existing Police Department Facility**
 - City Hall Annex – Physical Evaluation
 - Police Department – Operational Evaluation
 - Current and Future Police Department Space and Operational Needs
- **Development of Efficient / Economical Solutions to Meet Police Department Municipal Courts Existing and Future Space / Operational Needs**
 - Renovation / Addition to the City Hall Annex
 - New Police Department Facility

Facility Analysis Purpose



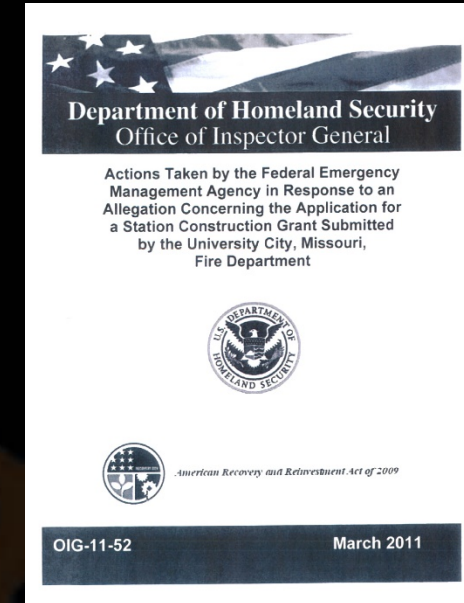
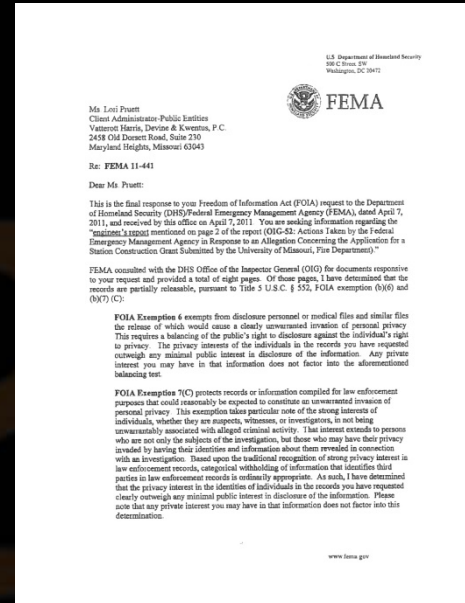
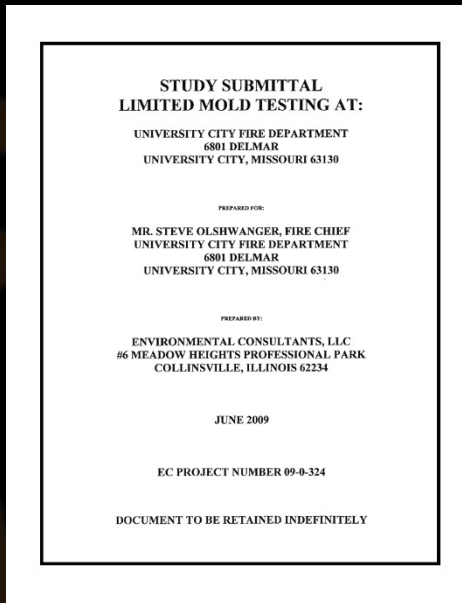
- Physical / Operational Analysis
- Space and Operational Needs Assessment
- Development of Conceptual Alternatives
- Renovation & New
- Evaluation of Alternatives
- Next Steps

November 2015





POLICE DEPARTMENT / CITY HALL ANNEX Physical Evaluation



- **ANNEX PHYSICAL EVALUATION REPORTS**
 - Environmental Assessment Reports – June 2009/January 2014 (Mold, Asbestos, Lead, Radon, and Sewer Gas)
 - FEMA/DHS Reports – “unsafe”; “uninhabitable”
 - Structural Analysis – Engine House #1, 2007

Minor and temporary fixes are not the long term solution

- **University City Building Commissioner, Property Maintenance**
 - Inspection of Fire Station – 2009**
 - **“Pose an Immediate Threat to the Health, Safety, & Welfare of the Occupants and General Public”**
 - **58 Code Violations (only 6 have been addressed to date)**
 - Electrical Hazards
 - Improper Fire Separations
 - Rodent Infestation
 - Lack of Fire Alarm System
 - Mold
 - Water/Sewer Seepage & Damage
- **David Mason & Associates Structural Analysis – April 2015**

PHYSICAL OBSERVATIONS

1. Antiquated Systems
2. Absence of Fire Protection System
3. Continual Water Infiltration Issues
4. Continual Microbial/Mold Issues
5. Continual Structural Deterioration
6. Asbestos/Lead Containing Materials
7. Continual Pest Infiltration



**BASEMENT – WATER STAINING
BIKE EVIDENCE ROOM**



**1ST WATER STAINED CEILING TILES
ROLL CALL AREA OF POLICE DEPARTMENT**



**3RD FLOOR SUSPECT VISIBLE MOLD GROWTH
WEST PLASTER WALL-COMMAND CENTER**



**3RD FLOOR – WATER DAMAGE EAST PLASTER
WALL IN D.A.R.E. OFFICE**

ACCREDITATION AND CODE COMPLIANCE

- Lack of Accreditation and Code Compliance
 1. Senate Bill No. 5 – Accreditation/Certification Requirement
 2. Building Code
 3. Essential Services/Seismic Code
 4. ADA Accessibility Code
 5. Energy Standards
 6. National/State Police Facility Operational Guidelines



Lack of ADA Compliance

ESSENTIAL FACILITIES



Terminology was introduced with the adoption/consolidation of building codes to the **International Building Code (IBC)**. University City currently uses IBC 2012.

Chapter 16: Structural Design

- **Table 1604.5 – Risk Category of Buildings and Other Structures**
 - Risk Category IV: Buildings and other Structures designated as essential facilities:
 - Fire, Rescue, Ambulance and Police Stations and Emergency Vehicle Garages
(Occupancies having surgery or emergency treatment facilities; designated earthquake, hurricane, or other emergency shelters; emergency preparedness, communications and operations facilities; power-generating facilities and other public utility facilities; aviation control towers and air traffic control centers; etc.)

ESSENTIAL FACILITIES



- Facilities Categorized in Risk Category IV are to be designed to standards defined in ASCE 7 (American Society of Civil Engineers); establishes minimum design loads for Buildings and Other Structures:
 - Lateral Loading: **Seismic, Wind, Snow, and Flooding**
(Increased structural reinforcing: shear walls, cross bracing, moment connections, etc.)
 - Increase in Seismic, Wind, Snow and Flooding Load factors by between **25% to 50%**
(St. Louis Area Seismic classification already increases Lateral Load requirements by 10% +/- over other metropolitan areas)



POLICE DEPARTMENT / MUNICIPAL COURTS / CITY HALL ANNEX

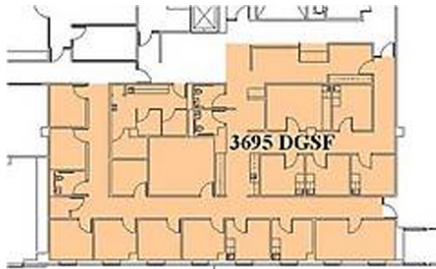
2015 Space Needs Assessment Existing Facility Space Allocation

NET TO GROSS CALCULATION METHODOLOGY

Net to Gross Factor or Grossing Factor: a multiplication factor applied to space to increase the allotment to accommodate elements not in the base number. A grossing factor is applied to space lists on Net Square feet to take into account internal circulation and walls to give Departmental Gross Square Feet. Another factor is used to increase DGSF to Building Gross Square Feet (BGSF) and further account for the amount of space required for major vertical circulation, shafts and building circulation. For instance, as a rule of thumb, building gross is approximately twice the amount of net area in a hospital.



Net Square Feet (NSF): Net Square Feet (NSF) is the area of an individual room or the usable floor area that is assigned to a function in an open area e.g. cubicles or workstations. Net square feet for each room is measured from the inside finished surface of surrounding partitions or enclosing elements and from the outline of the floor area for a space in an open area, includes casework, fixtures and door swings. Net areas do not include partitions or structural elements such as columns or column enclosures, or circulation or access space



Departmental Gross Square Feet (DGSF):

Department Gross Square Feet (DGSF) is a measure of an assemblage of rooms and spaces as assigned to a department or service and includes internal departmental and/or service circulation and partitions, columns, and projections enclosing the structural elements of the building within the departmental space. The boundary defining DGSF is drawn from the inside finish of the permanent exterior building walls to the center line of the department-separating wall partitions or to the centerline of corridors which separate and provide access to spaces in adjoining departments.

Departmental Grossing factors can vary significantly in facilities with diverse departmental uses; i.e. hospitals, police stations, etc.: public/common areas = 20%, administrative = 30%, investigations = 40%, holding = 50%, training = 25%, family practice = 40%, clinic = 40%, physical therapy = 35%, dental clinics = 40%, educational = 35%, information management = 35%, etc.

Building Gross Square Feet (BGSF): Building Gross Square Feet (BGSF) is the aggregate area of all enclosed floor areas and supporting structure and certain unenclosed areas which support the function of the building. BGSF includes all NSF or DGSF space, as well as the area of the exterior wall and structure; common and service spaces including elevators, stairs, and escalators, shafts and stacks, and mechanical spaces; and any other areas which make up the entire building.

NET TO GROSS CALCULATION METHODOLOGY

Building Gross SF is determined by the One-Step or Two-Step method:

A. One-Step method:

Net Square Feet to Building Gross Square Feet.

Define project areas further by calculating the gross components (MEP, Circulation, Walls, Half Areas and Flexibility).

Sum of Net SF (NSF) X Building Conversion Factor (1.35) = Building Gross SF (BGSF)

B. Two-Step method:

Departmental Net Square Feet to Departmental Gross Square Feet to Building Gross Square Feet.

Define project areas and help identify efficiencies in terms of functional characteristic, relationships and adjacencies, and floor plan designs.

(Dept Net SF (DNSF)) (Dept. Conversion Factor) = Dept Gross SF

Departmental Conversion Factors can range from 15% to 50%+

(DGSF)(Building Conversion factor) = Building Gross SF (BGSF)

Building Conversion factors:

administrative facility = 15%

hospitals/healthcare facility = 35%

SPACE & OPERATIONAL NEEDS ASSESSMENT



METHODOLOGY

■ CRITERIA:

■ STATE & NATIONAL POLICE DEPARTMENT FACILITY AND OPERATIONAL GUIDELINES (BEST PRACTICES)

- Commission on Accreditation of Law Enforcement Agencies (CALEA)
- Missouri Police Chiefs Association (MOPCA)
 - *Missouri-Based Law Enforcement Agency Certification Program*
- Department of Justice (DOJ):
 - *PREA – Prisoner Rape Elimination Act*
 - *Design Guidelines – Forensic Labs*
 - *National Institute of Corrections – Jail Design Guidelines*
- Judicial Conference of the United States
 - *US Court Design Guidelines*
- NFPA
 - *NFPA 730 – Guide for Premises Security*
- Department of Defense (DOD):
 - *Emergency Operations Center Planning and Design – UFC 4-141-04*
 - *Minimum Anti-Terrorism Standards for Buildings – UFC 4-010-01*
- FEMA – Risk Management
- Department of Homeland Security
 - *NIMS National Incident Management Series*
- International Association of Chiefs of Police
 - *Police Facility Guidelines*
- International Association for Property and Evidence, Inc.
 - *Professional Standards*
- International Building Code
 - *Essential Services*

SPACE NEEDS ASSESSMENT



- **Process:**
 - Space Needs Questionnaire
 - Facility Tour
 - Departmental Interviews / Tours
 - Iterative Review Process

SPACE NEEDS ASSESSMENT



- **Summary:**

- **Staffing/Staffing Projection:**

- Current Total Staffing: 83

- Staffing Total Projection: 96

- Existing Facility Gross Square Footage Total: 42,713 sf

- University City Police Department & **Municipal Court**
2015 Space Needs Assessment Gross Square Footage Total: 37,779 sf
(23% Reduction from Initial Gross Square Footage of 49,200 s.f.)



“DRAFT”



QUESTIONNAIRE
space needs assessment
University City – Police Department/Annex
November 2015



QUESTIONNAIRE
space needs assessment
University City – Police Department/Annex
November, 2015

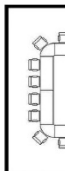


QUESTIONNAIRE
space needs assessment
University City – Police Department/Annex
November, 2015



QUESTIONNAIRE
space needs assessment
University City – Police Department/Annex
November, 2015

Conferen
Large (15
325



Conference and I
(Shared Space, e

* **Private Office and**
The Facility Program will
Workstations are usual
compiled to establish a

Shown below are typical workstation layout, furniture and standard size.

Office 1 Private Office 275 S.E.	Office 2 Private Office 225 S.E.
--	--



What changes might be expected in emphasis or organizational structure?

4. Departmental Staffing For
List all staff positions needing title
outside personal: (i.e. Director, A

[illegible]

Introduction:

The City of University City has retained Chiodini Architects to develop a Space Needs Assessment to determine the current and future needs of the it's Police department.

This Questionnaire will assist in the documentation of the City's goals and planning philosophy for the Department's future organizational changes and trends, staffing forecasts, departmental adjacencies, space standards and financial criteria.

This questionnaire will provide an overview for department heads and key staff members. It will help the study greatly if you respond to each question presented (even if with "not applicable" or N/A). Try not to let the inadequacies of your present facility limit the presentation of your actual needs and goals. Please feel free to expand on your responses to the questionnaire on additional pages. The more completely we understand your needs, goals, operations, the more effectively the new facility can be programmed to best serve the department and the community.

DEADLINE: PLEASE RETURN TO _____ BY _____ 2015

1. Identification and Description of Department:

Division within Department: _____
(Admin., Investigations, Patrol, etc.)

Your Title, Name and Work Email:

Title	First	Last	Email
-------	-------	------	-------

2. Departmental Functional Goals for this project:

Provide a brief overview / description of your department and the department's goals from the perspective of your position?

3. Future Organization, Trends and Comments:

Chiodini Architects | Redstone Architects, Inc. | 1401 South Brentwood Blvd. | St. Louis, Missouri 63144 | 314.725.5588

Chiodine
ARCHITECT

Space	Staff		Space Standards		Comments
	Current	Proj'd.	Existing Police Facility Space Allocation (Square Feet)	2015 Space Needs Assesment (Square Feet)	
1. PUBLIC AREAS					
Net Area			--	3,735	
20% Internal Circulation Factor			--	747	
Subtotal: Public Areas	0	0	5,025	4,482	*Includes: Municipal Court Area @ Community Center
2. POLICE DEPARTMENT STAFF COMMON AREAS					
Net Area			--	2,750	
25% Internal Circulation Factor			--	688	
Subtotal: Staff Common Areas	0	0	1176	3,438	*Includes: Break Room and Adequate Locker Rooms w/ Restrooms and Showers
3. POLICE ADMINISTRATION					
Net Area			--	936	
30% Internal Circulation Factor			--	281	
Subtotal: Police Administration	2	2	637	1,217	*Includes: Admin Conference Room, File Room, Waiting, Restroom, and Work Room
4. BUREAU OF SERVICES					
Net Area			--	995	
30% Internal Circulation Factor			--	299	
Subtotal: Bureau of Services	2	3	798	1,294	*Includes:Support Services Assist, Quarter Master Storage, IT Work Room/Storage, and
5. RECORDS					
Net Area			--	824	
30% Internal Circulation Factor			--	247	
Subtotal: Records	3	3	1271	1,071	
6. COMMUNICATIONS (DISPATCH)					
Net Area			--	1,194	
35% Internal Circulation Factor			--	418	
Subtotal: Communications (Dispatch)	11	11	633	1,612	Offices, Conference Room/Quiet Room, Break Room, Training Alcove, Restroom
7. INVESTIGATIONS BUREAU					
Net Area			--	2,370	
30% Internal Circulation Factor			--	711	
Subtotal: Investigations Bureau	10	14	2,590	3,081	*Includes: 4 Interview Rooms, and Observation Work Station



Existing Facility Space Allocation & 2015 Space Needs Assessment



Existing Facility Space Allocation & 2015 Space Needs Assessment

8. PATROL					
Net Area			--	2,209	
30% Internal Circulation Factor			--	663	
Subtotal: Patrol	52	58	1476	2,872	*Includes: Shift Lieutenant Offices, Road Patrol Office, Juvenile Holding, Work Room, Briefing Room Properly Sized, and Kennel
9. HOLDING					
Net Area			--	2,347	
40% Internal Circulation Factor			--	939	
Subtotal: Holding	0	0	1,813	3,286	*Includes: Intake Vestibule, Prisoner Processing Area, Interrogation Rooms, Attorney/Client Interview Room, Separate Male/Female Holding Tank and Cells, Isolation
10. PROPERTY					
Net Area			--	2,222	
20% Internal Circulation Factor			--	444	
Subtotal: Property	0	0	2,861	2,666	
11. TRAINING -REQUIRED PERSONNEL AND FACILITIES INCLUDED ELSEWHERE IN ASSESSMENT					
Net Area			--	0	
25% Internal Circulation Factor			--	0	
Subtotal: Training	0	0	0	0	Included in Municipal Court and Recreation Center
12. COURT ADMINISTRATION OFFICE- SELF CONTAINED SUITE					
Net Area			--	824	
30% Internal Circulation Factor			--	247	
Subtotal: Court Administration	3	4	1,023	1,071	*Includes: Prosecutor Work Table, Staff Toilet (for use during Court, as well)
13. MISCELLANEOUS SPACES					
Net Area			--	3,284	
20% Internal Circulation Factor			--	657	
Subtotal: Miscellaneous Spaces	0	0	6,698	3,941	*Includes: Forensic Garage, FG Evidence Prep Area, Evidence Storage Room, and 2 Lane
14. BUILDING SUPPORT AREAS					
Net Area			--	2,452	
15% Internal Circulation Factor			--	368	
Subtotal: Building Support Areas	0	0	2,148	2,820	

POLICE DEPARTMENT / MUNICIPAL PARKING NEEDS ANALYSIS



Secure Parking

- Secure Civilian and “Official Visitor” Parking
- Police Vehicle Parking

45 Secure Spaces
24 Secure Spaces

Total Secure Parking

70 Spaces

Public/Visitor Parking

- Visitor Parking
- Municipal Court Parking

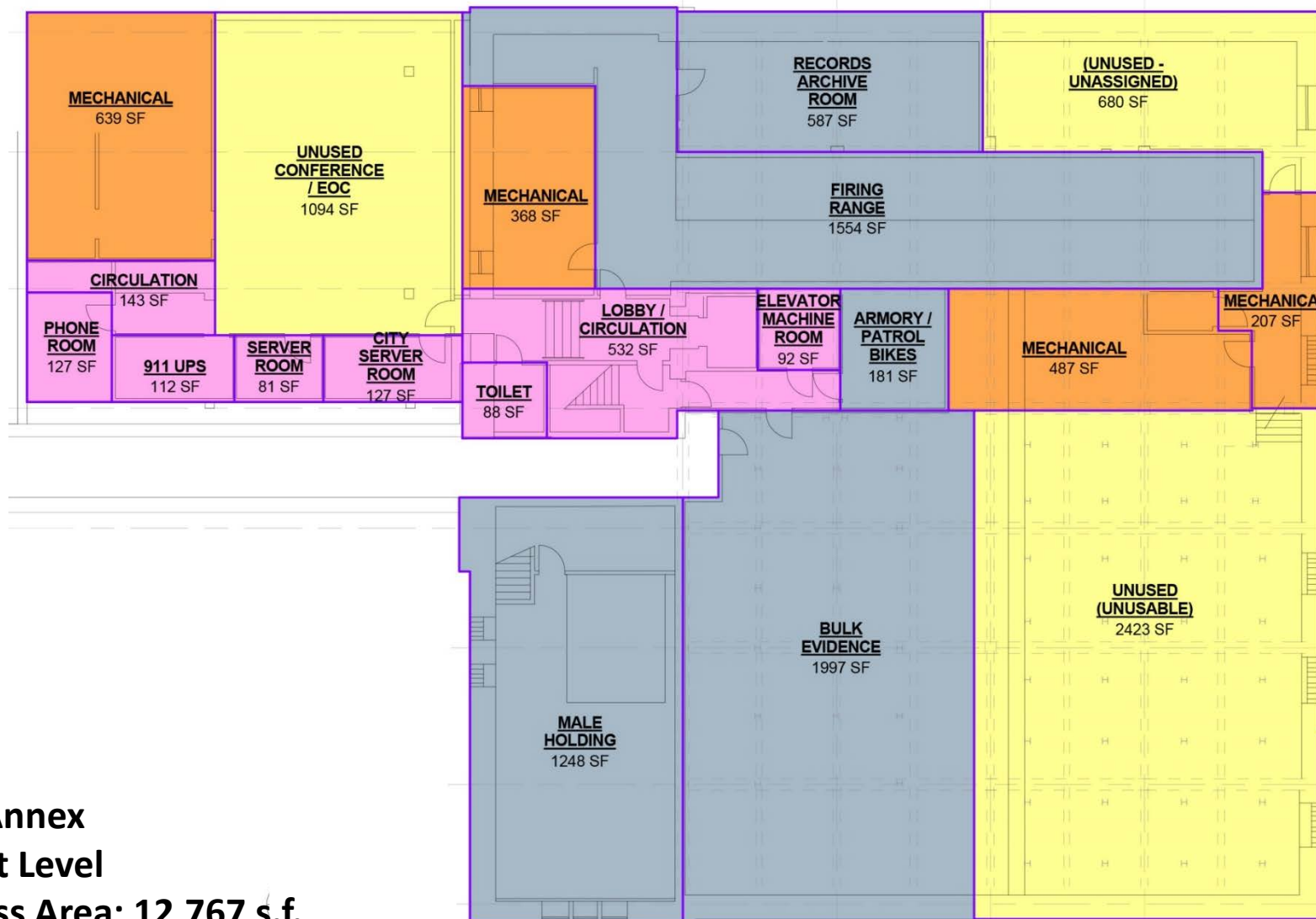
15 Spaces
100 Spaces

Total Public/Visitor Parking

115 Spaces

Total Site Parking for Police Department/Municipal Court

185 Spaces



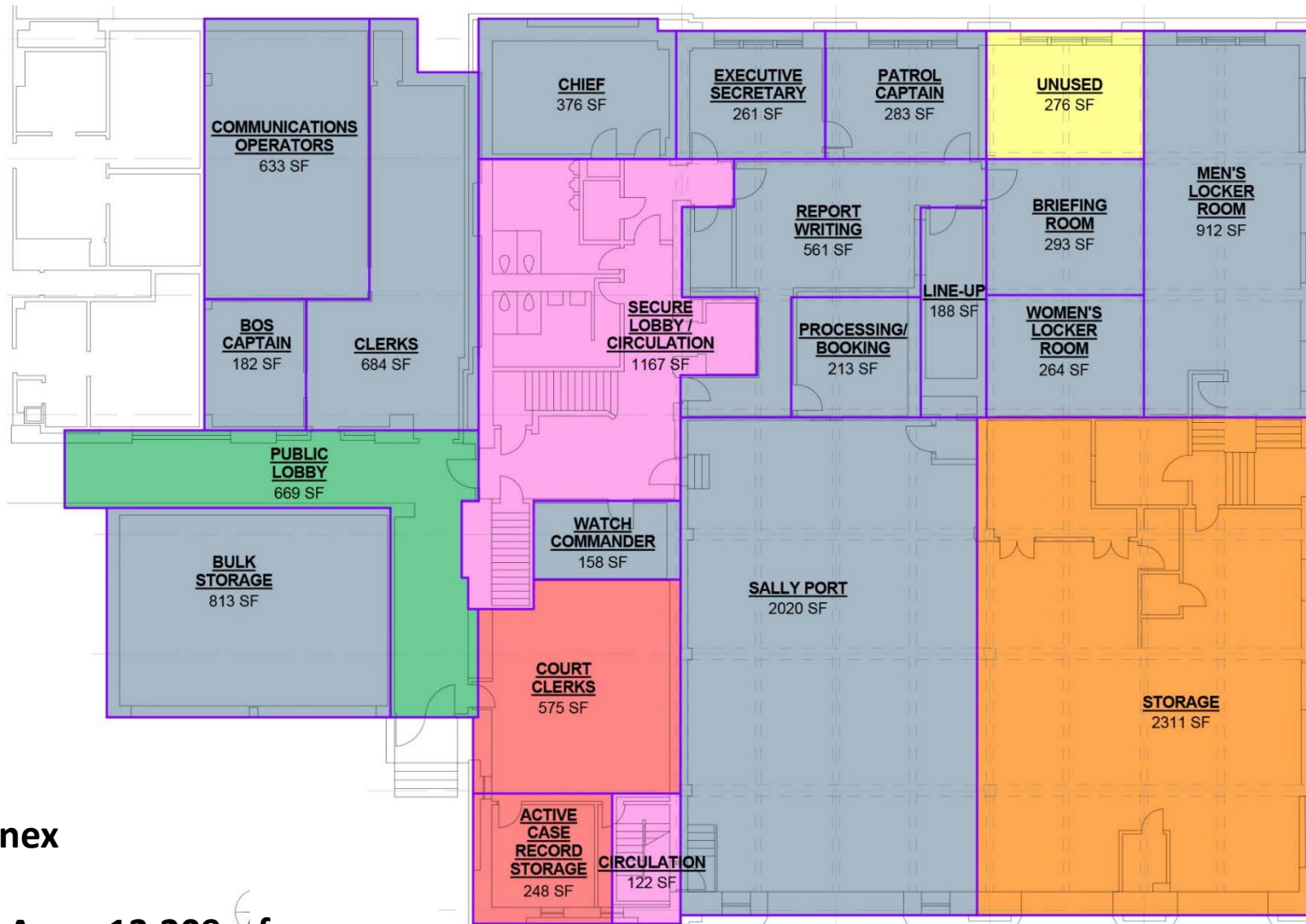
Existing Annex
Basement Level

Total Gross Area: 12,767 s.f.

Police Space Allocation: 9,664 s.f.



Existing Facility Space Allocation



Existing Annex

First Level

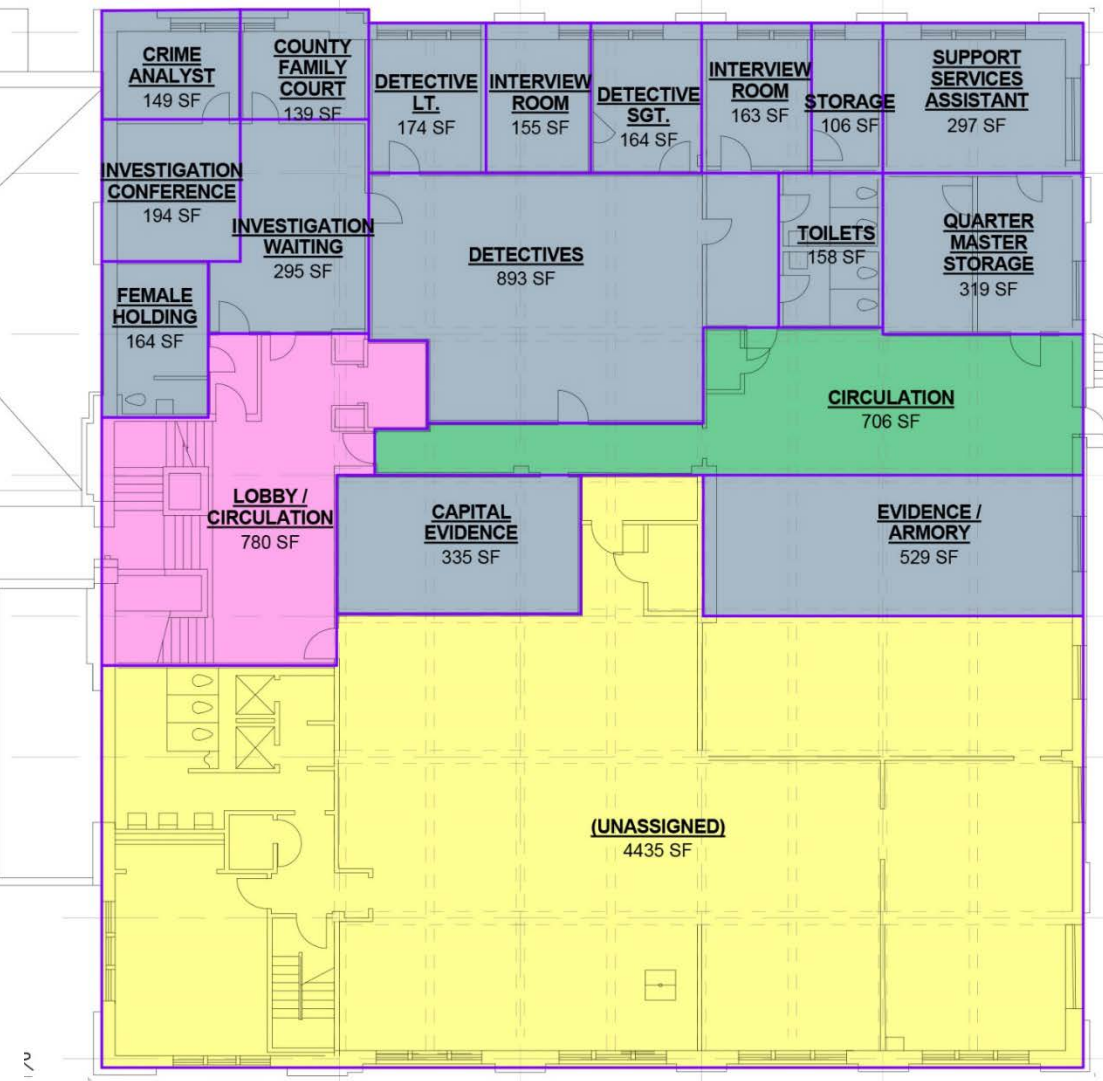
Total Gross Area: 13,209 s.f.

Police Space Allocation: 12,933 s.f.



Existing Facility Space Allocation

Existing Facility Space Allocation



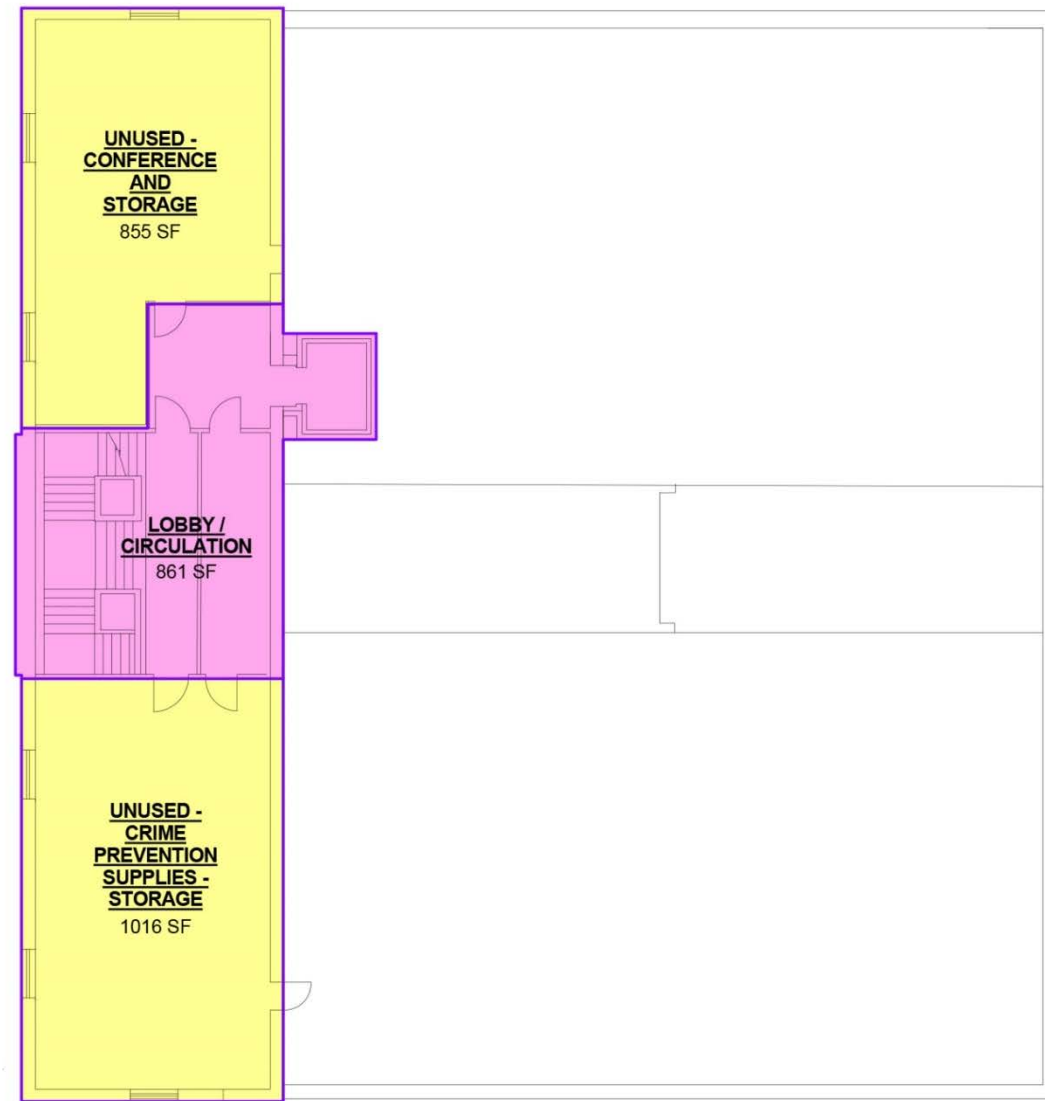
Existing Annex

Second Level

Total Gross Area: 10,156 s.f.

Police Space Allocation: 5,721s.f.

Existing Facility Space Allocation



Existing Annex

Third Level

Total Gross Area: 2,732 s.f.

Police Space Allocation: 2,732 s.f.

Existing Police Facility Space Allocation & 2015 Space Needs Assessment Comparison - SUMMARY

Space	Staff		Space Standards		Comments
	Current	Proj'd.	Existing Police Facility Space Allocation (Square Feet)	2015 Space Needs Assessment (Square Feet)	
Total Net Area			--	26,142	
SUBTOTAL			--	32,851	
15% GROSS-UP FACTOR			--	4,928	Common Circulation, Structure, Shafts, Interior and Exterior Walls, etc.
TOTAL PROJECTED GROSS SF	83	95	--	37,779	
Exist. Annex Police Allocation Net Area			28,149	--	
Lobbies and Internal Circulation			3,785	--	
Total Net Area			31,934	--	
Unused/Unassigned Space			10,779	--	
TOTAL EXISTING GROSS SF UTILIZED			42,713	--	*Includes Existing, Used, Unused, Unassigned, Circulation, and Off-site Municipal Court and Court Archives
Exist. Annex Gross Square Footage			38,863	--	*Subtracting Off-Site Municipal Courts (3650sf) and Off-Site Court Records Storage (200sf)
Unusable Annex Square Footage in Future			12,767	--	Basement - Due to water/mold/flooding
Usable Exist. Annex Gross SF Available for Renovation			26,096	--	*Inefficiencies in planning the existing facility would yield an increase in overall required Gross SF



**Existing Facility Space
Allocation & 2015
Space Needs
Assessment**

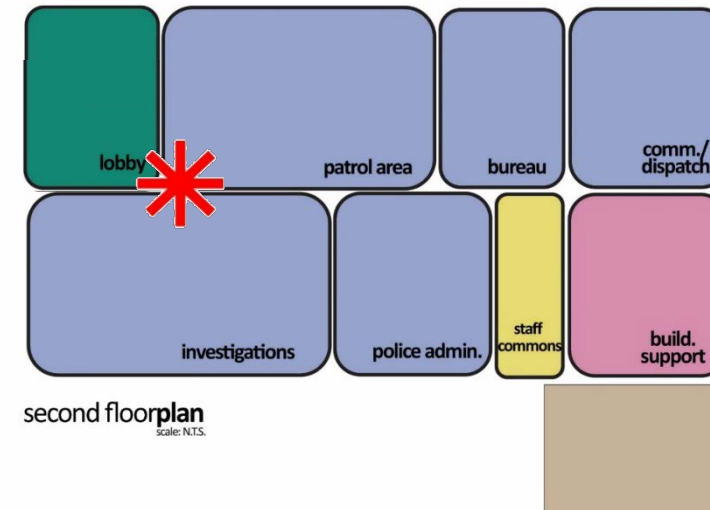
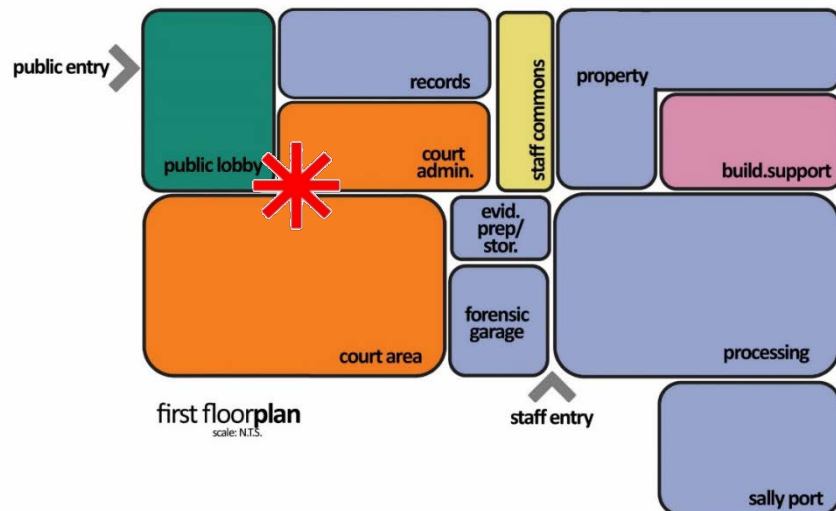




EXISTING POLICE DEPARTMENT and COURT ADMINISTRATION Operational Assessment

POLICE DEPARTMENT BASIC OPERATIONAL NEEDS

- Safety and Security – Site and Facility
 1. Separation of Police/Public/Prisoner Traffic Flow – Site and Facility
 2. Consolidated Evidence Processing & Storage
 3. Consolidated Prisoner Processing & Storage
 4. Efficient Work Flow and Appropriate Adjacencies



Conceptual Police Facility/Municipal Court

■ **SENATE BILL NO. 5:**

Requires a police department to be accredited or certified by the Commission on Accreditation for Law Enforcement Agencies or the Missouri Police Chiefs Association or contract for police services with a police department accredited or certified by such entities; **Accreditation or Certification shall be completed within 6 Years.**

Missouri Police Chiefs Association

- Chapter 35 - Custodial (prisoner) Care Standards
- Chapter 36 - Communications (Dispatch) Security
- Chapter 29 - Training (adequate training space)
- Chapter 32 - Information Security
(public lobby area; public in secure spaces; poor separation of public and staff)
- Chapter 33 - Evidence (booking, processing, securing, and monitoring/auditing)

Commission for Accreditation of Law Enforcement Agencies

- Chapter 72 - Custodial (Prisoner) Care Standards
- Chapter 84 - Evidence

EXISTING SITE ASSESSMENT

■ Site Evaluation

1. Inadequate Setbacks from Public Ways
2. No Police/Public Vehicular or Pedestrian Separation – risk of Police / Public / Prisoner Physical Conflict
3. Inadequate Parking for Citizens, Staff, and Police



EXISTING VISITOR / EMPLOYEE PARKING ASSESSMENT



- Area #1 – 19 parking spaces
- Area #2 – 14 parking spaces
- Area #3 – 15 parking spaces (Visitor and Carpool spaces not counted)
- Area #4 – 24 parking spaces (School property)
- Area #5 – 15 parking spaces
- Area #6 – 6 parking spaces
- Area #7 – 16 parking spaces

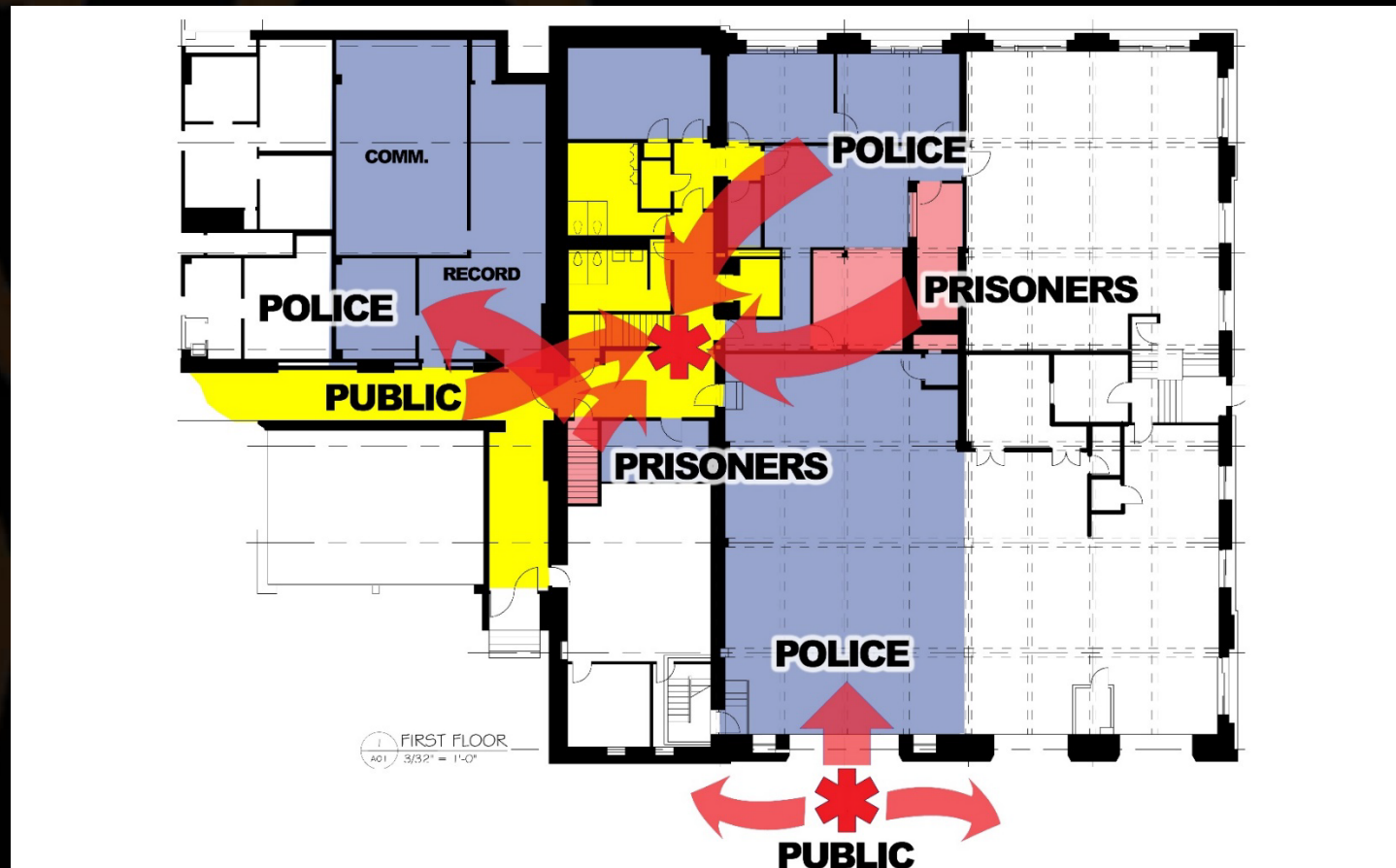
109 Total Spaces – City Hall / Police Personnel
85 Total Spaces – w/o School Property



70 Spaces + Miscellaneous vehicles Recommended for Secure Police Alone
***185 total Spaces Recommended for Police & Municipal Court Facility**

EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT

1. Lack of Police/Public/Prisoner Circulation Separation – risk of physical conflict
2. Lack of Separation of Prisoner Processing and Police Operations – risk of physical conflict



EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT



3. Inefficient, Unsafe Work Flow and Department Adjacencies
4. Lack of Separation of Prisoner Processing and Police Operations



EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT



- 5. Unhealthy / Unsafe Working Environment
- 6. Lack of Secure Transport of Prisoners to Cells – risk of physical conflict/harm to officers
- 7. Lack of ADA compliance – Police, Staff, Public or Prisoners



EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT



8. Prisoner Holding Cells Do Not Meet Current Standards

a. Suicide Risk / Police Safety Risk /Sanitary Issues – sewer back-up

modern cell design



EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT



9. Evidence Processing

- a. Not Contiguous
- b. Possible Chain of Custody Risk
- c. Lack of Observation

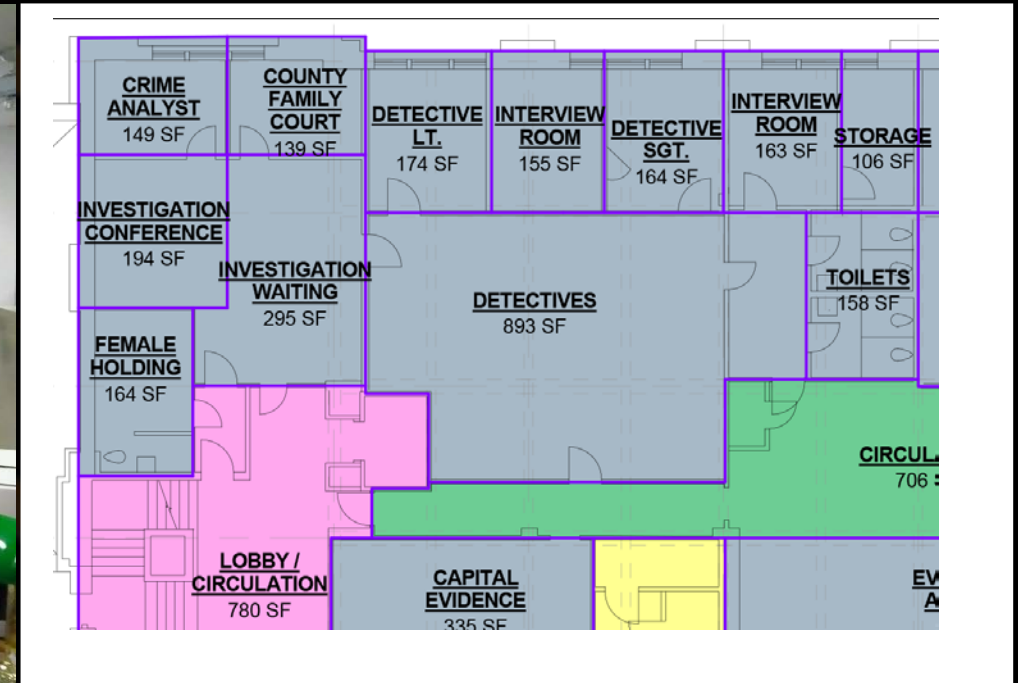
10. Evidence Storage

- a. Not Contiguous with Evidence Processing
- b. Lacks Proper Ventilation
- c. Inadequate Space for Proper Organization

EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT

11. Investigation Bureau

- a. Interview Rooms Accessed thru Bureau Detective Area
- b. Restrooms Accessed Through Detective Work Area



EXISTING POLICE DEPARTMENT ANNEX ASSESSMENT

12. Municipal Court –off Site

- a. Transfer of Records Outside of Secure Police Facility - risk
- b. Transfer of Money Outside of Secure Police Facility - risk
- c. Police/Courts Employees Outside of Secure Facility

- ## 13. Municipal Court on 5th Floor of City Hall Council Chamber - risk
- a. Access Concern – Elevator
 - b. Queuing / Waiting – Security
 - c. Lack of Security / Separation for
Court /Police / City Hall Personnel
 - d. Parking Concern



OPERATIONAL AND PHYSICAL EVALUATION CONCLUSIONS



1. Police Safety/Security Concerns
2. Police/Public/Prisoner Circulation Separation Concerns
3. Unhealthy Work Environment
4. Unsafe Work Environment
5. Work Flow/Processing Inefficiencies
6. Employee Satisfaction, Morale, Retention and Attraction Concerns





University City Police Department Municipal Courts Conceptual Development and Cost Estimate

- ANNEX RENOVATION / ADDITION
- NEW FACILITY

CONCEPTUAL DEVELOPMENT CRITERIA



- **Planning Utilizing Established State and National Standards will Result in a:
Police Department Facility Complying with Required Standards and Meeting Modern Functional Needs**
 - Address ALL Safety & Security Requirements
 - Separation of Police/Public/Prisoner Circulation
 - Improved Operation Efficiencies
 - Improved Working Conditions
 - Improved Prisoner Processing
 - Improved Evidence Processing
 - Improved Employee Moral
 - Improved Employee Retention and Recruiting
 - Improved Community Service

COST ESTIMATING PROCESS



- **Similar Project Type Cost History Analysis:**
 - Past Municipal Police Departments Projects – Similar Project Types
 - Identified Cost/SF of each Project
 - Applied Cost Projection to 2016
 - Averaged the Cost/SF

COST HISTORY ANALYSIS



PAST PROJECTS	Year Bid	Building Gross Square Footage	Total Construction Cost	Projected Construction Cost (2016)	Projected Cost/SF (2016)	Comments
Police Only:						
Marshal, MI Law Enforcement Center	2014	35,823	\$8,997,278	\$10,657,276.00	\$297.50	Single Story; 3 Agency Shared Law Enforcement Center 110 Sworn/10 Civilian
Police Headquarters Oklahoma City	2013	88,625	\$22,631,310	\$26,806,787.00	\$302.47	3-Stories; No Sally Port, No Prisoner Processing 264 Sworn/24 Civilian
O'Fallon, MO Justice Center - Estimate	n/a	86,813	\$25,035,215	\$26,537,328.00	\$305.68	Projected 190 Sworn Staff, 259 Total Staff
Police Headquarters Sedalia, MO - Estimate	n/a	25,000	n/a	\$7,441,500.00	\$297.66	40 Sworn/10 Civilian; Limited Prisoner Processing No Municipal Court (in City Hall)
AVERAGE					\$300.83	

COST HISTORY ANALYSIS



PAST PROJECTS	Building Gross		Total Construction Cost	Projected Construction Cost (2016)	Projected Cost/SF (2016)		Comments
	Year Bid	Square Footage					
Police/City Hall/Courts:							
Cottleville, MO	2006	15,900	\$4,298,000	\$5,565,575.00	\$350.04	Police/City Hall/Courts	LEED Certified; Site Complications
Bridgeton, MO	2010	42,773	\$9,429,000	\$10,864,090.00	\$253.99	Police/City Hall/Courts	Radio Tower; Closed Office Layout
Maryland Heights, MO	2008	67,000	\$13,200,000	\$15,795,534.00	\$235.75	Police/City Hall/Courts	Large Facility, Open Office Layout
Manchester, MO	2009	24,185	\$6,892,000	\$7,925,800.00	\$327.72	Police/City Hall/Courts	Large Facility, Open Office Layout
Frontenac, MO	2011	38,205	\$9,263,000	\$10,336,582.00	\$270.56	Police/City Hall/Fire	
Olivette Municipal Complex - Estimate	n/a	35,643	\$10,358,073	\$10,668,815.00	\$299.32	Police/City Hall/Courts/Fire	Four Department; Small SF
AVERAGE					\$289.56		
Police Department Renovations							
Clayton, MO	2011	60,000	\$17,000,000	\$22,211,027.00	\$370.18	Police Department; not built to Essential Services	60,000 sf Built Out, Remainder Shell Space
Lansing, MI	2011	74,700	\$18,553,771	\$24,241,077.00	\$324.51	Police Department/Municipal Courts (New Addition)	Essential Services not Considered at this point in Study
AVERAGE					\$347.35		

COST ESTIMATING | CONTROL



- **Columbia, Missouri Government Center - New City Hall Tower and Boone Renovation**
Budget \$22,000,000 Final Cost \$21,891,373
- **Howard & Gentry Historic Building Renovations Phase I - Columbia Govt Center Complex**
Budget \$2,820,000 Final Cost \$2,736,990
- **City of Bridgeton, Missouri - New Government Center & Police Headquarters**
Budget \$10,284,162 Final Cost \$10,229,087
- **City of Maryland Heights, Missouri - New Government Center & Police Headquarters**
Budget \$15,575,831 Final Cost \$14,538,722
- **City of Maryland Heights, Missouri - New Maintenance Facility**
Budget \$1,200,000 Final Cost \$1,135,024
- **City of Woodson Terrace - City Hall and Police Renovation**
Budget \$1,000,000 Final Cost \$1,015,167
- **City of Ladue - Fire House #2**
Budget \$2,200,000 Final Cost \$2,144,000

TOTAL PROGRAM BUDGET



- **BID COST/HARD COST**

- A. Construction Cost

- Building (including site work)
 - General Conditions
 - General Contractor Fee, Bonding, Insurance
 - Construction Contingency

- **SOFT COST (20-25% of Hard Cost)**

- A. Special Construction

- Site Demolition/Abatement
 - Permitting
 - Builder's Risk Insurance
 - Off-Site Utilities

TOTAL PROGRAM BUDGET



B. Furniture & Fixtures

- Furniture
- Owner Supplied Equipment
- Non-Permanent Appliances

C. Professional Services

- Environmental Consultants (Geotechnical, Hazardous Materials, etc)
- Survey/Civil Engineering Fees
- Architectural/Engineering Fees
- Materials Testing

TOTAL PROGRAM BUDGET



D. Technology

- Phone/Hardware/Service
- Computer/Fiber Optics/Data Systems
- Communication Wiring
- Security Systems
- Audio Visual Systems
- Radio Dispatch

ANNEX RENOVATION / ADDITION CONCEPTUAL COST ESTIMATE



- **Complete Gut Renovation**
 - Address Physical Condition
 - Address Antiquated Systems
- **Require an Addition to Meet Space & Operational Needs**
 - The Existing Facility was NOT Originally Designed or Constructed to House a Police Department
 - Essential Services Structural Requirements
 - Column Spacing
 - Lack of Vertical Circulation – Stairs/Elevators
- **Site Security Concerns (Separations/Setbacks) Will Remain**
- **Police Secure Parking Concerns Will Remain – Setbacks/Quantity/Separation**
 - 45 +/- Secure Parking Spaces Provided
 - 70+ Secure Parking Spaces Required – Space Needs Analysis
- **City Hall Staff/Public Parking (Municipal Court) Concern – Quantity**
 - 46 +/- City Hall Staff/Public Parking Spaces Provided
 - 115 Public/Visitor Parking Spaces Required – Space Needs Analysis

ANNEX RENOVATION / ADDITION CONCEPTUAL COST ESTIMATE



Renovation/Addition Construction Costs (2016 Dollars)				Cost/SF
Annex Building – Renovation (\$/sf)	\$300	26,096 sf	\$ 7,828,800	
Basement/3 rd Floor Renov	\$100	11,079 sf	\$ 1,107,900	
Building Addition	\$240	6,208 sf	\$ 1,489,920	
Annex Building – Façade Demo/Reconstruction (\$/sf)	\$95	10,062 sf	\$ 955,820	
Annex Building – Essential Services Structure			\$ 1,700,000	
Library Building - Renovation	\$300(1&2)	9,400 sf	\$ 2,820,000	
	\$100 (B)	4,700 sf	\$ 470,000	
Library Building – Façade Demo/Reconstruction	\$95	5,640 sf	\$ 535,800	
Library Building – Essential Services Structure			\$ 639,200	
Environmental Abatement			\$ 241,435	
Site (Retaining Walls Req'd)			\$ 500,000	
Subtotal Renovation Cost:			\$ 18,288,875	
Design Contingency(Unforeseen/Phasing)		15%	\$ 2,743,332	
Renovation/Addition Cost (Hard Cost)		43,383 sf	\$ 21,032,207	\$485
B. ALLOWANCE FOR SOFT COSTS	20%		\$ 4,206,441	
C. TOTAL PROJECT BUDGET (2016 Dollars)			25,238,648	\$582

***CONSTRUCTION OF TEMPORARY FACILITY:**

30,000 +/- SF @ \$200/SF = \$6,000,000

***RENT: 30,000 +/- SF @ \$20/SF = \$1,200,000
(24 Months)**

***MOVING/STORAGE EXPENSES**

***INCREASED RISK OF UNFORSEEN CONDITIONS**

***HISTORICAL RECONSTRUCTION BIDDING IS
NOT VERY COMPETITIVE**

NEW POLICE DEPARTMENT FACILITY CONCEPTUAL COST ESTIMATE



Total Cost \$12,463.387

A. NEW Construction Costs (2016 Dollars)				Cost/SF
Building (\$/sf)	\$ 240	37,779 sf	\$ 9,066,960	
Site (per Acre)	\$ 150,000	2.5	\$ 375,000	
Subtotal - Building Cost			\$ 9,441,960	\$ 250.00
Design Contingency		10.0%	\$ 944,196	
Building Construction Cost (Hard Cost)			\$ 10,386,156	\$ 275
B. ALLOWANCE FOR SOFT COSTS	20.0%		\$ 2,077,231	
C. TOTAL PROJECT BUDGET (2016 Dollars)			\$12,463,387	\$ 330

*Plus Land Cost

* Alternate Bulk Evidence/Ancillary Storage: 2,500 sf Outbuilding @ \$70/sf = \$175,000
(Within Secure Parking Area; Outbuilding is less expensive to build than the main building.)

ANNEX FACILITY CONCEPTUAL COST ESTIMATE

Annex Renovation – White Box

Renovation Construction Costs (2016 Dollars)				Cost/SF
Exterior Renovation	\$25/sf	(Masonry, Windows, Roof)		
Interior Renovation	\$80/sf			
Systems Replacement	\$60/sf			
Water/Structural Remediation	\$10/sf			
Demolition	\$5/sf			
Renovation Cost/SF	\$180/sf			
Annex Renovation:				
Floors 1, 2, & 3	\$180/sf	27,597 sf	\$4,967,460	
Basement	\$100/sf	12,767 sf	\$1,276,700	
Annex Renovation Subtotal			\$6,244,160	\$154/sf
Library Renovation:				
Floors 1 & 2	\$180/sf	9,400 sf	\$1,692,000	
Basement	\$100/sf	4,700 sf	\$470,000	
Library Renovation Subtotal			\$2,162,000	\$154/sf
Environmental Abatement			\$241,435	
Site Work Allowance			\$500,000	
Subtotal Renovation Cost:			\$9,147,595	
Design Contingency – Renovation		15%	\$1,372,140	
Renovation Total Construction Cost: (Hard Cost)			\$10,519,735	\$194/sf
Allowance for Renovation Soft Costs:		15%	\$1,577,960	
Total Project Cost – Renovation “White Box” (2016 Dollars)			\$12,097,695	\$222/sf

STRENGTHS / WEAKNESSES / OPPORTUNITIES / THREATS (S.W.O.T.) ANALYSIS





Next Steps



Neighborhood
to the World



University City

University City Police Department Facility Analysis

Chiodini
ARCHITECTS

chiodini architects | planners | architecture | interior design | graphics
1401 south brentwood blvd. | saint louis, missouri 63144 | 314.725.5588 | www.chiodini.com

ENVIRONMENTAL HAZARDS SURVEY

**CITY OF UNIVERSITY CITY -
DEPT. OF COMMUNITY DEVELOPMENT**

UNIVERSITY CITY ANNEX BUILDING

6801 Delmar Boulevard

University City, Missouri 63130

PSI Project Number: 0029-1542

January 13, 2014

ENVIRONMENTAL HAZARDS SURVEY

For

**UNIVERSITY CITY ANNEX BUILDING
6801 DELMAR BOULEVARD
UNIVERSITY CITY, MISSOURI 63130**

Prepared for

**CITY OF UNIVERSITY CITY
DEPT. OF COMMUNITY DEVELOPMENT
6801 DELMAR BOULEVARD
UNIVERSITY CITY, MISSOURI 63130**



Kevin C. Roberts
Project Manager

Prepared by

**Professional Service Industries, Inc.
8669 Olive Boulevard
St. Louis, Missouri 63132
Telephone 314-432-8073**



Greg Chambliss, RPIH, LEED AP
Department Manager

PSI PROJECT #0029-1542

January 13, 2014

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APPENDICES

- APPENDIX A - Asbestos Results and Laboratory Report
- APPENDIX B - Lead-Based Paint XRF Data Sheets
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1.0 INTRODUCTION

1.1 GENERAL INFORMATION

Professional Service Industries, Inc. (PSI) was retained by the City of University City to perform an environmental hazards survey of the University City Annex Building. The Police Department, city jail, and 911 dispatch are located in the Annex Building. The Fire Department previously was based at the Annex Building, but has relocated. Areas inspected included the basement through the third floor of the annex building, a portion of the tunnel leading from the annex building to City Hall, and a portion of the tunnel leading from the annex building to the library. In accordance with state and federal law, certified Missouri Asbestos Building Inspectors and Missouri Lead Inspectors performed the survey and sampling. Kevin Roberts (Asbestos Inspector License 7118122112MOIR12746 / Lead Inspector License 080128-300001836) and Mead Dowling (Asbestos Inspector License 7118041213MOIR304 / Lead Risk Assessor License 100127-300002668) performed the survey December 16th through December 18th, 2013.

In addition to identifying asbestos-containing materials (ACM) and surfaces with paints and/or coatings that contain lead-based paint (LBP), PSI also performed a radon screening, a limited mold evaluation and continuous sewer gas monitoring in specific locations throughout the facility.

This report has been prepared for the exclusive use of the City of University City.

1.2 AUTHORIZATION

Authorization to commence work starting December 16, 2013 was electronically provided to PSI via a signed contract agreement. Captain Carol Jackson coordinated access to the facility.

1.3 PURPOSE

The purpose of the sampling was to determine the presence of hazardous materials and to evaluate if these materials will need to be removed prior to building renovations or demolition.

2.0 SCOPE OF SERVICES

2.1 SCOPE OF WORK

As part of this project, the following services were performed:

- Asbestos Survey and Sampling
- Lead Based Paint Sampling
- Radon Screening
- Limited Visual Mold Evaluation
- Continuous Monitoring for Sewer Gas Parameters

3.0 ASBESTOS SURVEY AND SAMPLING

A visual inspection and sampling survey of the facility was conducted in accordance with general USEPA/AHERA sampling guidelines to determine the presence of suspect asbestos-containing materials (ACM). Mr. Kevin Roberts and Mead Dowling, State of Missouri and AHERA accredited asbestos inspectors performed the asbestos survey portion of this project.

Samples of suspect asbestos-containing materials were collected from representative areas of the building, which could be physically entered during the site visit.

Samples were sent to PSI's laboratory located in Pittsburgh, Pennsylvania, for analysis. Samples underwent Polarized Light Microscopy (PLM) analysis for detection of asbestos fibers in the building materials. The current EPA Method for the Determination of Asbestos in Bulk Building Materials is in document EPA-600/R-93/116 July 1993. The results of the analyses are summarized in Section 4.0 of this report. The laboratory report and chain of custody for these analyses are presented in Appendix A.

3.1 ASBESTOS METHODOLOGY

3.1.1 General References

Asbestos sampling and assessment procedures were performed in general accordance with the guidelines published by the United States Environmental Protection Agency (EPA) in 40 CFR Part 763 Subpart E, October 30, 1987.

3.1.2 Visual Inspection

PSI's Missouri certified inspection team conducted a visual inspection for suspect asbestos-containing materials (SACM). An initial walkthrough of the survey area was conducted to determine the presence and condition of suspect materials, which were accessible and/or exposed. Materials, which were similar in general appearance, were grouped into homogeneous sampling areas. Samples were collected from suspect ACM. Samples were analyzed using Polarized Light Microscopy (PLM).

On the basement level, piping systems in the mechanical and storage areas had either fiberglass insulation with cementitious "mudded" pipe fittings that contained asbestos, or asbestos-containing pipe and pipe fitting insulation. With the exception of approximately 15 pipe fittings, the remaining piping systems (pipe and pipe fittings) in the tunnel leading to City Hall were insulated with fiberglass. Asbestos-containing ceiling tile and floor tile and mastic, have been identified on all levels of the Annex Building. Asbestos-containing pipe and/or pipe fitting insulation has been identified in the basement and first floor. PSI could not access enclosed pipe chases for inspection. Asbestos containing pipe and/or pipe fitting insulation is assumed to be present in all interior and exterior wall pipe chases, on all levels. Quantities of suspect ACM in the pipe chases could not be confirmed, and therefore is not reflected in the estimated

quantities provided in this report. Asbestos-containing window caulk and window glazing has been identified on all exterior windows.

Suspect building materials that were identified included floor tile and mastic, floor sheeting, wallboard systems (drywall & joint compound), window and door caulk, window glazing, pipe and pipe fitting insulation, tank insulation, baseboard mastics, ceiling tile, plaster, spray applied soundproofing, sink insulation, and vibration joint cloth.

3.1.3 Homogeneous Material Classifications

A preliminary walkthrough of the survey area was conducted to determine areas of materials, which were visually similar in color, texture, general appearance, and which appeared to have been installed at the same time. Such materials are termed "homogeneous materials" by the EPA. During this walkthrough, the approximate locations of these homogeneous materials were also noted.

Following the EPA inspection protocol, each identified suspect asbestos homogeneous material was placed in one of the following EPA classifications:

Surfacing Materials (spray or trowel applied to building members)

Thermal System Insulation (materials generally applied to various mechanical systems)

Miscellaneous Materials (any materials which do not fit either of the above categories)

3.1.4 Sampling Procedures

Following the walkthrough, the inspector collected selected samples of suspect asbestos-containing materials. Sampling was limited to those materials physically accessible to the inspector during the time of the inspection, except if the structural integrity of the item being tested would be compromised.

EPA guidelines were used to determine the sampling protocol. Sampling locations were chosen to be representative of the homogeneous material.

Samples of suspect miscellaneous asbestos and lead-based paint materials were taken as randomly as possible while again attempting to sample already damaged areas so as to minimize disturbance of the material. For miscellaneous materials, the number of samples collected was left up to the discretion of the accredited asbestos inspector. For small homogeneous areas of miscellaneous materials, sometimes only one sample was collected for analysis.

3.1.5 Quantification

Quantities of accessible and/or exposed building materials, which were suspected of containing asbestos, were estimated. This estimation was performed by taking approximate measurements in the field.

3.1.6 Laboratory Procedures

Asbestos analysis using PLM methodology was performed by using the bulk sample for visual observation and slide preparation(s) for microscopic examination and identification. The samples were mounted on slides and then analyzed for asbestos (chrysotile, amosite, crocidolite, anthophyllite, and actinolite/tremolite) and non-asbestos fibrous constituents (mineral wool, paper, etc.). Asbestos was identified by refractive indices, morphology, color, pleochroism, birefringence, extinction characteristics, and signs of elongation. The same characteristics were used to identify the non-asbestos constituents.

The microscopist visually estimated relative amounts of each constituent by determining the volume of each constituent in proportion to the total volume of the sample, using a stereoscope.

PSI laboratories maintain an in-house quality control program. This program involves blind reanalysis of ten percent of samples, precision and accuracy controls, and use of standard bulk reference materials for asbestos.

3.1.7 Report Formats

3.1.7.1 Report Format for Asbestos Survey Summary Table

Sample Number

A number is assigned to each sample to track results. A homogenous area is defined as an area of material that is uniform in color, texture and age. Each homogenous area was given a distinct letter designation. An example of the numbering sequence is as follows:

A-3

A = Homogeneous Material Group

3 = Third sample taken from homogeneous group A.

Material Location

Area in the building where suspect material was found.

Sample Description

Describes the material.

Approximate Quantity

Approximate quantity of material broken down by location.

Abbreviations

SF = Square Feet

LF = Linear Feet

EA = Each

Sample Results

Amount and type of asbestos (Any material containing more than 1% Asbestos is considered an asbestos-containing material (ACM)).

3.1.7.2 Report Format for Laboratory Analyses

Client ID

Unique number assigned by the inspector.

Lab ID

Unique number assigned by the laboratory for each sample.

Sample Description

Description is based on what analysts view under the microscope.

Asbestos Content

Indicates whether the sample contains more than 1% asbestos or no asbestos was detected.

Non-Asbestos Fibers

Indicates the percentage of non-asbestos materials present in the sample.

3.2 ASBESTOS FINDINGS

Asbestos-containing materials were found in this facility. The suspect materials sampled and found to contain asbestos are as follows:

- Ceiling Tile – 2' X 4' Lay-In with Pin-dot pattern – approximately 4,000 sf – basement, Fire Dept. Offices, Main Hallway, Detective Bureau (rms. 205, 206, 207), and "D.A.R.E." office (rm. 301).
- Ceiling Tile – 2' X 4' Lay-In, Off white with crowsfoot pattern – approximately 80 sf – west end of hall by violations bureau.
- Floor Tile – 12" Brown with white streaks with black mastic - approximately 450 sf – basement elevator lobby, phone & computer rooms.
- Floor Tile – 12" White with Multi-Colored Flakes with Yellow Mastic over 12" Brown with yellow mastic – Approximately 885 sf - Break room, "EOC" and west entrance hallways.

- Floor Tile – 9” Gray with black mastic under carpet – approximately 875 sf – Violations Bureau and associated storeroom (rms. 103 & 128).
- Floor Tile – 12” Tan with white & gray flakes with black mastic – approximately 380 sf – “Booking” hallway.
- Floor Tile – 12” Orange with yellow mastic over white tile with yellow mastic over gray tile with black mastic – approximately 160 sf – watch commander office (rm. 102).
- Floor Tile – 12” Gray mottled with black mastic – approximately 460 sf – report room and former suspect viewing room (rms. 114 & 116).
- Floor Tile – 12” Cream with yellow mastic over 9” green mottled with black mastic (under carpet) – approximately 430 sf – 2nd floor stairway lobby.
- Floor Tile – 12” Orange with yellow mastic over 12” cream with yellow mastic over 9” green mottled with black mastic – approximately 4,060 sf – 2nd floor fire department residence (rm. 222) and southeast stairwell landings.
- Floor Tile – 9” Green mottled with black mastic – approximately 2,315 sf – Detective Bureau, evidence storage, closets, and cell corridor (rms. 202, 205, 206, 207, 208, 217, & 218) and homicide evidence room. Approximately 2,050 sf under carpet.
- Floor Tile – 12” Light tan with white flakes with yellow mastic over wood over 9” green mottled with black mastic - approximately 545 sf – “Swearing In” room and hallway.
- Mastic – Black under carpet and various flooring – approximately 900 sf – Rooms 101, 110, 111, & 117.
- Floor Tile – 9” Dark red with black mastic - approximately 500 sf – Ms. Price office and storeroom (rms. 215 & 216).
- Floor Tile – 9” Brown with black mastic & black vapor barrier - approximately 910 sf – 3rd floor elevator lobby, offices to west of lobby, and “DARE” storage closet (rms. 301, 302, & 303).
- Floor Tile – 12” White mottled with yellow mastic over wood over white tile with gold mastic over wood over 9” brown with black mastic and black vapor barrier - approximately 65 sf – 3rd floor restroom
- Floor Sheetting – Brown terrazzo style under elevated computer floor – approximately 600 sf – “911 dispatch”.
- Cementitious “Mudded” Pipe Fitting Insulation on 0” - 4” diameter pipe runs – approximately 235 fittings – Throughout Facility. *(Material assumed to be in all interior and exterior pipe chases, chase quantity not included).*
- Cementitious “Mudded” Pipe Fitting Insulation on 4” – 8” diameter pipe runs – approximately 50 fittings – Basement and 1st Floor. *(Material assumed to be in all interior and exterior pipe chases, chase quantity not included).*
- “Mag Block” Pipe Insulation on 0” - 4” diameter pipe runs – approximately 300 lf – Basement mechanical rooms. *(Material assumed to be in all interior and exterior pipe chases, chase quantity not included).*

- “Mag Block” Pipe Insulation on 4” - 8” diameter pipe runs – approximately 100 lf – Basement Bicycle storage (rm. 005).
- “Aircell” pipe insulation on 0” – 4” diameter pipe runs – approximately 155 lf – Throughout Facility. *(Material assumed to be in all interior and exterior pipe chases, chase quantity not included).*
- Tank Insulation – approximately 10 sf - found on condensate tank in basement EOC mechanical room – assumed to be asbestos-containing due to close proximity of homogeneous area I.
- Vibration Joint Cloth – white – approximately 6 lf – storage area under fire department garage (rm. B9).
- Vibration Joint Cloth – Green Canvas – approximately 16 lf – Basement Evidence Storage Room B5 – assumed.
- Sink Insulation – Black & Gold – approximately 10 sf – 1st Floor break room and mail/print room.
- Exterior Window Glazing – approximately 2,295 lf (45 window units & Clerestory) – throughout facility.
- Exterior Window Caulk – approximately 1,375 lf – (45 window units) – throughout facility.
- Exterior Door Caulk - Gray– approximately 30 lf – East entrance to Police Department.

A material is considered by the EPA and the State of Missouri to be asbestos-containing if at least one sample collected from the homogenous area shows asbestos present in an amount greater than 1%.

Please refer to Appendix A for a more detailed description of the microscopic analysis in the Asbestos Results Table and Laboratory Reports. In addition, Figures 1 through 4 of this report illustrate the approximate locations of asbestos-containing materials throughout the University City Annex Building.

3.3 ASBESTOS CONCLUSIONS AND RECOMMENDATIONS

Based on the above sample results, there were several areas in the University City Annex Building where asbestos-containing materials are present. These identified asbestos-containing materials should be removed by a Missouri licensed asbestos abatement contractor prior to any renovation and/or demolition activities (if materials are to be disturbed).

Materials that contain less than 1% asbestos are not defined by the EPA or the State of Missouri as an asbestos-containing material (ACM). Analytical data indicates that the following material contained <1% Chrysotile asbestos:

- Drywall Joint Compound – White – Throughout the facility.

In accordance with Occupational Safety and Health Administration (OSHA) regulations, work activities involving the disturbance of materials that contain any asbestos, including <1%, involve certain work practice requirements and prohibitions. PSI recommends that the material be treated as asbestos-containing.

Summary tables and laboratory results are shown in Appendix A of this report. In addition, illustrations showing the locations of asbestos-containing materials throughout the building are shown on Figures 1 through 4.

4.0 LEAD BASED PAINT SAMPLING

Suspect Lead-Based Paint (LBP) surfaces were tested for lead content using X-Ray Fluorescence (XRF). Testing was performed on representative surfaces of the building, which could be physically entered / accessed during the site visit.

The type of XRF instrument used was a RMD LPA – 1, XRF Device # 1148. The Department of Housing and Urban Development (HUD), the United States Environmental Protection Agency (USEPA), and the Missouri Department of Health and Senior Services (DHSS) specify a positive determination of lead paint when the lead content is equal to or greater than 1.0 milligram of lead per square centimeter of painted surface (mg/cm²) when measured by X-Ray Fluorescence (XRF). The XRF reports for these analyses are presented in Appendix B.

4.1 LEAD BASED PAINT METHODOLOGY

4.1.1 Visual Inspection

PSI's Missouri certified inspection team conducted a visual inspection for suspect lead-based paint (LBP) materials. An initial walkthrough of the survey area was conducted to determine the presence and condition of suspect materials, which were accessible and/or exposed.

4.1.2 Method of Analysis

Paint surfaces were tested for lead content using X-Ray Fluorescence (XRF). Testing was performed on representative surfaces of the survey area, which could be physically entered / accessed during the site visit. HUD, USEPA, and the Missouri DHSS specify a positive determination of lead paint when the lead content is equal to or greater than 1.0 milligrams of lead per square centimeter of painted surface (mg/cm²) when measured by X-Ray Fluorescence (XRF). The XRF reports for these analyses are presented in Appendix B

4.1.3 Report Format for XRF Table

Reading

Correlates to the reading / test performed using the XRF.

Interior / Exterior

Describes if the sample / reading was taken from the interior or exterior of the building.

Room

Describes room where reading was collected, or if from the exterior of the building, which side.

Wall

Indicates which wall (north, south, east, west) in a room where a reading was collected.

Component

Describes the item where a reading was collected, such as a door casing, hand rail, etc.

Substrate

Describes the matrix of the item where a reading was collected, such as concrete, plaster, or wood.

Paint Color

Color of paint or coating.

XRF Reading

Provides the concentration of lead in milligrams per square centimeter (mg/cm²). A painted surface or coating with a reading equal to or greater than 1.0 is considered LBP by HUD, USEPA, and Missouri DHSS.

4.2 LEAD-BASED PAINT FINDINGS

Lead-based paint has been identified at the University City Annex Building. Building components where LBP has been identified are as follows:

Basement

- Tan/Brown metal handrails on the stairwell (B-1) in the basement.
- Orange/Red metal I-Beams within the Bike Storage/Evidence Area (Room 005/B-11) in the basement.
- Gray metal handrails on the stairwell to the Jail Cells (B-12) in the basement.
- White metal jail cell bars in the Jail Cell (B-12) in the basement.
- White metal jail cell walls in the Jail Cell (B-12) in the basement.
- White wooden windows in the Fire Department Area (B-7) within the basement.
- White wooden window frames in the Fire Department Area (B-7) within the basement.
- Blue wooden window frames in the Fire Department Area (B-6) within the basement.

It should be noted that all interior windows and window frames within the basement were observed to contain lead-based paint.

1st Floor

- White/Glazed ceramic block walls within the Fire Department Equipment Area (126) within the 1st Floor.

- White metal pipe along the east wall in the Fire Department Equipment Area (126) within the 1st Floor
- Cream/Tan wooden window frames in the Fire Department Equipment Area (126) within the 1st Floor.

It should be noted that all interior windows and window frames within the 1st Floor were observed to contain lead-based paint.

2nd Floor

- Blue wooden handrail on the stairwell/foyer (201) within the 2nd Floor.
- Blue wooden door in the stairwell (201) leading to the exterior within the 2nd Floor.
- Brown wooden window in the Fire Department Restroom within the 2nd Floor.
- Brown wooden door frame in the Detectives Area (205/209) within the 2nd Floor.
- Brownish orange metal door in the Swearing In Room/Ms. Price's Office (216) within the 2nd Floor.
- Mauve metal radiator in the Homicide Evidence Room within the 2nd Floor.

It should be noted that all interior windows and window frames within the 2nd Floor were observed to contain lead-based paint.

3rd Floor

It should be noted that all interior windows and window frames within the 3rd Floor were observed to contain lead-based paint.

Exterior

- Yellow wooden window frames on the exterior of the University City Annex Building.
- Tan metal electrical conduits on the exterior of the University City Annex Building.
- Yellow wooden garage door frames on the exterior of the University City Annex Building.
- Yellow metal/concrete parking bollards on the exterior of the University City Annex Building.
- Cream wooden garage door frames on the exterior of the University City Annex Building.

It should be noted that all exterior windows and window frames (all floors) on the University City Annex Building were observed to contain lead-based paint.

Paint surfaces were tested for lead content using X-Ray Fluorescence (XRF). Testing was performed on representative surfaces of the survey area, which could be physically

entered / accessed during the site visit. HUD, USEPA, and the Missouri DHSS specify a positive determination of lead paint when the lead content is equal to or greater than 1.0 milligrams of lead per square centimeter of painted surface (mg/cm^2) when measured by X-Ray Fluorescence (XRF).

Please refer to Appendix B for the XRF data sheets and Figures 5 through 8 for the locations of lead-based paint components throughout the University City Annex Building.

4.3 LEAD-BASED PAINT CONCLUSIONS AND RECOMMENDATIONS

Based on the above sample results, there are several areas in the University City Annex Building that contain lead-based paints.

For renovation in areas containing lead-based paint, the Occupational Safety & Health Administration (OSHA) regulates workers exposure to lead concentrations based on the permissible exposure limit of $50 \mu\text{g}/\text{m}^3$. Therefore, in order to satisfy OSHA requirements, worker protection and air monitoring may be required for work activities that disturb paints that contain lead in any amount. In accordance with the OSHA Construction Standard for Lead (29 CFR 1926.62), it is the contractors' responsibility to protect their workers when an employee may be occupationally exposed to lead.

In accordance with the State of Missouri's current lead regulations, Lead-Based Paint does not have to be removed prior to building demolition; however, a 5-Toxicity Characteristic Leaching Procedure (TCLP) sample may be required to show that debris can be disposed of as demolition waste.

Tables showing the XRF data results are included in Appendix B of this report. In addition, illustrations showing the locations of lead-based paint components throughout the building are shown on Figures 5 through 8.

5.0 RADON SCREENING

PSI conducted short-term radon sampling within three (3) indoor areas of the University City Annex Building. Testing was conducted between 9:00am Monday, December 16, 2013 to 3:00pm Wednesday, December 18, 2013 for a total of 54 hours.

5.1 RADON SCREENING METHODOLOGY

The United States Environmental Protection Agency (USEPA) suggests that the lowest area of the building that is used on a regular basis be tested; therefore, the basement was selected for testing since the majority of the basement is finished and used by personnel on a daily basis.

PSI utilized laboratory-prepared short-term charcoal test kits to passively collect air samples during the test period. The kits are designed to be exposed from 48 to 96 hours (2 to 4 days) in closed building conditions. The test kits were deployed at designated locations in the building between two and six feet from the floor (normal breathing zone) and were not placed near exterior walls, windows, heating or cooling vents, and/or doorways (at least 3 feet away). Test areas included the EOC, the Bike Storage/Evidence Room, and the Pistol Range within the basement of the University City Annex Building. The sample devices were allowed to be exposed for approximately 54 hours in closed house conditions before they were collected. The sampling was conducted in accordance with generally accepted USEPA radon sampling protocols and analytical procedures.

Upon conclusion of the test period, air samples were sealed and shipped for analysis to Air Check, Inc. in Mills River, North Carolina.

5.2 RADON FINDINGS

The laboratory analytical report is attached in Appendix C. Sample results are reported in picocuries per liter (pCi/L) and are presented in the table below:

Sample Number	Sample Location	Results (pCi/L)	Duration (Hours)	Start Date	Start Time	End Date	End Time
4732515	Basement - EOC	<0.3	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM
4732516	Basement - Bike Storage/Evidence Room	1.2	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM
4732517	Basement - Pistol Range	0.9	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM
USEPA Indoor Air Action Level for Radon = 4.0 pCi/L							

Results reported in picocuries per liter (pCi/L)

5.3 RADON SCREENING CONCLUSIONS AND RECOMMENDATIONS

The analysis of the short term test air samples indicate the radon concentrations in the areas sampled in the University City Annex Building are below the United States Environmental Protection Agency (USEPA) indoor air action level of 4.0 pCi/L. Additional sampling (long-term testing) is not required and/or recommended at this time.

6.0 LIMITED VISUAL MOLD EVALUATION

The subject site is the University City Annex Building located at 6801 Delmar Boulevard in University City, Missouri. PSI understands that the University City Annex Building is being evaluated for potential future renovation/demolition and an environmental hazard survey that includes a limited visual mold evaluation has been requested. Due to concerns of potential mold amplification and/or conditions that may increase the likelihood of future mold growth, PSI was contacted to perform a limited visual mold evaluation.

The purpose of the project was to evaluate the University City Annex Building for the presence of fungal (mold) amplification and for the potential for existing conditions present at the facility to contribute to fungal (mold) amplification. The evaluation was performed in order to gather information to support if additional mold sampling and/or indoor air quality (IAQ) evaluation services are needed.

6.1 LIMITED VISUAL MOLD EVALUATION METHODOLOGY

6.1.1 Scope of Services

PSI performed a walk-through evaluation of accessible areas within the University City Annex Building located at 6801 Delmar Boulevard in University City, Missouri. The general evaluation consisted of a visual walk-through assessment, moisture observations and measurements, and photographic documentation. Surface and airborne fungal samples were not part of this limited mold evaluation.

6.1.1.1 General Evaluation

PSI provided an Industrial Hygienist (IH), working under the direction of a PSI Principal Consultant to perform a non-intrusive walk-through evaluation of accessible areas at the subject site. The evaluation included visual observations of material conditions, building systems and property grounds. Where conditions warranted, materials were moved to aid in visual observation. The following elements were performed during the general evaluation.

Walk Through/Visual Evaluation

PSI performed a visual evaluation focusing on identification of fungi (mold) and water damaged building materials and other sources that may have a negative impact on the indoor environment.

Moisture Observations and Measurements

During the general evaluation, PSI attempted to visually identify stained building materials that included ceiling tiles, gypsum wallboard, plaster, carpeting, loose floor tiles, wooden materials, and other water damage evidence. Additionally, drains were observed for evidence of blockage. A Delmhorst 2100 resistance moisture meter was used to determine the moisture content of building materials observed

within the subject property as being potentially damaged by water. Such materials included gypsum wallboard, plaster and wood. Collected data was used to determine its present condition and the extent of saturation of the building material.

Photographic Documentation

Photographic images were collected to document visual observations of the subject site at the time of the evaluation. Photographs of the site evaluation typically included images of observations such as damaged building materials, potential points of microbial growth, sources of moisture or water intrusion, suspect conditions of building systems, etc.

6.1.2 Authorization

Authorization to perform this work was given by University City personnel in a signed contract dated December 11, 2013. Mr. Kevin Roberts and Mr. Mead “Chuck” Dowling of PSI performed the visual evaluation on December 16th through December 18th, 2013.

6.2 LIMITED VISUAL MOLD EVALUATION OBSERVATIONS AND FINDINGS

Observations of water staining, suspect visible mold growth, conditions that may affect the likelihood of future mold growth, and conditions that may affect indoor air quality within the University City Annex Building are shown below. Figures 5 through 8 of this report illustrate the approximate locations of these water damaged materials and suspect visible mold areas. In addition, photos of select areas observed to contain suspect visible mold growth, water staining, and/or water damage throughout the facility are included in Appendix D of this report.

Basement

- Emergency Operations Center (EOC) – Water staining and previous water damage was observed on the east drywall wall in the computer room and on the floor and west drywall wall in the mechanical equipment room of the EOC.
- Machine Room (003) – Water staining and previous water damage was observed on the north drywall wall of the machine room within the basement.
- Existing Pipe Tunnel (B14) – Standing water was observed on the floor on the south end of the tunnel and water staining was observed on the brick/concrete walls within the tunnel.
- Bike Storage/Evidence Area (005/B11) – Water staining was observed on the west drywall wall and previous water damage was observed on the south concrete/brick wall within the bike storage/evidence area.

- Fire Department Storage Room (B6) – Suspect visible mold was observed growing on the west concrete wall (on paint) within the fire department storage room.
- Fire Department Storage Area (B9) – Standing water was observed on the floor along the north wall (under HVAC unit) in the fire department storage area.

1st Floor

- Fire Chief's Office in EOC – Suspect visible mold and water staining was observed on ceiling tiles within the fire chief's office within the EOC.
- Mail Room/Print Shop (102) – Unusual odors were noted and water staining was observed on the south drywall wall (coming from ceiling) of the mail room/print shop. In addition, the faucet within the sink of the mail room was observed to be dripping constantly.
- Captain Jackson's Office within the EOC – Stagnant air and unusually dry air was noted within Captain Jackson's office during the evaluation. In addition, the air diffusers within the office were observed to be dusty.
- Hallway outside of Violations Bureau (101) – Water staining was observed on multiple ceiling tiles near the HVAC diffuser in the hallway outside of the violations bureau.
- Violations Bureau Office (103/129) – Water staining was observed on multiple ceiling tiles near the HVAC diffuser in the violations bureau office.
- Men's Restroom (107) – Water damage (peeling covebase) was observed on the east wall of the men's restroom.
- Women's Restroom (106) – Water staining was observed on multiple ceiling tiles in the women's restroom.
- Roll Call Area (118) – Water staining was observed on several ceiling tiles within the roll call area.
- Men's Locker Room (118) – Water staining was observed on multiple ceiling tiles within the men's locker room.
- Paper Storage Area (118) – Water staining was observed on the concrete ceiling (along cracks) within the paper storage area.

- Booking Hallway and Booking Room (104/113) – Water staining was observed on multiple ceiling tiles within the booking hallway and booking room.

2nd Floor

- Foyer Area outside the Fire Department (201) – Water staining and peeling paint was observed on the plaster ceiling within the foyer area outside the fire department. In addition, water saturated carpet was observed directly below this area. Water staining was observed on the ceiling outside the elevator.
- Fire Department Area (222) – Water staining was observed on multiple ceiling tiles within the shower room, a buildup of particulate dust was observed on the walls and ceilings near the HVAC system and diffusers within the main fire department area, water damage and water staining was observed on the east plaster walls (crumbling and efflorescence) and plaster wall columns (cracking) within the main fire department area, water damage and water staining was observed on the lower portions of the drywall walls of the shower within the restroom, and water staining was observed on the floor around the toilet in the restroom of the fire department area.
- Detective Offices (205/205, 207, 208, 209, 213) – Water staining was observed on several ceiling tiles throughout the detective offices (including questioning rooms) and on a column within the detective office closet.
- Detective Restrooms (212 and 213) – Water damage (wood floor rotting around the toilets) was observed in both the men and women's restrooms of the detective office.
- Swearing In Room – Water damage (wood floor rotting around the drinking fountain) was observed in the swearing in room.
- Ms. Price's Office Area (215 and 216) – Suspect visible mold and water staining was observed on the north brick wall (on paint) and cardboard boxes within Ms. Price's office. In addition, water saturated carpet and peeling paint (wet) was observed in this area. A musty odor was noted within Ms. Price's office.
- Main Evidence Room – Water damage and water staining was observed on the north brick wall and concrete ceiling of the main evidence room. In addition, peeling paint and efflorescence (calcium buildup) was observed.
- Homicide Evidence Room – Water staining was observed on ceiling tiles and around the windows along the east wall of the homicide evidence room.

3rd Floor

- Command Center (303) – Suspect visible mold was observed on the west plaster wall along the bookshelf of the command center. In addition, water staining was observed on multiple ceiling tiles within the command center.
- Foyer and Stairway (304) – Previous water damage was observed on ceiling and plaster wall over brick in the foyer stairwell area.
- D.A.R.E. Office (301) – A strong musty odor was noted upon entry into the D.A.R.E. office. In addition, severe water damage (crumbling and efflorescence) was observed on the east and west plaster walls and water staining was observed on several ceiling tiles within the D.A.R.E. office.
- Mechanical Room of the D.A.R.E. Office – Water damage (floor tile crumbling and wood rotting) and water staining was observed on the tile/wooden floor in the mechanical room of the D.A.R.E. office. In addition, efflorescence was observed on the plaster walls along the baseboards.

A Delmhorst Moisture Meter™ was used to collect measurements from accessible plaster, gypsum wallboard surfaces and wood surfaces within the affected areas. The meter was used to evaluate whether elevated moisture levels exist on the surfaces tested that may be conducive to fungal amplification. The Delmhorst 2100 is a “pin-type” meter that measures moisture content based on variances in resistivity. The meter is calibrated to measure a range of 6% to 40% moisture content using a wood scale, 0.2% to 50% using a gypsum scale and 0% to 100% using a reference hard surface scale, i.e. concrete. Using the meter, wood moisture content ranging from 6% to 15% is considered normal, greater than 15% to 17% is borderline and greater than 17% is elevated. Regarding the gypsum materials, 0.2% to 0.5% is considered normal, greater than 0.5% to 1% is borderline and greater than 1% is elevated. Hard surface materials moisture content, such as concrete or plaster, 0% to 85% is considered normal, greater 85% to 95% is borderline and greater than 95% is considered elevated. It should be noted that many interior finish materials such as wood and gypsum readily absorb moisture from ambient air, often increasing measured moisture content into the measured borderline range. Therefore, PSI used background readings and exercised professional judgment in the interpretation of borderline levels.

Basement

- The water stained drywall tested within the basement ranged from 0.1% to 0.4%. This includes the south and east walls and the ceiling at various locations. As such, the drywall tested at the time of evaluation is considered as having normal moisture levels.
- It should be noted that standing water was observed in the existing tunnel and in the fire department storage area.

1st Floor

- The water stained drywall tested within the 1st Floor ranged from 0.2% to 0.4%. As such, the drywall tested at the time of evaluation is considered as having normal moisture levels.
- The water stained plaster tested within the 1st Floor ranged from 62.6% to 81.9%. As such, the plaster tested at the time of the evaluation is considered as having normal moisture levels; however several areas were observed to be damaged by previous water incursions.

2nd Floor

- The water stained drywall tested within the 2nd Floor ranged from 0.2% to 0.3%. As such, the drywall tested at the time of evaluation is considered as having normal moisture levels.
- Wood tested within the 2nd Floor ranged from 11% to 14%. As such, the wood tested at the time of evaluation is considered as having normal moisture levels; however, the wood was observed to be damaged (and rotting) by previous water damage.
- The water stained plaster tested within the 2nd Floor ranged from 43.6% to 72.6%. As such, the plaster tested at the time of the evaluation is considered as having normal moisture levels; however several areas were observed to be damaged (efflorescence and crumbling) by previous water incursions.
- It should be noted that water saturated carpet was observed in the foyer/hallway area outside the fire department and in Ms. Price's office. In addition, visible water was observed draining down the interior side of the north brick wall in Ms. Price's office.

3rd Floor

- Wood tested within the 3rd Floor ranged from 9% to 13%. As such, the wood tested at the time of evaluation is considered as having normal moisture levels; however, the wood was observed to be damaged (and rotting) by previous water damage.
- The water stained plaster tested within the 2nd Floor ranged from 64.3% to 78.3%. As such, the plaster tested at the time of the evaluation is considered as having normal moisture levels; however several areas were observed to be damaged (efflorescence and crumbling) by previous water incursions.

6.3 LIMITED MOLD EVALUATION CONCLUSIONS AND RECOMMENDATIONS

Based on visual observations of suspect visible mold, buildup of particulates around air diffusers of the HVAC system, water staining of building materials, and water damage throughout the facility, PSI recommends that additional indoor air quality (IAQ) and/or mold sampling evaluations be performed (including the collection of fungal airborne samples) at the University City Annex Building located at 6801 Delmar Boulevard in University City, Missouri to determine the extent of the mold amplification (if any). Figures 5 through 8 of this report illustrate the locations of these water damaged materials and suspect visible mold areas. In addition, photos of select areas observed to contain suspect visible mold

growth, water staining, and/or water damage throughout the facility are included in Appendix D of this report.

7.0 CONTINUOUS SEWER GAS MONITORING

The purpose of this scope of work was to perform continuous sewer gas monitoring within the University City Annex Building located at 6801 Delmar Boulevard in University City, Missouri. PSI understands that sewer gas odors have been noted in a few locations of the basement of the facility. PSI performed sewer gas monitoring in one (1) area of concern (complaint area) and one (1) non-complaint area within the facility using equipment with continuous data logging capabilities. PSI provided a an industrial hygienist, under the guidance of a Registered Professional Industrial Hygienist (RPIH), and performed a general evaluation of existing conditions within the facility using RKI Eagle 2 multiple gas monitors with data logging capabilities. The testing was conducted within the existing pipe tunnel (a complaint area) and within the stairwell B-1 landing (non-complaint area), both areas within the basement of the facility.

7.1 SEWER GAS METHODOLOGY

Air sampling was conducted within the existing pipe tunnel (complaint area) and within stairwell B-1 landing (non-complaint area) for the basic 4-gas (sewer gas) parameters consisting of methane (CH₄), percent oxygen (% O₂), hydrogen sulfide (H₂S), and carbon monoxide (CO) using RKI Eagle 2 multiple gas monitors with data logging capabilities. This general evaluation of the sewer gas parameters was based on continuous 24-hour sampling for a period of 5 consecutive days.

7.1.1 Authorization

Authorization to perform this work was given by University City personnel in a signed contract dated December 11, 2013. Mr. Kevin Roberts, an Industrial Hygienist with PSI began the evaluation on December 16, 2013 and stopped the continuous sampling equipment on December 20, 2013.

7.2 SEWER GAS MONITORING OBSERVATIONS AND FINDINGS

Existing Pipe Tunnel- Complaint Area

Upon entry into the existing pipe tunnel, unusual odors were not noted; however, the tunnel was observed to be damp and elevated in temperature as compared to the rest of the facility. The tunnel consisted primarily of concrete block and brick walls with piping along the west wall. In addition, a sewer manhole/drain was observed near the northern end of the tunnel near the access door. One (1) sewer gas monitor with data logging capabilities was placed within the existing pipe tunnel.

Stairwell B-1 Landing – Non-Complaint Area

Upon entry into stairwell B-1, unusual odors were not noted. The stairwell landing consisted of a concrete floor and plaster/concrete walls with a drinking fountain at the bottom of the stairs. One (1) sewer gas monitor with data logging capabilities was placed within the stairwell B-1 landing. This stairwell landing was chosen as the non-

complaint sample area since it was a heavy traffic area near the complaint area and since it was recommended by University City Annex personnel.

Sewer Gas Parameters

The sewer gas parameters were compared to Occupational Safety and Health Administration's (OSHA's) Permissible Exposure Limits (PELs) for time-weighted averages (TWA) and/or ceiling levels, the National Institute for Occupational Safety and Health's (NIOSH's) Recommended Exposure Limits (RELs) for ceiling levels, and the American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs) for TWA levels. One (1) monitor was placed within the existing pipe tunnel (complaint area) and one (1) monitor was placed within the stairwell B-1 landing (non-complaint area) of the basement of the facility.

Results can be referenced in the continuous sewer gas monitoring data reports which are included in Appendix E of this report. The table below summarizes the results on a daily basis:

Existing Pipe Tunnel – Complaint Area

Date	Methane (CH ₄) -	Oxygen - %	Hydrogen Sulfide (H ₂ S) - PPM	Carbon Monoxide (CO) - PPM
12/16/2013	≤20 PPM	Between 20.5% & 21.0%	0.0 PPM	≤47 PPM
12/17/2013	NA	Between 20.9% & 21.0%	0.0 PPM	0.0 PPM
12/18/2013	≤70 PPM	Between 20.9% & 21.0%	0.0 PPM	0.0 PPM
12/19/2013	≤145 PPM	20.9%	0.0 PPM	0.0 PPM
12/20/2013	≤200 PPM	20.9%	0.0 PPM	0.0 PPM
OSHA PEL	NA	Between 19.5% & 23.5%	20 PPM¹	50 PPM²
NIOSH REL	NA	Between 19.5% & 23.5%	10 PPM¹	200 PPM¹
ACGIH TLV	1,000 PPM²	Between 19.5% & 23.5%	1 PPM²	25 PPM²

¹ Ceiling (Not to Exceed)

² 8-hour time-weighted average (TWA)

Concentrations listed on table are the maximum concentration observed for that day; therefore, are not TWA's

Data collected by using an RKI Eagle 2 meter with data logging - Serial Number E2A376

Started 12-16-2013 at 8:47 AM and ended 12-20-2013 at 10:33 AM

Methane levels collected within the existing pipe tunnel were below the recommended ACGIH TLVs of 1,000 parts per million (PPM) during an 8-hour TWA. It should be noted that OSHA and NIOSH do not recognize exposure limits of methane; however, OSHA and NIOSH recognize that environments consisting of methane concentrations of 50,000 PPM to 150,000 PPM (5% to 15% volume) are potentially explosive and environments consisting of methane concentrations of 500,000 PPM may cause asphyxiation. Oxygen levels within the existing pipe tunnel were within the OSHA's regulated levels and NIOSH's and ACGIH's recommended guidelines of 19.5% to

23.5% oxygen. Hydrogen sulfide was not detected during the sampling period within the existing pipe tunnel; therefore, the results were below OSHA's PEL and NIOSH's and ACGIH's recommended guidelines. Carbon monoxide was detected on Monday, December 16, 2013 in the existing pipe tunnel; however, the results were below OSHA's PEL TWA of 50 PPM and below NIOSH's REL ceiling level of 200 PPM. Carbon monoxide was not detected during the rest of the sampling period. It should be noted that the sampling device was inadvertently unplugged and the unit was not in operation (lost power) between 12:21PM and 3:18PM on December 17, 2013. Based on the review of the data collected within the existing pipe tunnel during the sampling period, sewer gas parameters were below and/or within regulatory and recommended guidelines and the data did not show any consistency of parameter spikes on any given time of the day.

Stairwell B-1 Landing – Non-Complaint Area

Date	Methane (CH ₄) -	Oxygen - %	Hydrogen Sulfide (H ₂ S) - PPM	Carbon Monoxide (CO) - PPM
12/16/2013	≤15 PPM	20.9%	0.0 PPM	0.0 PPM
12/17/2013	≤10 PPM	20.9%	0.0 PPM	0.0 PPM
12/18/2013	≤25 PPM	20.9%	0.0 PPM	0.0 PPM
12/19/2013	≤45 PPM	20.9%	0.0 PPM	0.0 PPM
12/20/2013	≤30 PPM	20.9%	0.0 PPM	0.0 PPM
OSHA PEL	NA	Between 19.5% & 23.5%	20 PPM¹	50 PPM²
NIOSH REL	NA	Between 19.5% & 23.5%	10 PPM¹	200 PPM¹
ACGIH TLV	1,000 PPM²	Between 19.5% & 23.5%	1 PPM²	25 PPM²

¹ Ceiling (Not to Exceed)

² 8-hour time-weighted average (TWA)

Concentrations listed on table are the maximum concentration observed for that day; therefore, are not TWA's
 Data collected by using an RKI Eagle 2 meter with data logging - Serial Number E2B641
 Started 12-16-2013 at 8:55 AM and ended 12-20-2013 at 10:30 AM

Methane levels collected within the stairwell B-1 landing were below the recommended ACGIH TLVs of 1,000 parts per million (PPM) during an 8-hour TWA. Oxygen levels within the stairwell B-1 landing were within the OSHA's regulated levels and NIOSH's and ACGIH's recommended guidelines of 19.5% to 23.5% oxygen. Hydrogen sulfide and carbon monoxide were not detected during the sampling period within the stairwell B-1 landing; therefore, the results were below OSHA PEL's and NIOSH and ACGIH recommended guidelines. Based on the review of the data collected within the stairwell B-1 landing during the sampling period, sewer gas parameters were below and/or within regulatory and recommended guidelines and the data did not show any consistency of parameter spikes on any given time of the day.

7.3 SEWER GAS MONITORING CONCLUSIONS AND RECOMMENDATIONS

Based on the continuous monitoring sample results collected between December 16, and December 20, 2013, methane, percent oxygen, hydrogen sulfide, and carbon monoxide were below and/or within regulatory and recommended guidelines and the data did not show any consistency of parameter spikes on any given time of the day. It should be noted that methane and carbon monoxide were detected within the existing pipe tunnel (complaint area) and methane was detected in the stairwell B-1 landing (non-complaint area); however, the results in both areas were below OSHA PEL's and recommended guideline levels. Although carbon monoxide was detected below the OSHA PEL within the existing pipe tunnel, it should be noted that carbon monoxide is an odorless gas that is toxic and has the ability to cause death by asphyxiation at high concentrations. Since carbon monoxide has the potential to accumulate in the existing pipe tunnel of the facility, PSI recommends that the University City Annex personnel install a carbon monoxide detector within the existing pipe tunnel to measure carbon monoxide levels over time and sound an alarm if dangerous levels accumulate giving personnel adequate warning to safely ventilate or evacuate the area (if need be).

8.0 ENVIRONMENTAL COST ESTIMATES

PSI used recognized standard engineering principals in developing the unit cost budgetary estimate for removal of the listed environmental concerns. This estimate is for removal and disposal of the listed items and anticipates all work being performed at the same time.

Asbestos-containing Materials

12,935 sf of floor tile and/or mastic	\$ 77,610.00
600 sf floor sheeting	\$ 4,800.00
4,080 sf Ceiling Tile – 2' X 4' Lay-in	\$ 8,160.00
10 sf of condensate tank insulation	\$ 750.00
235 pipe fittings (<4" diameter)	\$ 8,225.00
50 pipe fittings (4" – 8" diameter)	\$ 1,750.00
300 lf of pipe insulation (<4" diameter)	\$ 6,000.00
100 lf of pipe insulation (4" – 8" diameter)	\$ 2,500.00
155 lf of Aircell Pipe Insulation (<4" diameter)	\$ 3,100.00
45 Window Units and Clerestory	\$ 18,250.00
30 lf of door caulk	\$ 350.00
22 lf of Vibration Joint Cloth	\$ 1,000.00
TOTAL ESTIMATED ASBESTOS ABATEMENT COSTS:	\$ 132,495.00*

(* Does not include unquantified materials assumed to be in interior/exterior pipe chases that were inaccessible at time of survey).

Lead-Based Paint Materials

In accordance with the State of Missouri's current lead regulations, Lead-Based Paint does not have to be removed prior to building demolition.

5–Toxicity Characteristic Leaching Procedure (TCLP) samples \$ 750.00
(To show that debris can be disposed of as demolition waste)

Environmental Consulting Costs

Project Design, Technical Specifications, Pre-Construction	
Bid Meeting and Bidding Assistance	\$ 2,500.00
Project Oversight and Air Monitoring – 40 shifts @ \$395 each	\$ 15,800.00
Project Closeout Documentation	\$ 1,500.00
TOTAL ESTIMATED CONSULTING COSTS:	\$ 19,800.00

ESTIMATED REMEDIATION COSTS (CONTRACTOR & CONSULTANT): \$153,045.00

City of University City, Missouri
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Page 27 of 29

This is an estimate only, intended for use in general policy discussions regarding program development and planning. The figures are as of the date of the report and cover only the abatement contractor's fees. Not included are items such as: project management or indirect or hidden costs. Other variables included in an engineering cost estimate are the project schedule and phasing, size of the project, required demolition and other factors which can affect project cost. It is recognized that neither PSI nor the owner has control over the cost of labor, materials or equipment, market or negotiating conditions. Accordingly, PSI cannot and does not warrant or represent that bids or negotiated prices will not vary from the budgetary estimate prepared by PSI.

9.0 WARRANTY

Professional Service Industries, Inc. warrants that the findings contained herein have been prepared in general accordance with accepted professional practices as applied by similar professionals in the community at the time of its preparation. Changes in the state of the art or in applicable regulations cannot be anticipated and have not been addressed in this report.

The field and laboratory results reported herein are considered sufficient in detail and scope to determine the presence, condition and hazard potential of accessible and/or exposed suspect asbestos-containing materials in the facility at the time of inspection. Test results are valid only for the material tested.

There is a distinct possibility that conditions may exist which could not be identified within the scope of study or which were not apparent during the site visit. This inspection covered only those areas, which were exposed and/or physically accessible to the inspector. The study is also limited to the information available from the client at the time it was conducted.

PSI did not provide any service to investigate or detect the presence of moisture, mold or other biological contaminants in or around any structure, or any service that was designed or intended to prevent or lower the risk of the occurrence of the amplification of the same. Client acknowledges that mold is ubiquitous to the environment with mold amplification occurring when building materials are impacted by moisture. Client further acknowledges that site conditions are outside of PSI's control, and that mold amplification will likely occur, or continue to occur, in the presence of moisture. As such, PSI cannot and shall not be held responsible for the occurrence or recurrence of mold amplification.

No other warranties are implied or expressed.

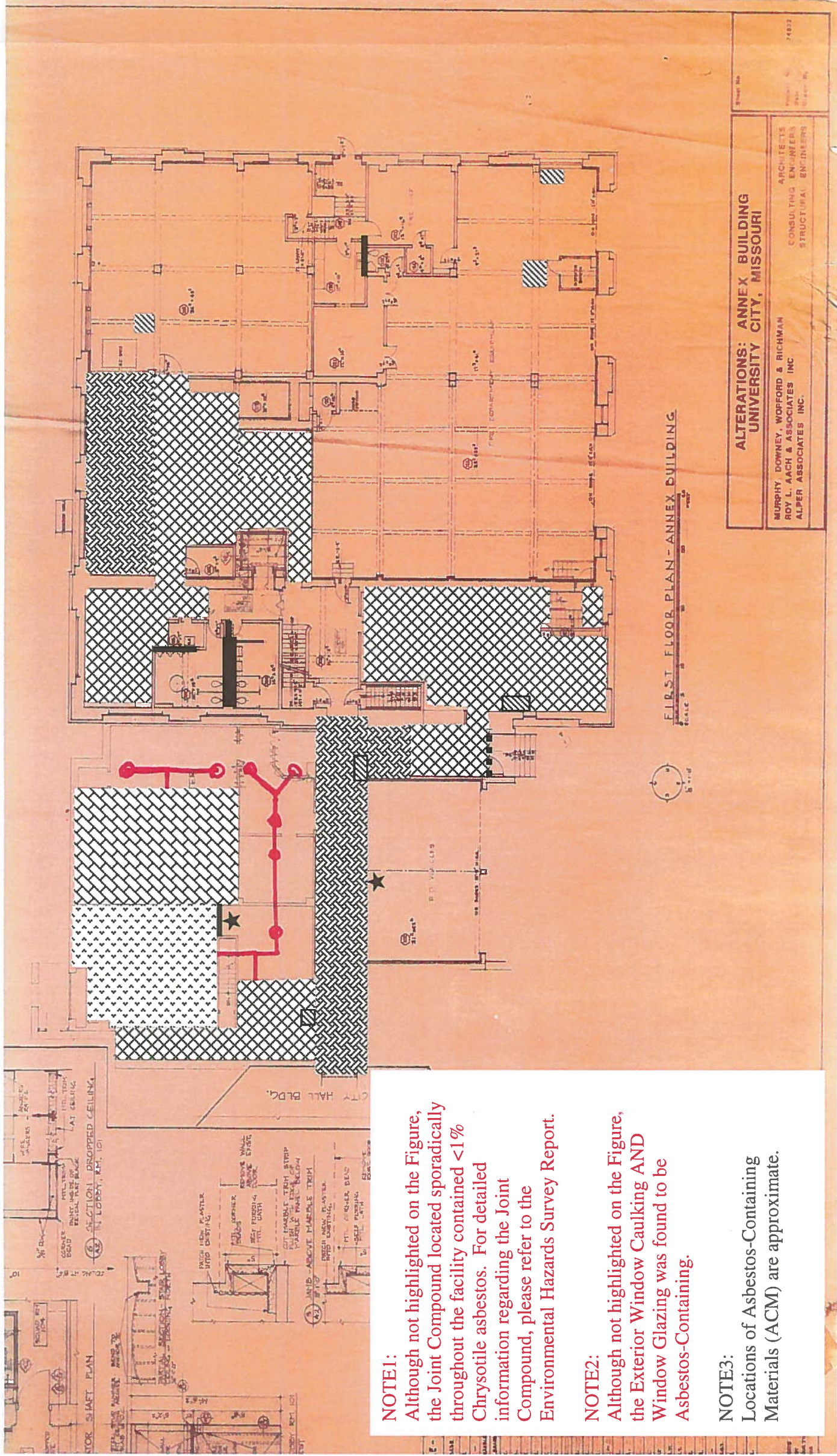
NOTE1:
Although not highlighted on the Figure, the Joint Compound located sporadically throughout the facility contained <1% Chrysotile asbestos. For detailed information regarding the Joint Compound please refer to the Environmental Hazards Survey Report.

NOTE2:
Although not highlighted on the Figure, the Exterior Window Caulking AND Window Glazing was found to be Asbestos-Containing.


NOTE3:
Locations of Asbestos-Containing Materials (ACM) are approximate.

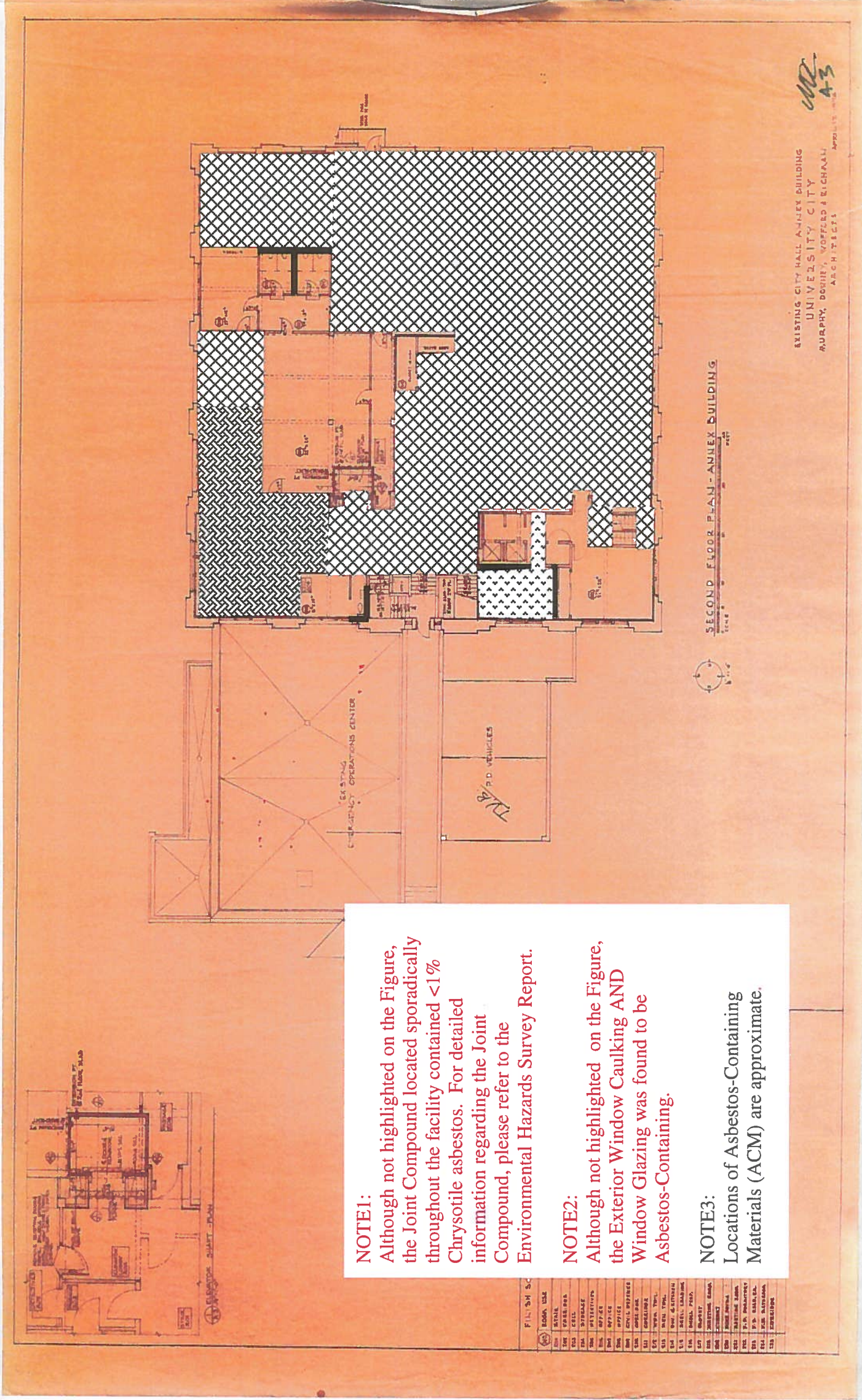
Pipe Fitting Insulation and/or Debris at both entrances to tunnel under basement floor.

- Asbestos-Containing Vibration Joint Cloth
- Asbestos-Containing Pipe and/or Pipe Fitting Insulation Presumed to be in Pipe Chase
- ▨ Asbestos-Containing Pipe and/or Pipe Fitting Insulation
- ▩ Asbestos-Containing Floor Tile and/or Mastic
- ▤ Asbestos-Containing Ceiling Tile
- ▥ Asbestos-Containing Ceiling Tile AND Floor Tile and/or Mastic
- Asbestos-Containing Pipe and/or Pipe Fitting Insulation AND Ceiling Tile

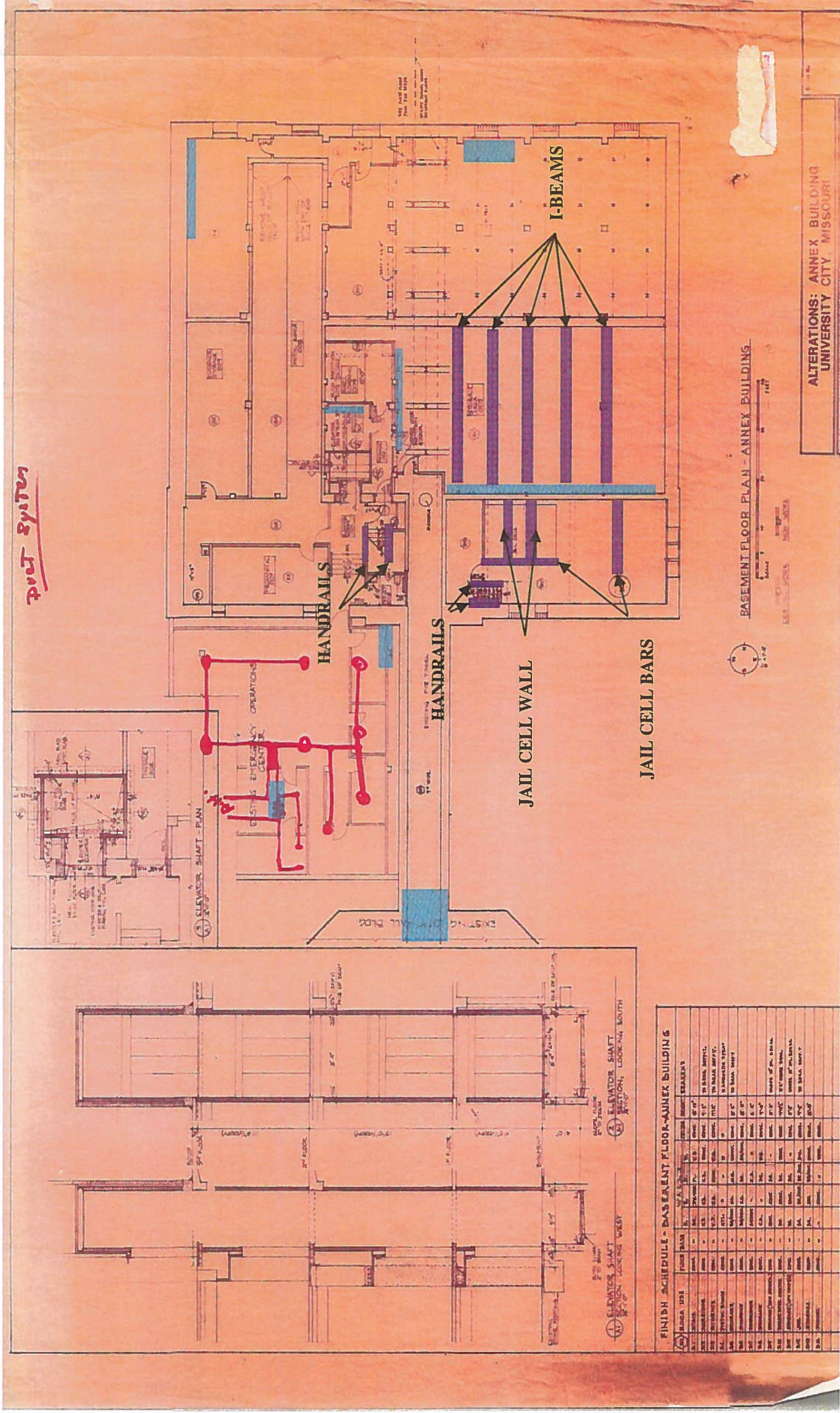


NTS

 Information To Build On <i>Engineering • Consulting • Testing</i>	City of University City University City Annex Building FIRST FLOOR PLAN FIGURE 2	PSI Project No.: 0029-1542-1 Environmental Hazards Survey - Asbestos-Containing Materials	Date: January 2, 2013 Drawn by: jcvb



NTS



Approximate Location of Water Damage / Suspect Visible Mold

Approximate Location of Building Components with Lead-Based Paint

NOTE1:
Although not highlighted on Figure, the Interior and Exterior Window Components are Positive for Lead-Based Paint.

NOTE2:
For a detailed list of the Positive Lead-Based Paint Building Components, Please Refer to Appendix B of the Environmental Hazards Survey Report.

NTS

PSI Project No.: 0029-1542-1

Environmental Hazards Survey - Lead-Based Paint & Mold/Water Damage Location Drawing

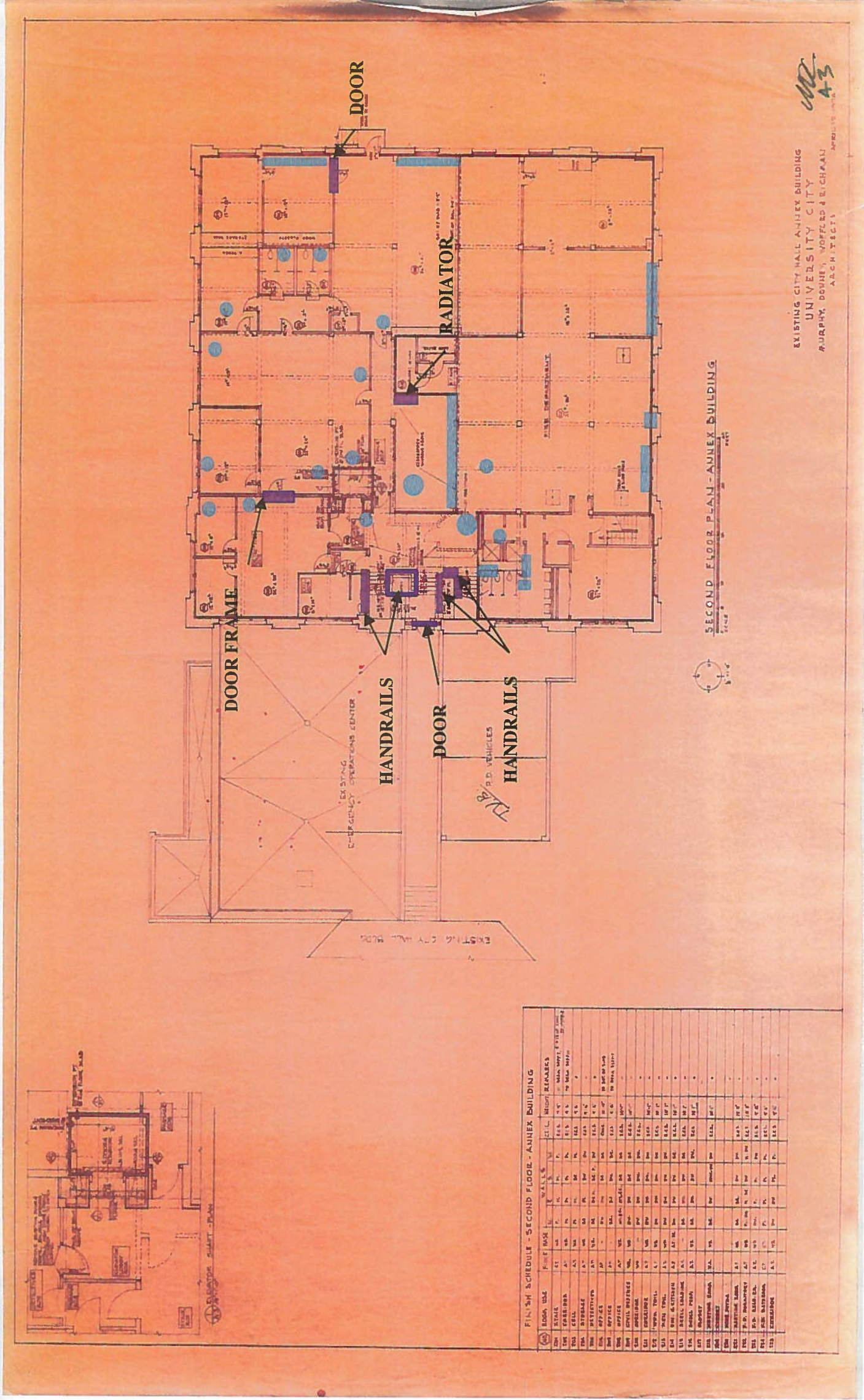
Drawn by:

jcvb

Date:

January 2, 2013

PSI *Information To Build On*
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NOTE1:
Although not highlighted on the Figure, the Interior and Exterior Window Components are Positive for Lead-Based Paint.

NOTE2:
For a detailed list of the Positive Lead-Based Paint Building Components, Please Refer to Appendix B of the Environmental Hazards Survey Report.

- Approximate Location of Water Damage / Suspect Visible Mold
- Approximate Location of Building Components with Lead-Based Paint

NTS



Information
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City of University City
University City Annex Building
SECOND FLOOR PLAN
FIGURE 7

PSI Project No.: 0029-1542-1
Environmental Hazards Survey - Lead-Based Paint & Mold/Water Damage Location Drawing
Date: January 2, 2013
Drawn by: jcvb

APPENDIX A
ASBESTOS LABORATORY RESULTS

ASBESTOS SAMPLING RESULTS – University City Annex Building

SAMPLE NUMBER	SAMPLE DESCRIPTION	ESTIMATED QUANTITY	ROOM OR LOCATION	ASBESTOS PRESENT	RESULTS
A - 1	Ceiling Tile – 2' X 4' Pindot	4,000 sf	Basement, Fire Dept. Offices, Main Hallway, Detective Bureau Rooms 205, 206, &207, and D.A.R.E. Office	Yes	2% Chrysotile
A - 2	Ceiling Tile – 2' X 4' Pindot	Included in A - 1	Included in A - 1	Yes	Not Analyzed – Stopped at First Positive A - 1
A - 3	Ceiling Tile – 2' X 4' Pindot	Included in A - 1	Included in A - 1	Yes	Not Analyzed – Stopped at First Positive A - 1
B - 1	Floor Tile – 12" Cream w/Multi-Colored Specs w/Yellow Mastic	200 sf	Throughout Facility	No	No Asbestos Detected
B - 2	Floor Tile – 12" Cream w/Multi-Colored Specs w/Yellow Mastic	Included in B - 1	Throughout Facility	No	No Asbestos Detected
B - 3	Floor Tile – 12" Cream w/Multi-Colored Specs w/Yellow Mastic	Included in B - 1	Throughout Facility	No	No Asbestos Detected
C - 1	Floor Tile – 12" Brown w/ White Streaks w/Black Mastic	450 sf	Basement - Elevator Lobby, Phone and Computer Rooms	Yes	Tile = 2% Chrysotile Mastic = No Asbestos Detected
C - 2	Floor Tile – 12" Brown w/ White Streaks w/Black Mastic	Included in C - 1	Included in C - 1	Yes	Not Analyzed – Stopped at First Positive C - 1
C - 3	Floor Tile – 12" Brown w/ White Streaks w/Black Mastic	Included in C - 1	Included in C - 1	Yes	Not Analyzed – Stopped at First Positive C - 1
D - 1	Cove Base Mastic – Cream Colored	5,000 square feet	Throughout Facility	No	No Asbestos Detected
D - 2	Cove Base Mastic – Cream Colored	Included in D - 1	Throughout Facility	No	No Asbestos Detected
D - 3	Cove Base Mastic – Cream Colored	Included in D - 1	Throughout Facility	No	No Asbestos Detected
E - 1	Cove Base Mastic - Brown	5,000 square feet	Throughout Facility	No	No Asbestos Detected
E - 2	Cove Base Mastic - Brown	Included in E - 1	Throughout Facility	No	No Asbestos Detected

E - 3	Cove Base Mastic - Brown	Included in E - 1	Throughout Facility	No	No Asbestos Detected
F - 1	Wallboard Systems (Drywall, Tape, Joint Compound) *	17,100 sf	Throughout Facility	Yes - < 1%	Drywall = No Asbestos Detected Joint Compound = < 1% Chrysotile Tape = No Asbestos Detected
F - 2	Wallboard Systems (Drywall, Tape, Joint Compound) *	Included in F - 1	Throughout Facility	Yes - < 1%	Drywall = No Asbestos Detected Joint Compound = < 1% Chrysotile Tape = No Asbestos Detected
F - 3	Wallboard Systems (Drywall, Tape, Joint Compound) *	Included in F - 1	Throughout Facility	Yes - < 1%	Drywall = No Asbestos Detected Joint Compound = < 1% Chrysotile Tape = No Asbestos Detected
G - 1	Cementitious "Mudded" Pipe Fitting Insulation 0" - 4"	Included in G - 2	Throughout Facility	Yes	No Asbestos Detected
G - 2	Cementitious "Mudded" Pipe Fitting Insulation 0" - 4"	235 each	Throughout Facility	Yes	4% Amosite 5% Chrysotile
G - 3	Cementitious "Mudded" Pipe Fitting Insulation 0" - 4"	Included in G - 2	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive G - 2
H - 1	Thermal System Insulation - Condensate Tank	10 sf	Basement Mechanical Rm.	No	Assumed Due To Positive Results in I
H - 2	Thermal System Insulation - Condensate Tank	Included in H - 1	Basement Mechanical Rm.	No	Assumed Due To Positive Results in I
I - 1	"Mag Block" Pipe Insulation = 0" - 4"	Included in I - 2	Throughout Facility	Yes	No Asbestos Detected
I - 2	"Mag Block" Pipe Insulation = 0" - 4"	300 lf	Throughout Facility	Yes	30% Chrysotile
I - 3	"Mag Block" Pipe Insulation = 0" - 4"	Included in I - 2	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive I - 2
J - 1	Ceiling Tile - 2' X 4' Lay-In Textured Pin-dot	950 sf	Throughout Facility	No	No Asbestos Detected
J - 2	Ceiling Tile - 2' X 4' Lay-In Textured Pin-dot	Included in J - 1	Throughout Facility	No	No Asbestos Detected
J - 3	Ceiling Tile - 2' X 4' Lay-In Textured Pin-dot	Included in J - 1	Throughout Facility	No	No Asbestos Detected
K - 1	Ceiling Tile - 2' X 4' Lay-In Fissured	650 sf	Throughout Facility	No	No Asbestos Detected
K - 2	Ceiling Tile - 2' X 4' Lay-In Fissured	Included in K - 1	Throughout Facility	No	No Asbestos Detected
K - 3	Ceiling Tile - 2' X 4' Lay-In Fissured	Included in K - 1	Throughout Facility	No	No Asbestos Detected
L - 1	Ceiling Tile - 2' X 4' Lay-in with Various Size Holes	875 sf	Throughout Facility	No	No Asbestos Detected

L - 2	Ceiling Tile - 2' X 4' Lay-in with Various Size Holes	Included in L - 1	Throughout Facility	No	No Asbestos Detected
L - 3	Ceiling Tile - 2' X 4' Lay-in with Various Size Holes	Included in L - 1	Throughout Facility	No	No Asbestos Detected
M - 1	Vibration Joint Cloth	12 lf	Basement - Rooms B2	No	No Asbestos Detected
N - 1	White Spray Applied Soundproofing	2,200 sf	Throughout Facility	No	No Asbestos Detected
N - 2	White Spray Applied Soundproofing	Included in N - 1	Throughout Facility	No	No Asbestos Detected
N - 3	White Spray Applied Soundproofing	Included in N - 1	Throughout Facility	No	No Asbestos Detected
N - 4	White Spray Applied Soundproofing	Included in N - 1	Throughout Facility	No	No Asbestos Detected
N - 5	White Spray Applied Soundproofing	Included in N - 1	Throughout Facility	No	No Asbestos Detected
O - 1	Insulation Inside of 12" White Partition Panels	120 sf	Throughout Facility	No	No Asbestos Detected
O - 2	Insulation Inside of 12" White Partition Panels	Included in O - 1	Throughout Facility	No	No Asbestos Detected
O - 3	Insulation Inside of 12" White Partition Panels	Included in O - 1	Throughout Facility	No	No Asbestos Detected
P - 1	"Mag Block" Pipe Insulation = 4" - 8"	100 lf	Basement Bicycle Storage	Yes	2% Crocidolite 5% Chrysotile 15% Amosite
P - 2	"Mag Block" Pipe Insulation = 4" - 8"	Included in P - 1	Basement Bicycle Storage	Yes	Not Analyzed - Stopped at First Positive P - 1
P - 3	"Mag Block" Pipe Insulation = 4" - 8"	Included in P - 1	Basement Bicycle Storage	Yes	Not Analyzed - Stopped at First Positive P - 1
Q - 1	Cementitious "Mudded" Pipe Fitting Insulation 4" - 8"	50 each	Basement Bicycle Storage and 1 st Floor	Yes	45% Chrysotile
Q - 2	Cementitious "Mudded" Pipe Fitting Insulation 4" - 8"	Included in Q - 1	Basement Bicycle Storage and 1 st Floor	Yes	Not Analyzed - Stopped at First Positive Q - 1
Q - 3	Cementitious "Mudded" Pipe Fitting Insulation 4" - 8"	Included in Q - 1	Basement Bicycle Storage and 1 st Floor	Yes	Not Analyzed - Stopped at First Positive Q - 1
R - 1	Aircell Pipe Insulation 0" - 4"	155 lf	Throughout Facility	Yes	40% Chrysotile
R - 2	Aircell Pipe Insulation 0" - 4"	Included in R - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive R - 1

R - 3	Aircell Pipe Insulation 0" - 4"	Included in R - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive R - 1
S - 1	Fiberboard Window Covering	16 sf	Basement Window Rm. B6	No	No Asbestos Detected
T - 1	Vibration Joint Cloth - White	6 lf	Basement Storage Area - Rm. B9	Yes	50% Chrysotile
U - 1	Window Glazing - Exterior	2,295 lf (45 window units & Clerestory)	Throughout Facility	Yes	7% Chrysotile
U - 2	Window Glazing - Exterior	Included in U - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive U - 1
U - 3	Window Glazing - Exterior	Included in U - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive U - 1
V - 1	Floor Tile - 12" White w/Multi Color Flakes w/Yellow Mastic over 12" Brown w/Yellow Mastic	885 sf	1 st Floor Break Room and Hallways	Yes	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = 2% Chrysotile Mastic = No Asbestos Detected
V - 2	Floor Tile - 12" White w/Multi Color Flakes w/Yellow Mastic over 12" Brown w/Yellow Mastic	Included in V - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive V - 1
V - 3	Floor Tile - 12" White w/Multi Color Flakes w/Yellow Mastic over 12" Brown w/Yellow Mastic	Included in V - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive V - 1
W - 1	Floor Tile - 12" Cream w/Gold & White Flakes w/Yellow Mastic (2 layers)	225 sf	1 st Floor Break Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected
W - 2	Floor Tile - 12" Cream w/Gold & White Flakes w/Yellow Mastic (2 layers)	Included in W - 1	1 st Floor Break Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected
W - 3	Floor Tile - 12" Cream w/Gold & White Flakes w/Yellow Mastic (2 layers)	Included in W - 1	1 st Floor Break Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected
X - 1	Sink Insulation / mastic - Black & Gold	10 sf	1 st Floor Break Rm. & Mail Rm.	Yes	10% Chrysotile
X - 2	Sink Insulation / mastic - Black & Gold	Included in X - 1	1 st Floor Break Rm. & Mail Rm.	Yes	Not Analyzed - Stopped at First Positive X - 1
X - 3	Sink Insulation / mastic - Black & Gold	Included in X - 1	1 st Floor Break Rm. & Mail Rm.	Yes	Not Analyzed - Stopped at First Positive X - 1
Y - 1	Floor Tile - 12" Gray w/White Flakes w/Yellow Mastic	310 sf	Mail / Print Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected

Y - 2	Floor Tile - 12" Gray w/White Flakes w/Yellow Mastic	Included in Y - 1	Mail / Print Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected
Y - 3	Floor Tile - 12" Gray w/White Flakes w/Yellow Mastic	Included in Y - 1	Mail / Print Room	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected
Z - 1	Floor Tile - 12" Cream w/Gray Flakes w/Yellow Mastic	550 sf	Operations Center	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected
Z - 2	Floor Tile - 12" Cream w/Gray Flakes w/Yellow Mastic	Included in Z - 1	Operations Center	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected
Z - 3	Floor Tile - 12" Cream w/Gray Flakes w/Yellow Mastic	Included in Z - 1	Operations Center	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected
AA - 1	Floor Sheeting - Brown Terrazzo Style	600 sf	Dispatch	Yes	10% Chrysotile
AA - 2	Floor Sheeting - Brown Terrazzo Style	Included in AA - 1	Dispatch	Yes	Not Analyzed - Stopped at First Positive AA - 1
AA - 3	Floor Sheeting - Brown Terrazzo Style	Included in AA - 1	Dispatch	Yes	Not Analyzed - Stopped at First Positive AA - 1
BB - 1	Pipe Insulation - Black Tar Wrap w/White Vapor Barrier	30 lf	Hall by Operation Center	No	Insulation = No Asbestos Detected Black Tar Wrap = No Asbestos Detected Vapor Barrier = No Asbestos Detected
BB - 2	Pipe Insulation - Black Tar Wrap w/White Vapor Barrier	Included in BB - 1	Hall by Operation Center	No	Insulation = No Asbestos Detected Black Tar Wrap = No Asbestos Detected Vapor Barrier = No Asbestos Detected
BB - 3	Pipe Insulation - Black Tar Wrap w/White Vapor Barrier	Included in BB - 1	Hall by Operation Center	No	Insulation = No Asbestos Detected Black Tar Wrap = No Asbestos Detected Vapor Barrier = No Asbestos Detected
CC - 1	Ceiling Tile (Off White) - 2' X 4' Lay-in - Crowsfoot Pattern	80 sf	Violations Bureau Hallway	Yes	5% Amosite
CC - 2	Ceiling Tile (Off White) - 2' X 4' Lay-in - Crowsfoot Pattern	Included in CC - 1	Violations Bureau Hallway	Yes	Not Analyzed - Stopped at First Positive CC - 1
CC - 3	Ceiling Tile (Off White) - 2' X 4' Lay-in - Crowsfoot Pattern	Included in CC - 1	Violations Bureau Hallway	Yes	Not Analyzed - Stopped at First Positive CC - 1
DD - 1	Ceiling Tile - 2' X 4' Lay-in - Presswood	130 sf	Violations Bureau Hallway	No	No Asbestos Detected
DD - 2	Ceiling Tile - 2' X 4' Lay-in - Presswood	Included in DD - 1	Violations Bureau Hallway	No	No Asbestos Detected
DD - 3	Ceiling Tile - 2' X 4' Lay-in - Presswood	Included in DD - 1	Violations Bureau Hallway	No	No Asbestos Detected
EE - 1	Ceiling Tile - 2' X 4' Lay-In - Small Worm Hole	2,955 sf	Throughout Facility	No	No Asbestos Detected
EE - 2	Ceiling Tile - 2' X 4' Lay-In - Small Worm Hole	Included in EE - 1	Throughout Facility	No	No Asbestos Detected
EE - 3	Ceiling Tile - 2' X 4' Lay-In - Small Worm Hole	Included in EE - 1	Throughout Facility	No	No Asbestos Detected

FF - 1	Ceiling Tile - 12" X 24" Concealed Spline	610 sf	Rms. 128, 121, 123	No	No Asbestos Detected
FF - 2	Ceiling Tile - 12" X 24" Concealed Spline	Included in FF - 1	Rms. 128, 121, 123	No	No Asbestos Detected
FF - 3	Ceiling Tile - 12" X 24" Concealed Spline	Included in FF - 1	Rms. 128, 121, 123	No	No Asbestos Detected
GG - 1	Floor Tile - 9" Gray w/Black Mastic under Carpet	875 sf	Violations Bur. & Rms. 103 & 128	Yes	Tile = 3% Chrysotile Mastic = 5% Chrysotile
GG - 2	Floor Tile - 9" Gray w/Black Mastic under Carpet	Included in GG - 1	Violations Bur. & Rms. 103 & 128	Yes	Not Analyzed - Stopped at First Positive GG - 1
GG - 3	Floor Tile - 9" Gray w/Black Mastic under Carpet	Included in GG - 1	Violations Bur. & Rms. 103 & 128	Yes	Not Analyzed - Stopped at First Positive GG - 1
HH - 1	Floor Tile - 12" Tan w/White & Gray Flakes w/Black Mastic	380 sf	Booking Hallway	Yes	Tile = 3% Chrysotile Mastic = 7% Chrysotile
HH - 2	Floor Tile - 12" Tan w/White & Gray Flakes w/Black Mastic	Included in HH - 1	Booking Hallway	Yes	Not Analyzed - Stopped at First Positive HH - 1
HH - 3	Floor Tile - 12" Tan w/White & Gray Flakes w/Black Mastic	Included in HH - 1	Booking Hallway	Yes	Not Analyzed - Stopped at First Positive HH - 1
II - 1	Floor Tile - 12" Gray Mottled w/Yellow Mastic over White Tile w/Yel. Mastic over Gray Sheeting	1,230 sf	Lobby 104 & Restrooms 106 & 107	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Sheeting = No Asbestos Detected
II - 2	Floor Tile - 12" Gray Mottled w/Yellow Mastic over White Tile w/Yel. Mastic over Gray Sheeting	Included in II - 1	Lobby 104 & Restrooms 106 & 107	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Sheeting = No Asbestos Detected
II - 3	Floor Tile - 12" Gray Mottled w/Yellow Mastic over White Tile w/Yel. Mastic over Gray Sheeting	Included in II - 1	Lobby 104 & Restrooms 106 & 107	No	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Sheeting = No Asbestos Detected
JJ - 1	Floor Tile - 12" Orange w/Yellow Mastic over White w/Yellow Mastic over Gray w/Black Mastic	160 sf	Room 102 - Watch Commanders Office	Yes	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = 5% Chrysotile
JJ - 2	Floor Tile - 12" Orange w/Yellow Mastic over White w/Yellow	Included in JJ - 1	Room 102 - Watch	No	Not Analyzed - Stopped at First Positive JJ - 1

	Mastic over Gray w/Black Mastic		Commanders Office		
JJ - 3	Floor Tile - 12" Orange w/Yellow Mastic over White w/Yellow Mastic over Gray w/Black Mastic	Included in JJ - 1	Room 102 - Watch Commanders Office	No	Not Analyzed - Stopped at First Positive JJ - 1
KK - 1	Ceiling Tile - 2' X 4' Lay-in - Textured	570 sf	Rooms 102 & 223	No	No Asbestos Detected
KK - 2	Ceiling Tile - 2' X 4' Lay-in - Textured	Included in KK - 1	Rooms 102 & 223	No	No Asbestos Detected
KK - 3	Ceiling Tile - 2' X 4' Lay-in - Textured	Included in KK - 1	Rooms 102 & 223	No	No Asbestos Detected
LL - 1	Ceiling Tile - 12" Concealed Spline	575 sf	Elevator Lobby Hall (Rm. 100)	No	No Asbestos Detected
LL - 2	Ceiling Tile - 12" Concealed Spline	Included in LL - 1	Elevator Lobby Hall (Rm. 100)	Yes	No Asbestos Detected
LL - 3	Ceiling Tile - 12" Concealed Spline	Included in LL - 1	Elevator Lobby Hall (Rm. 100)	Yes	No Asbestos Detected
MM - 1	Floor Tile - 12" Gray Mottled w/Black Mastic	460 sf	Report Room (114) & Rm. 116	Yes	Tile = No Asbestos Detected Mastic = 5% Chrysotile
MM - 2	Floor Tile - 12" Gray Mottled w/Black Mastic	Included in MM - 1	Report Room (114) & Rm. 116	Yes	Not Analyzed - Stopped at First Positive MM - 1
MM - 3	Floor Tile - 12" Gray Mottled w/Black Mastic	Included in MM - 1	Report Room (114) & Rm. 116	Yes	Not Analyzed - Stopped at First Positive MM - 1
NN - 1	Ceiling Tile - 2' X 2' Fissured	260 sf	Police Chief - Rm. 110 (106)	No	No Asbestos Detected
NN - 2	Ceiling Tile - 2' X 2' Fissured	Included in NN - 1	Police Chief - Rm. 110 (106)	No	No Asbestos Detected
NN - 3	Ceiling Tile - 2' X 2' Fissured	Included in NN - 1	Police Chief - Rm. 110 (106)	No	No Asbestos Detected
OO - 1	Sink Insulation / mastic - Black	10 sf (2 sinks)	Fire Dept. Kitch. - Rm. 120	No	No Asbestos Detected
OO - 2	Sink Insulation / mastic - Black	Included in OO - 1	Fire Dept. Kitch. - Rm. 120	No	No Asbestos Detected
OO - 3	Sink Insulation / mastic - Black	Included in OO - 1	Fire Dept. Kitch. - Rm. 120	No	No Asbestos Detected
PP - 1	Plaster - Base (Scratch) Coat & Finish Coat	27,300 sf	Rooms 118 & 119	No	No Asbestos Detected
PP - 2	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat

PP - 3	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat
PP - 4	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Finish Coat
PP - 5	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Finish Coat
PP - 6	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat
PP - 7	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat
PP - 8	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat
PP - 9	Plaster - Base (Scratch) Coat & Finish Coat	Included in PP - 1	Throughout Facility	No	No Asbestos Detected in Base Coat No Asbestos Detected in Finish Coat
QQ - 1	Floor Tile - (Carpet) over 12" Cream w/Yellow Mastic over 9" Green Mottled w/Black Mastic & Black Felt over Wood	7,705 sf (includes areas where only 9" by 9" green floor tile and/or black mastic was present - may be under various layers of flooring)	2 ND Floor Stair & Elevator Lobby, and Fire Dept. Bunkroom (Rm 222), SE Stairwell Landings, Homicide Evidence Room, Rms. 117, 110, 111, 101, 205, 206, 207, 208, 217, 218, & 202	Yes	Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = 3% Chrysotile Mastic = No Asbestos Detected Felt = No Asbestos Detected
QQ - 2	Floor Tile - (Carpet) over 12" Cream w/Yellow Mastic over 9" Green Mottled w/Black Mastic & Black Felt over Wood	Included in QQ - 1	Included in QQ - 1	Yes	Not Analyzed - Stopped at First Positive QQ - 1
QQ - 3	Floor Tile - (Carpet) over 12" Cream w/Yellow Mastic over 9" Green Mottled w/Black Mastic & Black Felt over Wood	Included in QQ - 1	Included in QQ - 1	Yes	Not Analyzed - Stopped at First Positive QQ - 1
RR - 1	Window Caulk	1,375 lf (45 window units)	Throughout Facility	Yes	3% Chrysotile
RR - 2	Window Caulk	Included in RR - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive RR - 1
RR - 3	Window Caulk	Included in RR - 1	Throughout Facility	Yes	Not Analyzed - Stopped at First Positive RR - 1
SS - 1	Ceiling Tile (White) - 2' X 4' Lay-in	144 sf	Detective	No	No Asbestos Detected

	- Crowsfoot		Interrogation Rm	
SS - 2	Ceiling Tile (White) - 2' X 4' Lay-in - Crowsfoot	Included in SS - 1	Detective Interrogation Rm	No
SS - 3	Ceiling Tile (White) - 2' X 4' Lay-in - Crowsfoot	Included in SS - 1	Detective Interrogation Rm	No
TT - 1	Floor Tile - 12 Cream w/Yellow Mastic under Carpet	100 sf	Det. Restroom Hallway	No
TT - 2	Floor Tile - 12 Cream w/Yellow Mastic under Carpet	Included in TT - 1	Det. Restroom Hallway	No
TT - 3	Floor Tile - 12 Cream w/Yellow Mastic under Carpet	Included in TT - 1	Det. Restroom Hallway	No
UU - 1	Ceiling Tile - 2' X 4' Lay-in - Large Worm Hole	315 sf	Det. Interrogation Rm. 212 & DARE office	No
UU - 2	Ceiling Tile - 2' X 4' Lay-in - Large Worm Hole	Included in UU - 1	Det. Interrogation Rm. 212 & DARE office	No
UU - 3	Ceiling Tile - 2' X 4' Lay-in - Large Worm Hole	Included in UU - 1	Det. Interrogation Rm. 212 & DARE office	No
V V - 1	Floor Tile - 12" White w/Gray Flakes w/Gold Mastic	130 sf	Detective Restrooms	No
V V - 2	Floor Tile - 12" White w/Gray Flakes w/Gold Mastic	Included in VV - 1	Detective Restrooms	No
V V - 3	Floor Tile - 12" White w/Gray Flakes w/Gold Mastic	Included in VV - 1	Detective Restrooms	No
WW - 1	Floor Tile - 12" Light Tan w/White Flakes w/Yellow Mastic over wood over 9" Green w/Black Mastic	545 sf	Swearing-In Area	Yes
WW - 2	Floor Tile - 12" Light Tan w/White Flakes w/Yellow Mastic over wood over 9" Green w/Black Mastic	Included in WW - 1	Swearing-In Area	Yes
WW - 3	Floor Tile - 12" Light Tan w/White Flakes w/Yellow Mastic over wood over 9" Green w/Black Mastic	Included in WW - 1	Swearing-In Area	Yes
XX - 1	Floor Tile - 9" Dark Red w/Black Mastic under Carpet	500 sf	Rms. 215 & 216 (Ms. Price Off.)	Yes
XX - 2	Floor Tile - 9" Dark Red w/Black Mastic under Carpet	Included in WW - 1	Rms. 215 & 216 (Ms. Price Off.)	Yes

No Asbestos Detected

No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

No Asbestos Detected

No Asbestos Detected

No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected
Tile = 3% Chrysotile
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected
Tile = 3% Chrysotile
Mastic = No Asbestos Detected

Tile = No Asbestos Detected
Mastic = No Asbestos Detected
Tile = 3% Chrysotile
Mastic = No Asbestos Detected

Carpet Mastic = No Asbestos Detected
Floor Tile = 4% Chrysotile
Mastic = No Asbestos Detected

Not Analyzed - Stopped at First
Positive XX - 1

XX - 3	Floor Tile - 9" Dark Red w/Black Mastic under Carpet	Included in WW - 1	Rms. 215 & 216 (Ms. Price Off.)	Yes	Not Analyzed - Stopped at First Positive XX - 1
YY - 1	Ceiling Tile - 2' X 4' Lay-In - Large Pinhole	400 sf	Homicide Evidence Room	No	No Asbestos Detected
YY - 2	Ceiling Tile - 2' X 4' Lay-In - Large Pinhole	Included in YY - 1	Homicide Evidence Room	No	No Asbestos Detected
YY - 3	Ceiling Tile - 2' X 4' Lay-In - Large Pinhole	Included in YY - 1	Homicide Evidence Room	No	No Asbestos Detected
ZZ - 1	Floor Tile - Carpet over 9" Brown w/Black Mastic & Black Felt (NOTE: Green Tile w/Yellow Mastic only covers 16sf of ZZ)	910 sf	3 rd Floor Lobby, Offices West of Lobby, and D.A.R.E. Storage Closet	Yes	Carpet Mastic = No Asbestos Detected Tile = 4% Chrysotile Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Felt = No Asbestos Detected
ZZ - 2	Floor Tile - Carpet over 9" Brown w/Black Mastic & Black Felt	Included in ZZ - 1	3 rd Floor Lobby, Offices West of Lobby, and D.A.R.E. Storage Closet	Yes	Carpet Mastic = No Asbestos Detected Tile = 4% Chrysotile Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Felt = No Asbestos Detected
ZZ - 3	Floor Tile - Carpet over 9" Brown w/Black Mastic & Black Felt	Included in ZZ - 1	3 rd Floor Lobby, Offices West of Lobby, and D.A.R.E. Storage Closet	Yes	Carpet Mastic = No Asbestos Detected Tile = 4% Chrysotile Mastic = No Asbestos Detected Tile = No Asbestos Detected Mastic = No Asbestos Detected Felt = No Asbestos Detected
AAA - 1	Floor Tile - 12" White Mottled w/Yellow Mastic over wood over White Tile w/Gold Mastic over Wood over 9" Brown w/Black Felt	65 sf	3 rd Floor Restroom	Yes	Tile = No Asbestos Detected Mastic = No Asbestos Detected Tile = 2% Chrysotile Mastic = No Asbestos Detected Tile = 3% Chrysotile Felts = No Asbestos Detected
AAA - 2	Floor Tile - 12" White Mottled w/Yellow Mastic over wood over White Tile w/Gold Mastic over Wood over 9" Brown w/Black Felt	Included in AAA - 1	3 rd Floor Restroom	Yes	Not Analyzed - Stopped at First Positive AAA - 1
AAA - 3	Floor Tile - 12" White Mottled w/Yellow Mastic over wood over White Tile w/Gold Mastic over Wood over 9" Brown w/Black Felt	Included in AAA - 1	3 rd Floor Restroom	Yes	Not Analyzed - Stopped at First Positive AAA - 1
BBB - 1	Caulk - Cream Colored	120 lf	Fire Department Garage Doors	No	No Asbestos Detected

BBB – 2	Caulk – Cream Colored	Included in BBB - 1	Fire Department Garage Doors	No	No Asbestos Detected
BBB – 3	Caulk – Cream Colored	Included in BBB - 1	Fire Department Garage Doors	No	No Asbestos Detected
CCC – 1	Door Caulk – Gray	30 If	Police Dept. Entrance	Yes	2% Chrysotile
DDD - 1	Door Caulk – White	20 If	Catwalk Door – South Side of Bldg.	No	No Asbestos Detected
EEE	Vibration Joint Cloth	16 If	Basement – B5	Assumed	Assumed

Materials found to be asbestos-containing are presented in **bold** type.

* Materials that contain less than 1% asbestos are not defined by the EPA or the State of Missouri as an asbestos-containing material (ACM). Analytical data indicates that the joint compound contained <1% Chrysotile asbestos. In accordance with Occupational Safety and Health Administration (OSHA) regulations, work activities involving the disturbance of materials that contain any asbestos, including <1%, involve certain work practice requirements and prohibitions. PSI recommends that the material be treated as asbestos-containing. Based on the above sample results, if known or assumed asbestos-containing materials have a likelihood of being disturbed during scheduled renovation/demolition, PSI recommends they be removed by a State of Missouri licensed asbestos abatement contractor.

REPORT OF BULK SAMPLE ANALYSIS FOR ASBESTOS

TESTED FOR: PSI, Inc
8669 Olive Boulevard
St. Louis, MO 63132
Attn: Greg Chambliss

Project ID: 0029-1542
University City Annex Building
6801 Delmar
University City, MO

Date Received: 12/20/2013

Date Completed: 12/26/2013

Date Reported: 1/6/2014

Analyst: DA		Work Order: 1312453		Page: 1 of 7
Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
A1	001A	(1) Tan, Ceiling Tile, Homogeneous	2% Chrysotile	20% Cellulose Fiber 30% Fibrous Glass
A2	002A	Sample Not Tested		
A3	003A	Sample Not Tested		
B1	004A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
B2	005A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
B3	006A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
C1	007A	(1) Brown, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	2% Chrysotile NO ASBESTOS DETECTED	None Reported None Reported
C2	008A	Sample Not Tested		
C3	009A	Sample Not Tested		
D1	010A	(1) Cream, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
D2	011A	(1) Cream, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
D3	012A	(1) Cream, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported

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Respectfully submitted,
PSI, Inc.

Cathy McNamee
Approved Signatory
Cathy McNamee

Analyst: DA


Work Order: 1312453

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
E1	013A	(1) Brown, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
E2	014A	(1) Brown, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
E3	015A	(1) Brown, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
F1	016A	(1) White, Wallboard, Homogeneous	NO ASBESTOS DETECTED	5% Cellulose Fiber
		(2) White, Joint Compound, Homogeneous	< 1% Chrysotile	None Reported
		(3) Beige, Tape, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber
F2	017A	(1) White, Wallboard, Homogeneous	NO ASBESTOS DETECTED	5% Cellulose Fiber
		(2) White, Joint Compound, Homogeneous	< 1% Chrysotile	None Reported
		(3) Beige, Tape, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber
F3	018A	(1) White, Wallboard, Homogeneous	NO ASBESTOS DETECTED	5% Cellulose Fiber
		(2) White, Joint Compound, Homogeneous	< 1% Chrysotile	None Reported
		(3) Beige, Tape, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber
G1	019A	(1) Gray, Pipe Fitting, Homogeneous	NO ASBESTOS DETECTED	30% Cotton 30% Fibrous Glass
G2	020A	(1) Gray, Pipe Fitting, Homogeneous		20% Fibrous Glass 20% Cotton
			4% Amosite 5% Chrysotile	
G3	021A	Sample Not Tested		
H1	022A	(1) White, Insulation, Homogeneous	NO ASBESTOS DETECTED	10% Fibrous Glass 30% Cellulose Fiber
H2	023A	(1) White, Insulation, Homogeneous	NO ASBESTOS DETECTED	10% Fibrous Glass 30% Cellulose Fiber
I1	024A	(1) Gray, Pipe Insulation, Homogeneous	NO ASBESTOS DETECTED	35% Fibrous Glass
I2	025A	(1) White, Pipe Insulation, Homogeneous	30% Chrysotile	None Reported

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PSI, Inc.


Approved Signatory
Cathy McNamee

Analyst: DA

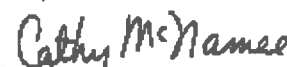
Work Order: 1312453

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
I3	026A	Sample Not Tested		
J1	027A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
J2	028A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
J3	029A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
K1	030A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
K2	031A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
K3	032A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
L1	033A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
L2	034A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
L3	035A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
M1	036A	(1) Brown, Other, Homogeneous VJC	NO ASBESTOS DETECTED	80% Fibrous Glass
N1	037A	(1) White, Spray-On, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 50% Cellulose Fiber

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Approved Signatory
Cathy McNamee

Analyst: DA

Work Order: 1312453

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
N2	038A	(1) White, Spray-On, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 50% Cellulose Fiber
N3	039A	(1) White, Spray-On, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 50% Cellulose Fiber
N4	040A	(1) White, Spray-On, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 50% Cellulose Fiber
N5	041A	(1) White, Spray-On, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 50% Cellulose Fiber
O1	042A	(1) White, Other, Homogeneous <i>Partition Panel</i>	NO ASBESTOS DETECTED	50% Cellulose Fiber
O2	043A	(1) White, Other, Homogeneous <i>Partition Panel</i>	NO ASBESTOS DETECTED	50% Cellulose Fiber
O3	044A	(1) White, Other, Homogeneous <i>Partition Panel</i>	NO ASBESTOS DETECTED	50% Cellulose Fiber
P1	045A	(1) White, Pipe Insulation, Homogeneous	2% Crocidolite 5% Chrysotile 15% Amosite	None Reported
P2	046A	Sample Not Tested		
P3	047A	Sample Not Tested		
Q1	048A	(1) White, Fitting, Homogeneous	45% Chrysotile	None Reported
Q2	049A	Sample Not Tested		
Q3	050A	Sample Not Tested		
R1	051A	(1) Gray, Pipe Insulation, Homogeneous	40% Chrysotile	60% Cellulose Fiber

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Cathy McNamee

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Analyst: DA

Work Order: 1312453

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
R2	052A	Sample Not Tested		
R3	053A	Sample Not Tested		
S1	054A	(1) Brown, Other, Homogeneous <i>Fiber Board</i>	NO ASBESTOS DETECTED	100% Cellulose Fiber
T1	055A	(1) Gray, Other, Homogeneous <i>VJC</i>	50% Chrysotile	30% Cellulose Fiber
U1	056A	(1) Gray, Glazing, Homogeneous	7% Chrysotile	None Reported
U2	057A	Sample Not Tested		
U3	058A	Sample Not Tested		
V1	059A	(1) White, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous (3) Brown, Floor Tile, Homogeneous (4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED 2% Chrysotile NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported
V2	060A	Sample Not Tested		
V3	061A	Sample Not Tested		
W1	062A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous (3) Tan, Floor Tile, Homogeneous (4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported
W2	063A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous (3) Tan, Floor Tile, Homogeneous (4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported
W3	064A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous (3) Tan, Floor Tile, Homogeneous (4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported

Quantitation is based on a visual estimation of the relative area of bulk sample components, unless otherwise noted in the "Comments" section of this report. The results are valid only for the item tested. This report may not be used to claim product endorsement by NVLAP or any agency of the U.S. Government. Method used: E.P.A. Method for the Determination of Asbestos in Bulk Building Materials (EPA / 600/R-93/116 July 1993). Polarized Light Microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. Quantitative Transmission Electron Microscopy is currently the only method that can be used to determine if the material can be considered or treated as non-asbestos containing. Samples will be disposed of within 30 days unless notified in writing by the client. No part of this report may be reproduced, except in full, without written permission of the laboratory. The reporting limit is 1% by weight. NVLAP Lab Code 101350-0.

Respectfully submitted,
PSI, Inc.

Cathy McNamee
Approved Signatory
Cathy McNamee

Analyst: DA


Work Order: 1312453

Page: 6 of 7

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
X1	065A	(1) Black, Sink Undercoating, Homogeneous	10% Chrysotile	None Reported
X2	066A	Sample Not Tested		
X3	067A	Sample Not Tested		
Y1	068A	(1) Gray, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
Y2	069A	(1) Gray, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
Y3	070A	(1) Gray, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
Z1	071A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
Z2	072A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
Z3	073A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
AA1	074A	(1) Brown, Linoleum, Homogeneous	10% Chrysotile	None Reported
AA2	075A	Sample Not Tested		
AA3	076A	Sample Not Tested		
BB1	077A	(1) White, Vapor Barrier, Homogeneous (2) Black, Tar, Homogeneous (3) Yellow, Pipe Insulation, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported 30% Cotton 30% Fibrous Glass
BB2	078A	(1) White, Vapor Barrier, Homogeneous (2) Black, Tar, Homogeneous (3) Yellow, Pipe Insulation, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported 30% Cotton 30% Fibrous Glass

Quantitation is based on a visual estimation of the relative area of bulk sample components, unless otherwise noted in the "Comments" section of this report. The results are valid only for the item tested. This report may not be used to claim product endorsement by NVLAP or any agency of the U.S. Government. Method used: E.P.A. Method for the Determination of Asbestos in Bulk Building Materials (EPA / 600/R-93/116 July 1993). Polarized Light Microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. Quantitative Transmission Electron Microscopy is currently the only method that can be used to determine if the material can be considered or treated as non-asbestos containing. Samples will be disposed of within 30 days unless notified in writing by the client. No part of this report may be reproduced, except in full, without written permission of the laboratory. The reporting limit is 1% by weight. NVLAP Lab Code 101350-0.

Respectfully submitted,
PSI, Inc.


Approved Signatory
Cathy McNamee

Analyst: DA

Work Order: 1312453


Page: 7 of 7

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
BB3	079A	(1) White, Vapor Barrier, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Black, Tar, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Yellow, Pipe Insulation, Homogeneous	NO ASBESTOS DETECTED	30% Cotton 30% Fibrous Glass
CC1	080A	(1) Tan, Ceiling Tile, Homogeneous	5% Amosite	70% Fibrous Glass
CC2	081A	Sample Not Tested		
CC3	082A	Sample Not Tested		
DD1	083A	(1) Brown, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber
DD2	084A	(1) Brown, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber
DD3	085A	(1) Brown, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	100% Cellulose Fiber

Report Notes: (PT) Point Count Results

Quantitation is based on a visual estimation of the relative area of bulk sample components, unless otherwise noted in the "Comments" section of this report. The results are valid only for the item tested. This report may not be used to claim product endorsement by NVLAP or any agency of the U.S. Government. Method used: E.P.A. Method for the Determination of Asbestos in Bulk Building Materials (EPA / 600/R-93/116 July 1993). Polarized Light Microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. Quantitative Transmission Electron Microscopy is currently the only method that can be used to determine if the material can be considered or treated as non-asbestos containing. Samples will be disposed of within 30 days unless notified in writing by the client. No part of this report may reproduced, except in full, without written permission of the laboratory. The reporting limit is 1% by weight. NVLAP Lab Code 101350-0.

Respectfully submitted,
PSI, Inc.


Approved Signatory
Cathy McNamee

PROJECT NAME <u>University City Annex Bldg</u>	REPORT TO <u>GREB CHARLIS</u>	INVOICE TO <u>← SAME</u>
PROJECT NUMBER <u>0029-1542</u>	PROJECT MANAGER <u>GREB CHARLIS</u>	ADDRESS
P.O. NUMBER	ADDRESS <u>8669 OLIVE BLVD.</u>	CITY / STATE / ZIP
REQUIRED DUE DATE (MM-DD-YY) <u>12-27-13 12/3/13</u>	CITY / STATE / ZIP <u>ST. LOUIS, MO. 63132</u>	ATTENTION
SAMPLES TO LAB VIA <u>FED EX</u>	TELEPHONE <u>314-432-8073</u>	TELEPHONE
NUMBER OF COOLERS/PACKAGES	FAX <u>314-432-5719</u>	
	REPORT DATA VIA <input checked="" type="checkbox"/> VERBAL <input type="checkbox"/> FAX	
	REMAIL* <input checked="" type="checkbox"/> U.S. MAIL	

RELINQUISHED BY <u>Meadell Smith</u>	ACCEPTED BY <u>Sumersul</u>	SEAL NUMBER
DATE / TIME <u>12-19-13 / 10:30am</u>	DATE / TIME <u>12/20/13</u>	
	DATE / TIME <u>10:37am</u>	

SAMPLE CUSTODIAN	DATE / TIME

SAMPLE IDENTIFICATION	DATE / TIME	AIR-A BUCK COB NOB PAINT-P	SOIL-S VACUUM-V CORE-C WATER-W WIPE-WP	LAB USE ONLY LAB NUMBER
A-1,2,3	12-18-13 / 1:00pm	BUCK		
B-1,2,3				
C-1,2,3				
D-1,2,3				
E-1,2,3				
F-1,2,3				
G-1,2,3				
H-1,2				
I-1,2,3				
J-1,2,3				

ADDITIONAL REMARKS
24 samples this page

SAMPLER'S SIGNATURE
Myland M. Smith

*EMAIL ADDRESS

312453 CHAIN OF CUSTODY RECORD PG 2 of 6

PROJECT NAME University City Annex Bldg	REPORT TO GREG CHAMBLISS	INVOICE TO ← Sam G
PROJECT NUMBER 0029-1542	PROJECT MANAGER GREG CHAMBLISS	ADDRESS
P.O. NUMBER	ADDRESS 8669 OLIVE BLVD.	CITY / STATE / ZIP
REQUIRED DUE DATE (MM-DD-YY) 12-27-13	CITY / STATE / ZIP St. Louis, Mo. 63132	ATTENTION
SAMPLES TO LAB VIA FED EX	TELEPHONE 314-432-8073	TELEPHONE
NUMBER OF COOLERS/PACKAGES	FAX 314-432-5119	
	REPORT DATA VIA <input checked="" type="checkbox"/> VERBAL <input type="checkbox"/> FAX	
	EMAIL* <input checked="" type="checkbox"/> U.S. MAIL	

RELINQUISHED BY DATE / TIME M. J. [Signature] 12-19-13 / 10 AM	ACCEPTED BY DATE / TIME SW 12/20/13 10:37a	SEAL NUMBER
LABORATORY USE ONLY		

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ADDITIONAL REMARKS 26 SAMPLES THIS ROOM	SAMPLER'S SIGNATURE M. J. [Signature]
*EMAIL ADDRESS	

CHAIN OF CUSTODY RECORD PG 3 of 6

1312453

PROJECT NAME <i>University City Annex Bldg</i>		REPORT TO <i>Greg Chambliss</i>		INVOICE TO <i>Same</i>	
PROJECT NUMBER <i>0029-1542</i>		PROJECT MANAGER <i>Greg Chambliss</i>		ADDRESS	
P.O. NUMBER		ADDRESS <i>8169 Olive Blvd.</i>		CITY / STATE / ZIP	
REQUIRED DUE DATE (MM-DD-YY) <i>12-27-13</i>		CITY / STATE / ZIP <i>St. Louis Mo. 63132</i>		ATTENTION	
SAMPLES TO LAB VIA <i>FED EX</i>		TELEPHONE <i>314-432-8073</i>		TELEPHONE	
NUMBER OF COOLERS/PACKAGES		FAX <i>314-432-5119</i>			
RELINQUISHED BY <i>Michael McQuay</i>		ACCEPTED BY <i>SW 12/20/13</i>		LABORATORY USE ONLY	
DATE / TIME <i>12-19-13 / 10:00 AM</i>		DATE / TIME <i>10:37 AM</i>		FIELD SERVICES Y/N \$	
				SHIPPING Y/N \$	
				PARAMETER LIST	
SAMPLE CUSTODIAN		LABORATORY USE ONLY DATE / TIME		ANALYTICAL DUE DATE	
DATE / TIME		DATE / TIME		REPORT DUE DATE	
SAMPLE IDENTIFICATION		DATE / TIME		PSI PROJECT NAME	
<i>U-1,2,3</i>		<i>12-18-13 / 1 PM</i>		PSI PROJECT NUMBER	
<i>V-1,2,3</i>				PSI BATCH NUMBER	
<i>W-1,2,3</i>					
<i>X-1,2,3</i>					
<i>Y-1,2,3</i>					
<i>Z-1,2,3</i>					
<i>AA-1,2,3</i>					
<i>BB-1,2,3</i>					
<i>CC-1,2,3</i>					
<i>DD-1,2,3</i>					
ADDITIONAL REMARKS		LABORATORY USE ONLY		LABORATORY USE ONLY	
<i>STOP 1ST POSITIVE. IF ANY LAYER OF MULTI-LAYERED SAMPLES ARE POSITIVE, STOP ANALYSIS OF THAT MONODIRECTIONAL GROUP AFTER COMPLETING ANALYSIS OF THAT SAMPLE.</i>		DATE / TIME		ANALYTICAL DUE DATE	
				REPORT DUE DATE	
				PSI PROJECT NAME	
				PSI PROJECT NUMBER	
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REPORT OF BULK SAMPLE ANALYSIS FOR ASBESTOS

TESTED FOR: PSI, Inc
8669 Olive Boulevard
St. Louis, MO 63132
Attn: Greg Chambliss

Project ID: 0029-1542
University City Annex Building
6801 Delmar
University City, MO

Date Received: 12/20/2013

Date Completed: 12/26/2013

Date Reported: 12/27/2013

Analyst: DA		Work Order: 1312454		Page: 1 of 7	
Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)		Non-asbestos Fibers (Percent and Type)
EE1	001A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		30% Cellulose Fiber 30% Fibrous Glass
EE2	002A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		30% Cellulose Fiber 30% Fibrous Glass
EE3	003A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		30% Cellulose Fiber 30% Fibrous Glass
FF1	004A	(1) White, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		80% Fibrous Glass
FF2	005A	(1) White, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		80% Fibrous Glass
FF3	006A	(1) White, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED		80% Fibrous Glass
GG1	007A	(1) Gray, Floor Tile, Homogeneous	3%	Chrysotile	None Reported
		(2) Black, Mastic, Homogeneous	5%	Chrysotile	None Reported
GG2	008A	Sample Not Tested			
GG3	009A	Sample Not Tested			
HH1	010A	(1) Tan, Floor Tile, Homogeneous	3%	Chrysotile	None Reported
		(2) Black, Mastic, Homogeneous	7%	Chrysotile	None Reported
HH2	011A	Sample Not Tested			
HH3	012A	Sample Not Tested			

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Respectfully submitted,
PSI, Inc.

Cathy McNamee

Approved Signatory
Cathy McNamee

Analyst: DA

Work Order: 1312454

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
II1	013A	(1) Gray, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Off-White, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(5) Gray, Vinyl Sheeting, Homogeneous	NO ASBESTOS DETECTED	5% Synthetic Fiber 12% Cellulose Fiber
II2	014A	(1) Gray, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Off-White, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(5) Gray, Vinyl Sheeting, Homogeneous	NO ASBESTOS DETECTED	5% Synthetic Fiber 12% Cellulose Fiber
II3	015A	(1) Gray, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) Off-White, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(5) Gray, Vinyl Sheeting, Homogeneous	NO ASBESTOS DETECTED	5% Synthetic Fiber 12% Cellulose Fiber
JJ1	016A	(1) Orange, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(3) White, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(4) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(5) Gray, Floor Tile, Homogeneous	NO ASBESTOS DETECTED	None Reported
		(6) Black, Mastic, Homogeneous	5% Chrysotile	None Reported
JJ2	017A	Sample Not Tested		
JJ3	018A	Sample Not Tested		
KK1	019A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
KK2	020A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass

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Respectfully submitted,
PSI, Inc.

Cathy McNamee

Approved Signatory
Cathy McNamee

Analyst: DA


Work Order: 1312454

Page: 3 of 7

Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
KK3	021A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
LL1	022A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
LL2	023A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
LL3	024A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
MM1	025A	(1) Gray, Floor Tile, Homogeneous (2) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED 5% Chrysotile	None Reported None Reported
MM2	026A	Sample Not Tested		
MM3	027A	Sample Not Tested		
NN1	028A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
NN2	029A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
NN3	030A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
OO1	031A	(1) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
OO2	032A	(1) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
OO3	033A	(1) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
PP1	034A	(1) White, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
PP2	035A	(1) White, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported

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Approved Signatory
Cathy McNamee

Analyst: DA

Work Order: 1312454

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
PP3	036A	(1) White, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
PP4	037A	(1) White, Plaster, Homogeneous	NO ASBESTOS DETECTED	None Reported
PP5	038A	(1) White, Plaster, Homogeneous	NO ASBESTOS DETECTED	None Reported
PP6	039A	(1) Green, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
PP7	040A	(1) Green, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
PP8	041A	(1) White, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
PP9	042A	(1) White, Plaster, Homogeneous (2) Tan, Plaster, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
QQ1	043A	(1) Yellow, Mastic, Homogeneous (2) Cream, Floor Tile, Homogeneous (3) Yellow, Mastic, Homogeneous (4) Green, Floor Tile, Homogeneous (5) Black, Mastic, Homogeneous (6) Black, Felt, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED 3% Chrysotile NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported None Reported 45% Cellulose Fiber
QQ2	044A	Sample Not Tested		
QQ3	045A	Sample Not Tested		
RR1	046A	(1) Gray, Caulking, Homogeneous	3% Chrysotile	7% Talc
RR2	047A	Sample Not Tested		
RR3	048A	Sample Not Tested		
SS1	049A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
SS2	050A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass

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Respectfully submitted,
PSI, Inc.


Approved Signatory
Cathy McNamee

Analyst: DA

Work Order: 1312454

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
SS3	051A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
TT1	052A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
TT2	053A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
TT3	054A	(1) Cream, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
UU1	055A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
UU2	056A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
UU3	057A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
VV1	058A	(1) White, Floor Tile, Homogeneous (2) Gold, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
VV2	059A	(1) White, Floor Tile, Homogeneous (2) Gold, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
VV3	060A	(1) White, Floor Tile, Homogeneous (2) Gold, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
WW1	061A	(1) Tan, Floor Tile, Homogeneous <i>No green tile or wood "felt" in sample group WW</i>	NO ASBESTOS DETECTED	None Reported
		(2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED	None Reported
WW2	062A	(1) Tan, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported
WW3	063A	(1) Tan, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported

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Respectfully submitted,
PSI, Inc.

Cathy McNamee
Approved Signatory
Cathy McNamee

Analyst: DA


Work Order: 1312454

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
XX1	064A	(1) Yellow, Mastic, Homogeneous (2) Red, Floor Tile, Homogeneous (3) Black, Mastic, Homogeneous	NO ASBESTOS DETECTED 4% Chrysotile NO ASBESTOS DETECTED	None Reported None Reported None Reported
XX2	065A	Sample Not Tested		
XX3	066A	Sample Not Tested		
YY1	067A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
YY2	068A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
YY3	069A	(1) Gray, Ceiling Tile, Homogeneous	NO ASBESTOS DETECTED	30% Cellulose Fiber 30% Fibrous Glass
ZZ1	070A	(1) Brown, Mastic, Homogeneous (2) Brown, Floor Tile, Homogeneous (3) Black, Mastic, Homogeneous (4) Green, Floor Tile, Homogeneous (5) Yellow, Mastic, Homogeneous (6) Black, Felt, Homogeneous	NO ASBESTOS DETECTED 4% Chrysotile NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED NO ASBESTOS DETECTED	None Reported None Reported 7% Cellulose Fiber None Reported None Reported 60% Cellulose Fiber
ZZ2	071A	Sample Not Tested		
ZZ3	072A	Sample Not Tested		
AAA1	073A	(1) White, Floor Tile, Homogeneous (2) Yellow, Mastic, Homogeneous (3) White, Floor Tile, Homogeneous (4) Gold, Mastic, Homogeneous (5) Brown, Floor Tile, Homogeneous (6) Black, Felt, Homogeneous	NO ASBESTOS DETECTED NO ASBESTOS DETECTED 2% Chrysotile NO ASBESTOS DETECTED 3% Chrysotile NO ASBESTOS DETECTED	None Reported None Reported None Reported None Reported None Reported 45% Cellulose Fiber
AAA2	074A	Sample Not Tested		
AAA3	075A	Sample Not Tested		
BBB1	076A	(1) Cream, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported

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Work Order: 1312454

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Client ID	Lab ID (Layer)	Sample Description (Color, Texture, Etc.) <i>Analyst's Comment</i>	Asbestos Content (Percent and Type)	Non-asbestos Fibers (Percent and Type)
BBB2	077A	(1) Cream, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
BBB3	078A	(1) Cream, Caulking, Homogeneous	NO ASBESTOS DETECTED	None Reported
CCC1	079A	(1) Gray, Caulking, Homogeneous	2% Chrysotile	None Reported
DDD1	080A	(1) White, Caulking, Homogeneous	NO ASBESTOS DETECTED	3% Talc
H3	081A	(1) White, Insulation, Homogeneous	NO ASBESTOS DETECTED	20% Fibrous Glass 30% Cellulose Fiber

Report Notes: (PT) Point Count Results

Quantitation is based on a visual estimation of the relative area of bulk sample components, unless otherwise noted in the "Comments" section of this report. The results are valid only for the item tested. This report may not be used to claim product endorsement by NVLAP or any agency of the U.S. Government. Method used: E.P.A. Method for the Determination of Asbestos in Bulk Building Materials (EPA / 600/R-93/116 July 1993). Polarized Light Microscopy is not consistently reliable in detecting asbestos in floor coverings and similar non-friable organically bound materials. Quantitative Transmission Electron Microscopy is currently the only method that can be used to determine if the material can be considered or treated as non-asbestos containing. Samples will be disposed of within 30 days unless notified in writing by the client. No part of this report may be reproduced, except in full, without written permission of the laboratory. The reporting limit is 1% by weight. NVLAP Lab Code 101350-0.

Respectfully submitted,
PSI, Inc.


Approved Signatory
Cathy McNamee

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1312354(3) CHAIN OF CUSTODY RECORD PG 4 of 6

PROJECT NAME <u>University City Annex Bldg</u>		REPORT TO <u>GREEN CHAMBLISS</u>		INVOICE TO <u>GREEN CHAMBLISS</u>	
PROJECT NUMBER <u>0029-1542</u>		PROJECT MANAGER <u>GREEN CHAMBLISS</u>		ADDRESS	
P.O. NUMBER		ADDRESS		CITY / STATE / ZIP	
REQUIRED DUE DATE (MM-DD-YY) <u>12-27-13</u> <u>12/21/13</u>		CITY / STATE / ZIP		ATTENTION	
SAMPLES TO LAB VIA <u>FED EX</u>		TELEPHONE <u>314-432-8073</u>		TELEPHONE	
NUMBER OF COOLERS/PACKAGES		FAX <u>314-432-5719</u>		LABORATORY USE ONLY	
RELINQUISHED BY <u>Wood P. Dancy</u>		ACCEPTED BY <u>Simenskel</u>		SEAL NUMBER	
DATE / TIME <u>12-13-13</u>		DATE / TIME <u>12/20/13</u>		DATE / TIME <u>10:45a</u>	
SAMPLE CUSTODIAN		LABORATORY USE ONLY		LABORATORY USE ONLY	
DATE / TIME		DATE / TIME		DATE / TIME	
SAMPLE IDENTIFICATION		DATE / TIME		LABORATORY USE ONLY	
EE-1,2,3		12-18-13 / 1 PM		BULK	
FF-1,2,3					
GG-1,2,3					
HH-1,2,3					
II-1,2,3					
JJ-1,2,3					
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454

CHAIN OF CUSTODY RECORD

PROJECT NAME <u>University City Authority Bldg.</u>		REPORT TO <u>GREG CHAMBERS</u>		INVOICE TO <u>← same</u>	
PROJECT NUMBER <u>0029-1542</u>		PROJECT MANAGER <u>GREG CHAMBERS</u>		ADDRESS	
P.O. NUMBER		ADDRESS		CITY / STATE / ZIP	
REQUIRED DUE DATE (MM-DD-YY) <u>12-27-13</u>		CITY / STATE / ZIP <u>8669 OLIVE BLVD</u>		ATTENTION	
SAMPLES TO LAB VIA <u>FED EX</u>		TELEPHONE <u>ST. LOUIS MO. 63132</u>		TELEPHONE	
NUMBER OF COOLERS/PACKAGES		FAX <u>314-432-5719</u>			
		REPORT DATA VIA <input type="checkbox"/> VERBAL <input checked="" type="checkbox"/> FAX		LABORATORY USE ONLY <u>GREG.CHAMBERS@PSI.COM</u>	
RELINQUISHED BY <u>Paul D. Dooly</u>		ACCEPTED BY <u>SUN</u>		LABORATORY USE ONLY FIELD SERVICES Y/N \$	
DATE / TIME <u>12-18-13/10:30am</u>		DATE / TIME <u>12/20/13</u>		REPORT DUE DATE	
		<u>10:40am</u>		PSI PROJECT NAME	
				PSI PROJECT NUMBER	
				PSI BATCH NUMBER	
				PARAMETER LIST	
SAMPLE CUSTODIAN		LABORATORY USE ONLY DATE / TIME		NUMBER OF CONTAINERS	
SAMPLE IDENTIFICATION		DATE / TIME		LABORATORY USE ONLY LAB NUMBER	
<u>00-1,2,3</u>		<u>12-18-13/10am</u>		<u>BULK</u>	
<u>PP-1,2,3,4,5,6,7,8,9</u>					
<u>QQ-1,2,3</u>					
<u>RR-1,2,3</u>					
<u>SS-1,2,3</u>					
<u>TT-1,2,3</u>					
<u>UU-1,2,3</u>					
<u>VV-1,2,3</u>					
<u>WW-1,2,3</u>					
<u>XX-1,2,3</u>					

ADDITIONAL REMARKS

36 SAMPLES TOTAL PAGE

*EMAIL ADDRESS

SAMPLER'S SIGNATURE

Paul D. Dooly

PG 605-60

LABORATORY SUBMITTED TO:☐ OTHER

850 Poplar Street
Pittsburgh, PA 15220
412/922-4000

LABORATORY USE ONLY

ANALYTICAL DUE DATE

REPORT DUE DATE

PSI PROJECT NAME

PSI PROJECT NUMBER

PSI BATCH NUMBER

PARAMETER LIST

NUMBER OF CONTAINERS

LABORATORY USE ONLY

DATE / TIME

LAB USE ONLY

AIR-A
DUST-B
WASTE-D
WATER-W
WASTE-W

AIR-A
BULK-B
DUST-D
MOB-N
SALE-T P

SAMPLE IDENTIFICATION

E / TIME

NOB-N PAINT-P	WATER WIPE-A
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YV-1.2.3

13/1

2012

ZZ-1,2,3

—

AA-1,2,3

[illegible][illegible]

BB-1,2,3

[illegible][illegible]

CC-1

also received sample H-3 5/12/2012

4 sample this pack

ADDITIONAL REMARKS:

***EMAIL ADDRESS**

SAMPLER'S SIGNATURE

Read signature carries agreement with the PSI General Conditions which are printed on the back side of this document.

APPENDIX B
LEAD-BASED PAINT XRF DATA SHEETS

XRF Testing Data Table

Paints found to lead-based are underlined, presented in a larger font and in **bold** type.

Read No.	Floor	Int/Ext	Room #	Wall	Component	Substrate	Paint Color	XRF Reading	Result
129					Validation	Test Block		0.9	In Range
130					Validation	Test Block		1.1	In Range
131					Validation	Test Block		0.7	In Range
132	B	Interior	EOC	North	Drywall Wall	Drywall	Cream	-0.1	Negative
133	B	Interior	EOC Storage	South	Drywall Wall	Drywall	Yellow/Orange	0.1	Negative
134	B	Interior	EOC Storage	Floor	Floor	Concrete	Blue/Gray	0.2	Negative
135	B	Interior	EOC	East	Drywall Wall	Drywall/Plaster	Cream	0.0	Negative
136	B	Interior	EOC Mechanical	South	Door	Metal	Yellow	0.0	Negative
137	B	Interior	Hallway to EOC	East	Block Wall	Concrete	White	-0.1	Negative
138	B	Interior	Pistol Range	South	Block Wall	Concrete	Yellow	0.0	Negative
139	B	Interior	Pistol Mechanical	Tank	Hot Water Tank	Metal	Red	0.0	Negative
140	B	Interior	Pistol Range	North	Door Frame	Metal	Blue	0.7	Negative
141	B	Interior	Hallway	West	Drywall Wall	Drywall	Orange	0.0	Negative
142	B	Interior	Pistol Range	Floor	Floor Lines	Concrete	Yellow	-0.1	Negative
143	B	Interior	Pistol Range	South	Door Frame	Metal	Brown	-0.1	Negative
144	B	Interior	Shell Loading	Floor	Floor	Concrete	Peach	0.0	Negative
145	B	Interior	Stairwell	Floor	Stairs	Metal	Orange	0.0	Negative
146	B	Interior	Stairwell	East	Stair Handrail	Metal	Tan/Brown	>9.9	Positive
147	B	Interior	Bike Storage	North	I-Beam	Metal	Orange/Red	>9.9	Positive
148	B	Interior	Tunnel	West	Tunnel Wall	Brick	Cream	-0.2	Negative
149	B	Interior			Validation	Test Block		1.0	In Range
150	B	Interior			Validation	Test Block		0.7	In Range
151	B	Interior			Validation	Test Block		0.7	In Range
152	B	Interior	Jail	South	Wall	Concrete	White	0.7	Negative
153	B	Interior	Jail	Stairwell	Stairwell Railing	Metal	Gray	>9.9	Positive

XRF Testing Data Table

Paints found to lead-based are underlined, presented in a larger font and in **bold** type.

Read No.	Floor	Int/Ext	Room #	Wall	Component	Substrate	Paint Color	XRF Reading	Result
154	B	Interior	Jail	Stairwell		Metal	Gray	-0.2	Negative
155	B	Interior	Jail	North	Jail Bars	Metal	White	>9.9	Positive
156	B	Interior	Jail	East	Jail Wall Cell	Metal	White	9.3	Positive
157	B	Interior	Jail Mechanical	Middle of Room	Water Softener	Metal	Yellow	0.7	Negative
158	B	Interior	Jail	Floor	Floor	Concrete	Gray	-0.1	Negative
159	B	Interior	Fire Dept.	North	Window	Wood	White	>9.9	Positive
160	B	Interior	Fire Dept.	North	Window Frame	Wood	White	>9.9	Positive
161	B	Interior	Fire Dept.	East	Wall	Concrete Block	White	-0.1	Negative
162	B	Interior	Fire Dept.	North	Window Frame	Wood	Blue	>9.9	Positive
163	B	Interior	Fire Dept.	South	Door Frame	Metal	Blue/Green	0.1	Negative
164	B	Interior	Fire Dept.	North	Door	Metal	Cream	0.1	Negative
165	B	Interior	Fire Dept.	West	Hand Rail	Metal	Black	-0.1	Negative
166	B	Interior	Fire Dept.	HVAC	HVAC	Metal	Green	0.1	Negative
167	B	Interior	Fire Dept.	I-Beam	I-Beam	Metal	Red	-0.3	Negative
168	1st	Interior	Fire Equipment	South	Glazed Block Wall	Ceramic Block	White/Glaze	>9.9	Positive
169	1st	Interior	Fire Equipment	East	HVAC Unit	Metal	Tan/Cream	0.7	Negative
170	1st	Interior	Fire Equipment	East	Metal Pipe	Metal	White	>9.9	Positive
171	1st	Interior	Fire Equipment	North	Concrete Column	Concrete	White	-0.2	Negative
172	1st	Interior	Fire Chief Office	West	Door	Metal	Red	0.0	Negative
173	1st	Interior	Fire Chief Office	West	Door Frame	Metal	Black	-0.1	Negative
174	1st	Interior	Fire Equipment	North	Window Frame	Wood	Cream/Tan	>9.9	Positive
175	1st	Interior	Fire Dept. Kitchen	West	Ceramic Tile	Ceramic	Glazed/White	-0.3	Negative
176	1st	Interior	Fire Dept. Kitchen	West	Chair Guard	Wood	Red	-0.1	Negative
177	1st	Interior	Fire Dept. Kitchen	East	Double Doors	Metal	Red	0.0	Negative
178	1st	Interior	Fire Dept. Bathroom	North	Ceramic Tile	Ceramic	Cream	-0.2	Negative
179	1st	Interior	Fire Dept. Bathroom	Floor	Ceramic Tile	Ceramic	White	0.2	Negative
180	1st	Interior	Fire Equipment	West Wall Column	Column	Concrete	Cream/Tan	-0.2	Negative

XRF Testing Data Table

Paints found to lead-based are underlined, presented in a larger font and in **bold type**.

Read No.	Floor	Int/Ext	Room #	Wall	Component	Substrate	Paint Color	XRF Reading	Result
181	1st	Interior	Fire Equipment	Floor	Floor	Concrete	White	-0.4	Negative
182	1st	Interior	Fire Equipment	Floor	Floor Lines	Concrete	Red	-0.2	Negative
183					Validation	Test Block		0.7	In Range
184					Validation	Test Block		1.0	In Range
185					Validation	Test Block		0.7	In Range
186					Validation	Test Block		1.2	In Range
187					Validation	Test Block		0.7	In Range
188					Validation	Test Block		0.7	In Range
189	1st	Interior	OPS Center	East	Column	Drywall	White	-0.1	Negative
190	1st	Interior	Capt. Jackson Office	South	Wall	Drywall	White	0.0	Negative
191	1st	Interior	Capt. Jackson Office	West	Window Trim	Metal	Brown	0.0	Negative
192	1st	Interior	Dispatch	South	Window Trim	Metal	Brown	0.0	Negative
193	1st	Interior	Main Hallway	East	Wall	Concrete	Cream	-0.1	Negative
194	1st	Interior	Main Hallway	East	Door Frame	Metal	Gray	0.0	Negative
195	1st	Interior	Mail Room	East	Wall	Drywall	Lavender	-0.3	Negative
196	1st	Interior	Main Hallway	South	Door Frame	Metal	Peach	-0.1	Negative
197	1st	Interior	Breakroom	West	Wall	Drywall	Biege	-0.1	Negative
198	1st	Interior	Violations Bureau	West	Wall	Plaster over concrete	White	-0.1	Negative
199	1st	Interior	Main Hallway	West	Door	Metal	Brown	0.0	Negative
200	1st	Interior	Field Sup. Office	West	Door Frame	Metal	Brown	-0.1	Negative
201	1st	Interior	Main Hallway	East	Elevator Door Frame	Metal	Red	-0.1	Negative
202	1st	Interior	Main Hallway	South	Men's R.R. Door	Metal	Brown	0.0	Negative
203	1st	Interior	Mens Restroom	East	Partition	Metal	Blue	0.0	Negative
204	1st	Interior	Custodial Closet	South	Wall	Plaster	Yellow	-0.1	Negative
205	1st	Interior	Report Writing Room	South	Door Frame	Metal	Blue	0.1	Negative
206	1st	Interior	Booking Room	North	Door	Metal	White	-0.2	Negative
207	1st	Interior	Line Up Room	East	Cell Frame	Metal	Gray	-0.7	Negative

XRF Testing Data Table

Paints found to lead-based are underlined, presented in a larger font and in **bold** type.

Read No.	Floor	Int/Ext	Room #	Wall	Component	Substrate	Paint Color	XRF Reading	Result
208	1st	Interior	Roll Call Women R.R.	South	Wall	Brick	Yellow	-0.1	Negative
209	1st	Interior	Roll Call Storage Room	West	Pipe	Metal	Yellow	-0.1	Negative
210	1st	Interior	Fire Chief Reception	East	Wall	Drywall	Yellow	-0.1	Negative
211	2nd	Interior	Foyer	North	Door	Metal	Tan	0.7	Negative
212	2nd	Interior	Foyer	South	Handrail	Wood	Blue	9.7	Positive
213	2nd	Interior	Foyer	South	Door	Wood	Blue	1.7	Positive
214	2nd	Interior	Foyer	South	Stairs	Concrete	Tan	0.2	Negative
215	2nd	Interior	Fire Dept. Shower Room	South	Wall	Ceramic	White	-0.3	Negative
216	2nd	Interior	Fire Dept. Restroom	South	Window	Wood	Brown	3.4	Positive
217	2nd	Interior	Fire Dept. Bunk Room	North	Wall	Drywall	Light Green	0.0	Negative
218	2nd	Interior	Fire Dept. Workout	North	Register	Metal	Tan	-0.1	Negative
219	2nd	Interior	Fire Dept. Workout	South	Ductwork	Metal	Tan	0.0	Negative
220	2nd	Interior	Detectives	North	Door	Wood	Green	0.0	Negative
221	2nd	Interior	Detectives	North	Door Frame	Wood	Brown	>9.9	Positive
222	2nd	Interior	Detectives	North	Door Frame	Wood	Green	0.0	Negative
223	2nd	Interior	Swearing In Room	North	Emergency Door Frame	Wood	Black	0.3	Negative
224	2nd	Interior	Swearing In Room/Price	West	Door	Metal	Brownish Orange	4.9	Positive
225	2nd	Interior	Storage	South	Partition	Wood	Cream	0.0	Negative
226	2nd	Interior	Ms. Price's Office	North	Wall	Brick	Cream	0.3	Negative
227	2nd	Interior	Evidence Room	North	Wall	Brick	Cream	0.0	Negative
228	2nd	Interior	Homicide Evidence Rm	North	Radiator	Metal	Mauve	1.4	Positive
229	2nd	Interior	Women's Cell	South	Cell Bars	Metal	White	0.7	Negative
230	2nd	Interior	Women's Cell	North	Metal Bed Frame	Metal	Gray	-0.2	Negative
231	2nd	Interior	Foyer	West	Door	Metal	Blue	0.1	Negative
232	2nd	Interior	Foyer	West	Door Frame	Wood	Blue	0.1	Negative
233	3rd	Interior	Command Center	East	Wall	Drywall	Cream	-0.1	Negative
234	3rd	Interior	DARE Storage	North	Window Frame	Aluminum	Cream	0.3	Negative

XRF Testing Data Table

Paints found to lead-based are underlined, presented in a larger font and in **bold** type.

Read No.	Floor	Int/Ext	Room #	Wall	Component	Substrate	Paint Color	XRF Reading	Result
235	3rd	Interior	DARE Storage	North	I-Beam Window Base	Metal	Green	0.7	Negative
236	3rd	Exterior	Roof - Outside	Roof	A/C Steel Support	Metal	Yellow	-0.3	Negative
237	3rd	Exterior	Roof - Outside	Roof	Wall	Concrete	Cream	0.1	Negative
238	1st	Exterior	Outside	West	Window Frame	Wood	Yellow	1.4	Positive
239	1st	Exterior	Outside	West	Wall	Concrete	Cream	-0.2	Negative
240	1st	Exterior	Outside	North	Door	Metal	Yellow	0.1	Negative
241	1st	Exterior	Outside	North	Electrical Conduit	Metal	Tan	2.6	Positive
242	1st	Exterior	Outside	East	Garage Door Frame	Wood	Yellow	>9.9	Positive
243	1st	Exterior	Outside	East	Parking Bollard	Metal	Yellow	1.2	Positive
244	1st	Exterior	Outside	East	Garage Door Frame	Wood	Cream	3.2	Positive
245	2nd	Exterior	Outside	South	Walkway Handrail	Metal	White	0.7	Negative
246					Validation	Test Block		0.7	In Range
247					Validation	Test Block		1.1	In Range
248					Validation	Test Block		1.1	In Range

APPENDIX C
RADON LABORATORY RESULTS

Sample Number	Sample Location	Results (pCi/L)	Duration (Hours)	Start Date	Start Time	End Date	End Time	Moisture
4732515	Basement - EOC	<0.3	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM	4.1%
4732516	Basement - Bike Storage/Evidence	1.2	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM	6.2%
4732517	Basement - Pistol Range	0.9	54	12/16/2013	9:00 AM	12/18/2013	3:00 PM	4.1%
United States Environmental Protection Agency (USEPA) Indoor Air Action Level for Radon = 4.0 pCi/L								

Results reported in picocuries per liter (pCi/L)

Attention: P6882 / KEVIN ROBERTS / PROFESSIONAL SERVICE INDUSTRIES

Kit #: 4732515 Result: < 0.3 pCi/l

Location: Basement

8669 Olive Blvd Annex

Analysis Note :

Analyzed : 2013-12-19 at 12:00 pm

Started : 2013-12-16 at 9:00 am

Ended : 2013-12-18 at 3:00 pm

Hours/MST% : 54 hours 4.1% 70°F

Kit #: 4732516 Result: 1.2 ± 0.2 pCi/l

Location: Basement

8669 Olive Blvd Annex

Analysis Note :

Analyzed : 2013-12-19 at 12:00 pm

Started : 2013-12-16 at 9:00 am

Ended : 2013-12-18 at 3:00 pm

Hours/MST% : 54 hours 6.2% 70°F

Kit #: 4732517 Result: 0.9 ± 0.2 pCi/l

Location: Basement

8669 Olive Blvd Annex

Analysis Note :

Analyzed : 2013-12-19 at 12:00 pm

Started : 2013-12-16 at 9:00 am

Ended : 2013-12-18 at 3:00 pm

Hours/MST% : 54 hours 4.1% 70°F

APPENDIX D

LIMITED MOLD EVALUATION PHOTOS

PHOTO 1



Basement – Water staining on west drywall wall of Bike Storage/Evidence Room.

PHOTO 2



Basement – Suspect visible mold growth on west concrete wall (on paint) of Fire Department Storage Room.

PHOTO 3



Basement - Standing water on concrete floor in Fire Department Storage area.

PHOTO 4



1st Floor – Suspect visible mold and water staining on ceiling tiles within the Fire Chief's Office.

PHOTO 5



1st Floor – Water stained ceiling tiles within the Roll Call area of the Police Department.

PHOTO 6



2nd Floor – Particulate dust buildup in HVAC system (vents and diffusers) within the Fire Department area.

PHOTO 7



2nd Floor - Suspect visible mold growth and visible water on north brick wall (on paint) of Ms. Price's Office.

PHOTO 8



2nd Floor -- Water staining on ceiling tiles and on column within the closet of the Detective's Office.

PHOTO 9



2nd Floor – Water damage on east plaster wall and ceiling of Fire Department.

PHOTO 10



2nd Floor – Saturated carpet (water coming from above ceiling) in foyer outside door of Fire Department.

PHOTO 11



3rd Floor – Suspect visible mold growth on west plaster wall in Command Center office.

PHOTO 12



3rd Floor – Water damage on east plaster wall in D.A.R.E. office.

APPENDIX E

SEWER GAS CONTINUOUS MONITORING DATA RESULTS

Tunnel Data

EAGLE2 Data Sample (Interval Trend)

Property Value
 Name iv16084249_ E2A376
 Sampling Date/Time 2013/12/16 08:42:49 to 2013/12/17 12:21:17
 Serial No. E2A376
 Station ID
 User ID
 Data Count 334
 Interval Time (sec) 300
 Gas(FullScale) Ratio(FullScale)
 CH4(100%LEL) ---(--)
 OXY(40.0vol%) ---(--)
 H2S(100.0ppm) ---(--)
 CO(500ppm) ---(--)
 ---(--)
 ---(--)

No	Date/Time	CH4(100%LEL)	OXY(40.0vol%)	H2S(100.0ppm)	CO(500ppm)	---	---
1	12/16/2013 8:47	0 ppm	20.9 vol%	0.0 ppm	0 ppm	---	---
2	12/16/2013 8:52	0 ppm	20.9 vol%	0.0 ppm	1 ppm	---	---
3	12/16/2013 8:57	5 ppm	20.9 vol%	0.0 ppm	8 ppm	---	---
4	12/16/2013 9:02	0 ppm	20.8 vol%	0.0 ppm	14 ppm	---	---
5	12/16/2013 9:07	5 ppm	20.6 vol%	0.0 ppm	17 ppm	---	---
6	12/16/2013 9:12	15 ppm	20.6 vol%	0.0 ppm	20 ppm	---	---
7	12/16/2013 9:17	5 ppm	20.5 vol%	0.0 ppm	22 ppm	---	---
8	12/16/2013 9:20	---	---	---	WARNING	---	---
9	12/16/2013 9:22	5 ppm	20.5 vol%	0.0 ppm	24 ppm	---	---
10	12/16/2013 9:27	5 ppm	20.6 vol%	0.0 ppm	26 ppm	---	---
11	12/16/2013 9:32	5 ppm	20.6 vol%	0.0 ppm	28 ppm	---	---
12	12/16/2013 9:37	0 ppm	20.6 vol%	0.0 ppm	31 ppm	---	---
13	12/16/2013 9:42	5 ppm	20.8 vol%	0.0 ppm	32 ppm	---	---
14	12/16/2013 9:47	0 ppm	20.8 vol%	0.0 ppm	34 ppm	---	---
15	12/16/2013 9:52	0 ppm	20.9 vol%	0.0 ppm	35 ppm	---	---
16	12/16/2013 9:57	5 ppm	20.9 vol%	0.0 ppm	37 ppm	---	---
17	12/16/2013 10:02	5 ppm	20.9 vol%	0.0 ppm	39 ppm	---	---
18	12/16/2013 10:07	5 ppm	20.9 vol%	0.0 ppm	40 ppm	---	---
19	12/16/2013 10:12	10 ppm	20.9 vol%	0.0 ppm	43 ppm	---	---
20	12/16/2013 10:17	0 ppm	20.9 vol%	0.0 ppm	43 ppm	---	---
21	12/16/2013 10:22	5 ppm	20.9 vol%	0.0 ppm	44 ppm	---	---
22	12/16/2013 10:27	15 ppm	20.9 vol%	0.0 ppm	45 ppm	---	---
23	12/16/2013 10:32	5 ppm	20.9 vol%	0.0 ppm	45 ppm	---	---
24	12/16/2013 10:37	10 ppm	20.9 vol%	0.0 ppm	46 ppm	---	---
25	12/16/2013 10:42	0 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
26	12/16/2013 10:47	0 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
27	12/16/2013 10:52	0 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
28	12/16/2013 10:57	0 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
29	12/16/2013 11:02	5 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
30	12/16/2013 11:07	5 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
31	12/16/2013 11:12	5 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
32	12/16/2013 11:17	20 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
33	12/16/2013 11:22	15 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
34	12/16/2013 11:27	5 ppm	20.9 vol%	0.0 ppm	47 ppm	---	---
35	12/16/2013 11:32	0.00 vol%	20.9 vol%	0.0 ppm	46 ppm	---	---
36	12/16/2013 11:37	0.00 vol%	20.9 vol%	0.0 ppm	46 ppm	---	---
37	12/16/2013 11:42	0.00 vol%	20.9 vol%	0.0 ppm	45 ppm	---	---
38	12/16/2013 11:47	0.00 vol%	20.9 vol%	0.0 ppm	44 ppm	---	---
39	12/16/2013 11:52	0.00 vol%	20.9 vol%	0.0 ppm	43 ppm	---	---
40	12/16/2013 11:57	0.00 vol%	21.0 vol%	0.0 ppm	41 ppm	---	---
41	12/16/2013 12:02	0.00 vol%	21.0 vol%	0.0 ppm	40 ppm	---	---
42	12/16/2013 12:07	0.00 vol%	21.0 vol%	0.0 ppm	39 ppm	---	---
43	12/16/2013 12:12	0.00 vol%	21.0 vol%	0.0 ppm	37 ppm	---	---
44	12/16/2013 12:17	0.00 vol%	21.0 vol%	0.0 ppm	36 ppm	---	---
45	12/16/2013 12:22	0.00 vol%	21.0 vol%	0.0 ppm	35 ppm	---	---
46	12/16/2013 12:27	0.00 vol%	21.0 vol%	0.0 ppm	35 ppm	---	---
47	12/16/2013 12:32	0.00 vol%	20.9 vol%	0.0 ppm	35 ppm	---	---
48	12/16/2013 12:37	0.00 vol%	20.9 vol%	0.0 ppm	34 ppm	---	---
49	12/16/2013 12:42	0.00 vol%	20.9 vol%	0.0 ppm	33 ppm	---	---
50	12/16/2013 12:47	0.00 vol%	20.9 vol%	0.0 ppm	33 ppm	---	---
51	12/16/2013 12:52	0.00 vol%	20.9 vol%	0.0 ppm	32 ppm	---	---
52	12/16/2013 12:57	0.00 vol%	20.9 vol%	0.0 ppm	31 ppm	---	---
53	12/16/2013 13:02	0.00 vol%	20.9 vol%	0.0 ppm	31 ppm	---	---
54	12/16/2013 13:07	0.00 vol%	20.9 vol%	0.0 ppm	31 ppm	---	---
55	12/16/2013 13:12	0.00 vol%	20.9 vol%	0.0 ppm	29 ppm	---	---
56	12/16/2013 13:17	0.00 vol%	20.9 vol%	0.0 ppm	28 ppm	---	---
57	12/16/2013 13:22	0.00 vol%	20.9 vol%	0.0 ppm	28 ppm	---	---
58	12/16/2013 13:27	0.00 vol%	20.9 vol%	0.0 ppm	28 ppm	---	---
59	12/16/2013 13:32	0.00 vol%	20.9 vol%	0.0 ppm	27 ppm	---	---
60	12/16/2013 13:37	0.00 vol%	20.9 vol%	0.0 ppm	26 ppm	---	---
61	12/16/2013 13:42	0.00 vol%	20.9 vol%	0.0 ppm	26 ppm	---	---
62	12/16/2013 13:47	0.00 vol%	20.9 vol%	0.0 ppm	26 ppm	---	---
63	12/16/2013 13:52	0.00 vol%	20.9 vol%	0.0 ppm	25 ppm	---	---
64	12/16/2013 13:57	0.00 vol%	20.9 vol%	0.0 ppm	24 ppm	---	---
65	12/16/2013 14:02	0.00 vol%	20.9 vol%	0.0 ppm	23 ppm	---	---
66	12/16/2013 14:07	0.00 vol%	20.9 vol%	0.0 ppm	23 ppm	---	---
67	12/16/2013 14:12	0.00 vol%	20.9 vol%	0.0 ppm	23 ppm	---	---
68	12/16/2013 14:17	0.00 vol%	20.9 vol%	0.0 ppm	23 ppm	---	---
69	12/16/2013 14:22	0.00 vol%	20.9 vol%	0.0 ppm	22 ppm	---	---
70	12/16/2013 14:27	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm	---	---
71	12/16/2013 14:32	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm	---	---
72	12/16/2013 14:37	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm	---	---

73	12/16/2013 14:42	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm
74	12/16/2013 14:47	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm
75	12/16/2013 14:50	-----	-----	-----	TWA
76	12/16/2013 14:52	0.00 vol%	20.9 vol%	0.0 ppm	21 ppm
77	12/16/2013 14:57	0.00 vol%	20.9 vol%	0.0 ppm	20 ppm
78	12/16/2013 15:02	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
79	12/16/2013 15:07	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
80	12/16/2013 15:12	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
81	12/16/2013 15:17	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
82	12/16/2013 15:22	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
83	12/16/2013 15:27	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
84	12/16/2013 15:32	0.00 vol%	20.9 vol%	0.0 ppm	19 ppm
85	12/16/2013 15:37	0.00 vol%	20.9 vol%	0.0 ppm	18 ppm
86	12/16/2013 15:42	0.00 vol%	20.9 vol%	0.0 ppm	17 ppm
87	12/16/2013 15:47	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
88	12/16/2013 15:52	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
89	12/16/2013 15:57	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
90	12/16/2013 16:02	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
91	12/16/2013 16:07	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
92	12/16/2013 16:12	0.00 vol%	20.9 vol%	0.0 ppm	16 ppm
93	12/16/2013 16:17	0.00 vol%	20.9 vol%	0.0 ppm	15 ppm
94	12/16/2013 16:22	0.00 vol%	20.9 vol%	0.0 ppm	14 ppm
95	12/16/2013 16:27	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
96	12/16/2013 16:32	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
97	12/16/2013 16:37	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
98	12/16/2013 16:42	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
99	12/16/2013 16:47	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
100	12/16/2013 16:52	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
101	12/16/2013 16:57	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
102	12/16/2013 17:02	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
103	12/16/2013 17:07	0.00 vol%	20.9 vol%	0.0 ppm	13 ppm
104	12/16/2013 17:12	0.00 vol%	20.9 vol%	0.0 ppm	12 ppm
105	12/16/2013 17:17	0.00 vol%	20.9 vol%	0.0 ppm	8 ppm
106	12/16/2013 17:22	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
107	12/16/2013 17:27	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
108	12/16/2013 17:32	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
109	12/16/2013 17:37	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
110	12/16/2013 17:42	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
111	12/16/2013 17:47	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
112	12/16/2013 17:52	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
113	12/16/2013 17:57	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
114	12/16/2013 18:02	0.00 vol%	20.9 vol%	0.0 ppm	6 ppm
115	12/16/2013 18:07	0.00 vol%	20.9 vol%	0.0 ppm	5 ppm
116	12/16/2013 18:12	0.00 vol%	20.9 vol%	0.0 ppm	5 ppm
117	12/16/2013 18:17	0.00 vol%	20.9 vol%	0.0 ppm	1 ppm
118	12/16/2013 18:22	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
119	12/16/2013 18:27	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
120	12/16/2013 18:32	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
121	12/16/2013 18:37	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
122	12/16/2013 18:42	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
123	12/16/2013 18:47	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
124	12/16/2013 18:52	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
125	12/16/2013 18:57	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
126	12/16/2013 19:02	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
127	12/16/2013 19:07	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
128	12/16/2013 19:12	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
129	12/16/2013 19:17	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
130	12/16/2013 19:22	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
131	12/16/2013 19:27	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
132	12/16/2013 19:32	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
133	12/16/2013 19:37	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
134	12/16/2013 19:42	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
135	12/16/2013 19:47	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
136	12/16/2013 19:52	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
137	12/16/2013 19:57	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
138	12/16/2013 20:02	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
139	12/16/2013 20:07	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
140	12/16/2013 20:12	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
141	12/16/2013 20:17	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
142	12/16/2013 20:22	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
143	12/16/2013 20:27	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
144	12/16/2013 20:32	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
145	12/16/2013 20:37	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
146	12/16/2013 20:42	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
147	12/16/2013 20:47	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
148	12/16/2013 20:52	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
149	12/16/2013 20:57	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
150	12/16/2013 21:02	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
151	12/16/2013 21:07	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
152	12/16/2013 21:12	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
153	12/16/2013 21:17	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
154	12/16/2013 21:22	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
155	12/16/2013 21:27	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
156	12/16/2013 21:32	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
157	12/16/2013 21:37	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
158	12/16/2013 21:42	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
159	12/16/2013 21:47	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
160	12/16/2013 21:52	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
161	12/16/2013 21:57	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm
162	12/16/2013 22:02	0.00 vol%	20.9 vol%	0.0 ppm	0 ppm

25 pages of sewer gas data were deleted for brevity.
Full sewer gas data available upon request.

[illegible]

APPENDIX F
INSPECTOR/LABORATORY CERTIFICATIONS

Expiration Date **1/8/2014**

Certificate Number: 7118122112MOIR12746

Training Date: **12/21/2012**

Missouri State Certificate for Asbestos Related Occupations

issued by Department of Natural Resources

P.O. Box 176

Jefferson City, MO 65102

Phone (573) 751-4817

Kevin C Roberts

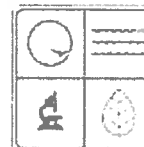
has successfully completed the requirements for certification as a INSPECTOR. This Missouri State Certification is subject to review and the director may deny, suspend or revoke the certification per RSMo chapter 643.230.

1/9/2013

Date

Kyra L Moore

Director of Air Pollution Control Program



STATE OF MISSOURI
DEPARTMENT OF HEALTH AND SENIOR SERVICES

LEAD OCCUPATION LICENSE REGISTRATION

Issued to:

KEVIN ROBERTS

The person, firm or corporation whose name appears on this certificate has fulfilled the requirements for licensure as set forth in the Missouri Revised Statutes 701.300-701.338, as long as not suspended or revoked, and is hereby authorized to engage in the activity listed below.

Lead Inspector
Category of License

Issuance Date: 1/28/2012
Expiration Date: 1/28/2014
License Number: 080128-300001836



A handwritten signature in cursive script, reading "Margaret T. Donnelly".

Margaret T. Donnelly
Director
Department of Health and Senior Services

Certificate of Achievement

Kevin Roberts
Geotechnology Inc

COPY

Has successfully completed the
Thermo Fisher Scientific NITON Analyzers Manufacturer's Training Course
and is now certified in radiation safety and monitoring, device operation,
and machine maintenance of the NITON XRF Analyzer.
Certificate issued by Thermo Fisher Scientific NITON Analyzers
(CIH's - The ABIH Awards 1 CM point, approval # 08-354)

ThermoFisher
SCIENTIFIC



Maureen Grogan

Training Coordinator

Kevin P. Roberts

Director of Training

00v3000000GKPA0

Certificate Number

2008 May 6 / St Louis, MO

Date & Site of Course

Expiration Date **4/29/2014**
Training Date: **4/12/2013**

Certificate Number: 7118041213MOIR304

Missouri State Certificate for Asbestos Related Occupations

issued by Department of Natural Resources

P.O. Box 176
Jefferson City, MO 65102
Phone (573) 751-4817

Mead M. Dowling

has successfully completed the requirements for certification as a INSPECTOR. This Missouri State Certification is subject to review and the director may deny, suspend or revoke the certification per RSMo chapter 643.230.

4/30/2013

Date

Kyria Wilson

Director of Air Pollution Control Program



SAINT LOUIS UNIVERSITY

SCHOOL OF PUBLIC HEALTH DIVISION OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH

Verifies that

Mead M. Dowling

147-Hillcrest Ave.-Collinsville IL 62234

Certificate# RAR 130 / 16-10608

Has completed contact hours of training
and successfully passed an examination for the

Lead Risk Assessor Refresher

Jan. 16, 2013

Christopher C. King

Christopher C. King, Director
Center for Environmental Education and Training

Course Chairperson

Center for Environmental Education and Training, 3545 Lafayette, St Louis, MO 63104
(314) 977-4093 · Fax(314) 977-8150 · Toll-free 1-888-382-3756



**National Voluntary
Laboratory Accreditation Program**



SCOPE OF ACCREDITATION TO ISO/IEC 17025:2005

PSI
850 Poplar Street
Pittsburgh, PA 15220
Ms. Catherine McNamee
Phone: 412-922-4010 x286 Fax: 412-922-4014
E-Mail: cathy.mcnamee@psiusa.com
URL: <http://www.psiusa.com>

BULK ASBESTOS FIBER ANALYSIS (PLM)

NVLAP LAB CODE 101350-0

NVLAP Code Designation / Description

18/A01	EPA 600/M4-82-020: Interim Method for the Determination of Asbestos in Bulk Insulation Samples
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2013-07-01 through 2014-06-30

Effective dates

For the National Institute of Standards and Technology

United States Department of Commerce
National Institute of Standards and Technology



Certificate of Accreditation to ISO/IEC 17025:2005

NVLAP LAB CODE: 101350-0

PSI
Pittsburgh, PA

*is accredited by the National Voluntary Laboratory Accreditation Program for specific services,
listed on the Scope of Accreditation, for:*

BULK ASBESTOS FIBER ANALYSIS

*This laboratory is accredited in accordance with the recognized International Standard ISO/IEC 17025:2005.
This accreditation demonstrates technical competence for a defined scope and the operation of a laboratory quality
management system (refer to joint ISO-ILAC-IAF Communiqué dated January 2009).*

2013-07-01 through 2014-06-30

Effective dates



A handwritten signature in black ink, appearing to read "Michael R. Mello".

For the National Institute of Standards and Technology



AIHA

Laboratory Accreditation
Programs, LLC

AIHA Laboratory Accreditation Programs, LLC

acknowledges that

PSI - Professional Service Industries, Inc.

850 Poplar Street, Pittsburgh, PA 15220

Laboratory ID: 100373

along with all premises from which key activities are performed, as listed above, has fulfilled the requirements of the AIHA Laboratory Accreditation Programs (AIHA-LAP), LLC accreditation to the ISO/IEC 17025:2005 international standard, *General Requirements for the Competence of Testing and Calibration Laboratories* in the following:

LABORATORY ACCREDITATION PROGRAMS

- ✓ INDUSTRIAL HYGIENE
- ✓ ENVIRONMENTAL LEAD
- ✓ ENVIRONMENTAL MICROBIOLOGY
- ☐ FOOD

Accreditation Expires: 04/01/2014
Accreditation Expires: 04/01/2014
Accreditation Expires: 04/01/2014
Accreditation Expires:

Specific Field(s) of Testing (FoT)/Method(s) within each Accreditation Program for which the above named laboratory maintains accreditation is outlined on the attached **Scope of Accreditation**. Continued accreditation is contingent upon successful on-going compliance with ISO/IEC 17025:2005 and AIHA-LAP, LLC requirements. This certificate is not valid without the attached **Scope of Accreditation**. Please review the AIHA-LAP, LLC website (www.aihaaccreditedlabs.org) for the most current Scope.

S. D. Allen Iske, Jr.

S. D. Allen Iske, Jr., PhD, CIH, CSP
Chairperson, Analytical Accreditation Board

Cheryl O. Morton

Cheryl O. Morton
Managing Director, AIHA Laboratory Accreditation Programs, LLC

Revision 12: 03/29/2012

Date Issued: 03/30/2012



AIHA Laboratory Accreditation Programs, LLC

SCOPE OF ACCREDITATION

PSI - Professional Service Industries, Inc.
850 Poplar Street, Pittsburgh, PA 15220

Laboratory ID: **100373**
Issue Date: 03/30/2012

The laboratory is approved for those specific field(s) of testing/methods listed in the table below. Clients are urged to verify the laboratory's current accreditation status for the particular field(s) of testing/Methods, since these can change due to proficiency status, suspension and/or revocation. A complete listing of currently accredited Industrial Hygiene laboratories is available on the AIHA-LAP, LLC website at: <http://www.aihaaccreditedlabs.org>

Industrial Hygiene Laboratory Accreditation Program (IHLAP)

Initial Accreditation Date: 03/01/1987

IHLAP Scope Category	Field of Testing (FoT)	Technology sub-type/ Detector	Published Reference Method/Title of In-house Method	Method Description or Analyte (for internal methods only)
Spectrometry Core	Atomic Absorption	FAA	NIOSH 7082	
Asbestos/Fiber Microscopy Core	Phase Contrast Microscopy (PCM)		NIOSH 7400	

The laboratory participates in the following AIHA-LAP, LLC-approved proficiency testing programs:

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ AIHA-PAT Programs, LLC IHPAT Metals <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Organic Solvents <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Silica <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (3M) <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (SKC) <input type="checkbox"/> AIHA-PAT Programs, LLC IHPAT Diffusive Sampler (AT) ✓ AIHA-PAT Programs, LLC IHPAT Asbestos <input type="checkbox"/> AIHA-PAT Programs, LLC Bulk Asbestos (BAPAT) <input type="checkbox"/> AIHA-PAT Programs, LLC Beryllium (BePAT) <input type="checkbox"/> HSE Workplace Analytical Scheme for Proficiency (WASP) (Formaldehyde) <input type="checkbox"/> HSE Workplace Analytical Scheme for Proficiency (WASP) (Thermal Desorption Tubes) | <ul style="list-style-type: none"> <input type="checkbox"/> Pharmaceutical Round Robin <input type="checkbox"/> Compressed/Breathing Air Round Robin <input type="checkbox"/> National Voluntary Laboratory Accreditation Program (NVLAP - determined at the time of site assessment) <input type="checkbox"/> New York State Department of Health (NYS DOH – PCM and TEM) <input type="checkbox"/> ERA Air and Emissions standards for indoor air quality <input type="checkbox"/> Institut für Arbeitsschutz der Deutschen Gesetzlichen Unfallversicherung (IFA, formerly BGIA) <input type="checkbox"/> Institut de Recherche Robert-Sauvé en Santé et en Sécurité du Travail (IRSST) |
|---|---|

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER



Expires 12:01 AM April 01, 2014
Issued April 01, 2013

CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

Issued in accordance with and pursuant to section 502 Public Health Law of New York State

DR. JOSEPH L. ALVAREZ
AIR CHEK INC
1936 BUTLER BRIDGE ROAD
MILLS RIVER, NC 28759

NY Lab Id No: 11441

*is hereby APPROVED as an Environmental Laboratory in conformance with the
National Environmental Laboratory Accreditation Conference Standards (2003) for the category
ENVIRONMENTAL ANALYSES AIR AND EMISSIONS
All approved analytes are listed below:*

Miscellaneous Air

Radon

Charcoal canister

Serial No.: 48660

Property of the New York State Department of Health. Certificates are valid only at the address shown, must be conspicuously posted, and are printed on secure paper. Continued accreditation depends on successful ongoing participation in the Program. Consumers are urged to call (518) 485-6570 to verify the laboratory's accreditation status.



***B.V. Alvarez
Air Check, Inc.***

Has satisfactorily fulfilled the requirements set forth by the
National Radon Proficiency Program and is therefore certified as a:

Analytical Laboratory Certification
NRPP ID # 101138 AL Expires 5/31/2015



Valid for specific activities or measurement devices, which can be verified with NRPP.
State and local agencies may have additional requirements.

In Witness Whereof,
I have subscribed my name as a
Representative of NRPP

Angel Anderson Price
Angel Anderson Price
NRPP Executive Director



Memorandum

Engineering PM/CM
Architecture Planning
Surveying Environmental

To: John Kildea

From: Ronald L. Mackey

Subject: Structural Evaluation/Assessment of Existing U-City Police Annex

Date: 04-21-2015

Project: 2014299-00 Chiodini U-City Police Annex

Copies to: File

On Tuesday April 14, 2015 a visual inspection of the existing U-City Police Annex was performed as part of the evaluation and assessment to determine if the existing facility can be upgraded to an essential facility based on the current building codes, IBC 2012(Ord. No. 6928, 10-28-2013) and IEBC 2012(Ord. No. 6929, 10-28-2013) as adopted by the City of University City. It is my understanding that the existing building may qualify as a Historic Building. The existing plans were not available except for four (4) architectural plan sheets dated from 1972 thru 1976 involving interior room renovations and elevator upgrade or installation. A description of the building and a summary of the inspection and conclusions/recommendations are outlined below. A preliminary cost estimate was prepared based on upgrading the existing building to an essential facility.

Building Description

The existing building, which is about 100' x 105' in plan dimensions, is a two/three story structure with a basement and multi-wythe brick and stone veneer exterior walls above the basement. The date of construction could not be determined for the existing building but appears to have been constructed in the early 1900's as part of the Lewis Publishing Company facility which started construction in 1903 according to information obtained from University City's official website. The two story portion is about 70' x 105' and the three story portion is about 30' x 105' in plan dimensions with no separation joint. Based on a review of the available existing plans, the first floor level is about 9'-6" above the basement level, the second floor level is about 15'-0" above the first and the third floor/roof level is about 12'-0" above the second. The primary framing system at each level consist of reinforced concrete tapered slabs supported by concrete beams, columns and exterior masonry walls. Other interior areas are framed with wood. The foundation for the existing building could not be determined during the inspection but appears to be constructed of concrete continuous and spread footings for the interior of the structure and continuous stone foundations for the exterior masonry walls based on the available existing plans. The existing building is connected to City Hall with a one story masonry structure with a concrete pipe tunnel below grade.

The existing lateral load resisting system appears to be unreinforced masonry shear walls in combination with concrete moment frames with rigid diaphragms (concrete floor). Based on the year the building was constructed, the requirements for seismic resistance for buildings was not developed (early 1930's or 1940's) and wind was most likely the predominant lateral load used for design.

Summary of Inspection

The inspection of the building consisted of a visual inspection of the interior and exterior of the building including the basement and roof. It was raining the day before the inspection but cloudy with no rain during the inspection.

The basement floor and walls were inspected and appear to be in fair condition with signs of water infiltration on the floors and walls. Cracks were noticed on the floors and walls but did not appear to be structurally unsafe. Water puddles were noticed in several locations on the floor with water stains about two inches above the floor on some interior non-load bearing partition walls. The underside of the structural framing which supports the floor of the Firehouse was inspected and appears to be in fair condition except for signs of water infiltration on the floor and minor rust on the steel framing. The columns and foundation below the Firehouse appear to be in fair condition and no signs of settlement was noticed. The pipe tunnel connecting the existing building to City Hall was inspected and appears to be in poor condition due to excessive water infiltration on the walls which appear to be bulging outward in several locations. Water puddles were noticed in several locations on the floor of the tunnel.

The first floor and walls were inspected and appear to be in fair condition except in locations where water infiltration was noticed on the ceiling, walls and floors. In areas where the concrete slab was exposed, signs of water infiltration and minor cracks were noticed near interior and exterior masonry walls. Portions of the exterior masonry walls below windows or openings showed signs of deterioration which appears to be the result of the water infiltration. The interior concrete beams and columns that were exposed to view appear to be in fair condition.

The second floor and walls were inspected and appear to be in fair condition except in locations where water infiltration was noticed on the ceiling, walls and floors. Carpeted areas within corridors were damp in several locations. In areas with carpets and floors that appear to be wood framed, the floor was loose and sagging at the bearing locations where signs of water infiltration was noticed. In areas where the concrete slab was exposed, signs of water infiltration and minor cracks were noticed near exterior masonry walls. Significant cracks were noticed at the bottom of a concrete beam at the bearing location near an exterior wall but no cracks were noticed on the slab and beam interface above the crack. The cause of the crack could not be determined during the inspection and the area where the crack was noticed was not occupied. Mold growth was noticed in several unoccupied locations on the walls. Portions of the exterior masonry walls below windows or openings showed signs of deterioration which appears to be the result of the water infiltration.

The third floor and walls were inspected and appear to be in fair condition except in locations where water infiltration was noticed on the ceiling, walls and floors. Carpeted areas within corridors were damp in several locations. In areas with floors that appear to be wood framed, the floor was loose and sagging at the bearing locations where signs of water infiltration was noticed.

The roof of the two story portion, which is a gravel/asphalt roof, was inspected and appears to be in good condition. The parapets were inspected and appear to be in fair condition with mortar missing in several locations. No puddles were noticed on the roof during the inspection and the roof drains were open. The roof of the three story portion was not inspected.

Conclusions and Recommendations

Based on the visual inspection of the building, the overall condition of the building is poor due to the excessive amount of water infiltration noticed on the floors and walls at every level. The exterior face of the exterior walls appear to be in good condition based on a visual inspection but the amount of water infiltration on the interior would indicate that the current wall construction is not adequate in prevention of water infiltration. Based on conversations with occupants of the building during the inspection, it appears the water infiltration occurs during any rain event.

The existing building structural capacity is required to determine if the upgrade to an essential facility is possible and cannot be determined without additional inspections and core samples to determine material properties for analysis. Based on the year the structure was built and the amount of water infiltration, it is recommended that before any renovation for the building occurs, the exterior multi-wythe brick and stone veneer walls be removed and rebuilt to prevent water infiltration and continued deterioration of the connecting structural elements(walls, floors, beams, etc.). Although the building shows no direct signs of collapse, based on a visual inspection, the building structure is not adequate in its current condition to resist code determined seismic forces as an essential structure per IBC. Police and Fire Stations are designated as essential structures and the current construction of the existing building annex is not permitted except in regions with low seismic activity. Our location near the New Madrid fault puts the existing structure in the moderate seismic activity zone.

In determining if the existing building can be upgraded to an essential facility based on current adopted code requirements, the following must be considered:

- 1.) **Service Life & Condition of Structure:** The service life and condition of the structure is used to prorate the capacity of the structural system based on the age and condition of the structure. Since the existing building appears to have been in service for over 100 years and currently has significant water infiltration, the capacity of the new lateral load resisting (LLRS) system should be reduced to 50% of the capacity which means we would need to provide a LLRS that is at least double the requirements for a new building. Even with a LLRS system upgrade and water infiltration prevention, the anticipated life for the structure would be much less than a new facility due to the current age and properties of the existing structural elements.

- 2.) Geotechnical Seismic Values: Since this an existing structure and existing soil information is not available, we would need to use seismic values that are based on Site Class D. A site specific Geotechnical report would be required to determine the seismic forces for the existing structure and the connecting tunnels. Based on the existing construction which appears to use moment frames and unreinforced shear walls, the proposed lateral system for renovation would require a LLRS that is allowed for higher seismic design categories (SDC D or E).
- 3.) Lateral Load Resisting System: Special braced frame systems can be used assuming that the masonry shear walls and concrete moment frames are removed from the existing LLRS. The braced framed systems will be attached to the existing concrete beams, diaphragms and foundation. The masonry load bearing walls will need to be detached from the diaphragm and re-attached as veneer walls only. The existing concrete frames will be utilized for gravity loads and reinforced at the joints based on structural systems not part of the LLRS.
- 4.) Foundation System: The foundation of the existing building will require modifications to transfer the loads from the LLRS including any uplift forces from the braced frames. The foundations will require a soil bearing system capable of resisting lateral and uplift forces. Several soil borings will be required to determine a suitable foundation system. Foundation demolition will be required to upgrade existing foundations and install new foundations. Due to the space limitations within the existing structure, the preferred location for LLRS would be at the perimeter of the building.
- 5.) Ceiling-Mechanical-Plumbing-Electrical: The ceiling, HVAC ducts, pipes, units and electrical fixtures that are suspended from the floor and roof framing will have to be braced in order to comply with current seismic code requirements since several are suspended several feet from the floor above. Roof top units may require additional framing to resist earthquake loads. The framing members supporting the units may also have to be stiffened.

A preliminary cost estimate based on the above items was prepared. No seismic calculations were done to determine the LLRS. Braced systems for a similar building structure were used to determine a preliminary cost. A contingency of 30% was added to account for unknown conditions that may exist once demolition work is started. The preliminary estimated cost for upgrading the existing building to an essential facility based on current code requirements for structural work only is approximately \$2,400,000.

EXHIBIT E

FIRST REGULAR SESSION
[TRULY AGREED TO AND FINALLY PASSED]
CONFERENCE COMMITTEE SUBSTITUTE FOR
HOUSE COMMITTEE SUBSTITUTE FOR
SENATE SUBSTITUTE FOR
SENATE COMMITTEE SUBSTITUTE FOR

SENATE BILL NO. 5

98TH GENERAL ASSEMBLY
2015

0455S.18T

AN ACT

To repeal section 302.341, RSMo, and to enact in lieu thereof twelve new sections relating to local government.

Be it enacted by the General Assembly of the State of Missouri, as follows:

Section A. Section 302.341, RSMo, is repealed and twelve new sections enacted in lieu thereof, to be known as sections 67.287, 302.341, 479.155, 479.350, 479.353, 479.356, 479.359, 479.360, 479.362, 479.368, 479.372, and 479.375, to read as follows:

67.287. 1. As used in this section, the following terms mean:

(1) "Minimum standards", adequate and material provision of each of the items listed in subsection 2 of this section;

(2) "Municipality", any city, town, or village located in any county with a charter form of government and with more than nine hundred fifty thousand inhabitants;

(3) "Peace officer", any peace officer as defined in section 590.010 who is licensed under chapter 590.

2. Every municipality shall meet the following minimum standards within three years of the effective date of this section by providing the following municipal services, financial services, and reports, except that the provision of subdivision (6) of this subsection shall be completed within six years:

(1) A balanced annual budget listing anticipated revenues and expenditures, as required in section 67.010;

EXPLANATION--Matter enclosed in bold-faced brackets [thus] in this bill is not enacted and is intended to be omitted in the law.

16 (2) An annual audit by a certified public accountant of the
17 finances of the municipality that includes a report on the internal
18 controls utilized by the municipality and prepared by a qualified
19 financial consultant that are implemented to prevent misuse of public
20 funds. The municipality also shall include its current procedures that
21 show compliance with or reasonable exceptions to the recommended
22 internal controls;

23 (3) A cash management and accounting system that accounts for
24 all revenues and expenditures;

25 (4) Adequate levels of insurance to minimize risk to include:

26 (a) General liability coverage;

27 (b) If applicable, liability coverage with endorsements to cover
28 emergency medical personnel and paramedics;

29 (c) If applicable, police professional liability coverage;

30 (d) Workers compensation benefits for injured employees under
31 the provisions of chapter 287; and

32 (e) Bonds for local officials as required by section 77.390, 79.260,
33 80.250, or local charter;

34 (5) Access to a complete set of ordinances adopted by the
35 governing body available to the public within ten business days of a
36 written request. An online version of the regulations or code shall
37 satisfy this requirement for those ordinances that are codified;

38 (6) A police department accredited or certified by the
39 Commission on Accreditation for Law Enforcement Agencies or the
40 Missouri Police Chiefs Association or a contract for police service with
41 a police department accredited or certified by such entities;

42 (7) Written policies regarding the safe operation of emergency
43 vehicles, including a policy on police pursuit;

44 (8) Written policies regarding the use of force by peace officers;

45 (9) Written general orders for a municipal police department
46 unless contracting with another municipality or county for police
47 services;

48 (10) Written policies for collecting and reporting all crime and
49 police stop data for the municipality as required by law. Such policies
50 shall be forwarded to the attorney general's office;

51 (11) Construction code review by existing staff, directly or by
52 contract with a public or private agency; and

53 (12) Information published annually on the website of the
54 municipality indicating how the municipality met the standards in this
55 subsection. If there is no municipal website, the information shall be
56 submitted to the county for publication on its website, if it has a
57 website.

58 3. If any resident of a municipality has belief or knowledge that
59 such municipality has failed to ensure that the standards listed in
60 subsection 2 of this section are regularly provided and are likely to
61 continue to be provided, he or she may make an affidavit before any
62 person authorized to administer oaths setting forth the facts alleging
63 the failure to meet the required standards and file the affidavit with
64 the attorney general. It shall be the duty of the attorney general, if, in
65 his or her opinion, the facts stated in the affidavit justify, to declare
66 whether the municipality is operating below minimum standards, and
67 if it is, the municipality shall have sixty days to rectify the deficiencies
68 in services noted by the attorney general. If after sixty days the
69 municipality is still deemed by the attorney general to have failed to
70 rectify sufficient minimum standards to be in compliance with those
71 specified by subsection 2 of this section, the attorney general may file
72 suit in the circuit court of the county. If the court finds that the
73 municipality is not in compliance with the minimum standards
74 specified in subsection 2 of this section, the circuit court of the county
75 shall order the following remedies:

76 (1) Appointment of an administrative authority for the
77 municipality including, but not limited to, another political subdivision,
78 the state, or a qualified private party to administer all revenues under
79 the name of the municipality or its agents and all funds collected on
80 behalf of the municipality. If the court orders an administrative
81 authority to administer the revenues under this subdivision, it may
82 send an order to the director of revenue or other party charged with
83 distributing tax revenue, as identified by the attorney general, to
84 distribute such revenues and funds to the administrative authority who
85 shall use such revenues and existing funds to provide the services
86 required under a plan approved by the court. The court shall enter an
87 order directing all financial and other institutions holding funds of the
88 municipality, as identified by the attorney general, to honor the
89 directives of the administrative authority;

90 **(2) If the court finds that the minimum standards specified in**
91 **subsection 2 of this section still are not established at the end of ninety**
92 **days from the time the court finds that the municipality is not in**
93 **compliance with the minimum standards specified in subsection 2 of**
94 **this section, the court may either enter an order disincorporating the**
95 **municipality or order placed on the ballot the question of whether to**
96 **disincorporate the municipality as provided in subdivisions (1), (2), (4),**
97 **and (5) of subsection 3 of section 479.368. The court also shall place the**
98 **question of disincorporation on the ballot as provided by subdivisions**
99 **(1), (2), (4), and (5) of subsection 3 of section 479.368 if at least twenty**
100 **percent of the registered voters residing in the subject municipality or**
101 **forty percent of the number of voters who voted in the last municipal**
102 **election, whichever is lesser, submit a petition to the court while the**
103 **matter is pending, seeking disincorporation. The question shall be**
104 **submitted to the voters in substantially the following form:**

105 **"The city/town/village of has failed to meet minimum**
106 **standards of governance as required by law. Shall the city/town/village**
107 **of be dissolved?"**

108 ☐ **YES** ☐ **NO**

109 **If electors vote to disincorporate, the court shall determine the date**
110 **upon which the disincorporation shall occur, taking into consideration**
111 **a logical transition.**

112 **4. The court shall have ongoing jurisdiction to enforce its orders**
113 **and carry out the remedies in subsection 3 of this section.**

302.341. 1. If a Missouri resident charged with a moving traffic violation
2 of this state or any county or municipality of this state fails to dispose of the
3 charges of which the resident is accused through authorized prepayment of fine
4 and court costs and fails to appear on the return date or at any subsequent date
5 to which the case has been continued, or without good cause fails to pay any fine
6 or court costs assessed against the resident for any such violation within the
7 period of time specified or in such installments as approved by the court or as
8 otherwise provided by law, any court having jurisdiction over the charges shall
9 within ten days of the failure to comply inform the defendant by ordinary mail
10 at the last address shown on the court records that the court will order the
11 director of revenue to suspend the defendant's driving privileges if the charges
12 are not disposed of and fully paid within thirty days from the date of
13 mailing. Thereafter, if the defendant fails to timely act to dispose of the charges

14 and fully pay any applicable fines and court costs, the court shall notify the
15 director of revenue of such failure and of the pending charges against the
16 defendant. Upon receipt of this notification, the director shall suspend the
17 license of the driver, effective immediately, and provide notice of the suspension
18 to the driver at the last address for the driver shown on the records of the
19 department of revenue. Such suspension shall remain in effect until the court
20 with the subject pending charge requests setting aside the noncompliance
21 suspension pending final disposition, or satisfactory evidence of disposition of
22 pending charges and payment of fine and court costs, if applicable, is furnished
23 to the director by the individual. The filing of financial responsibility with the
24 bureau of safety responsibility, department of revenue, shall not be required as
25 a condition of reinstatement of a driver's license suspended solely under the
26 provisions of this section.

27 2. [If any city, town, village, or county receives more than thirty percent
28 of its annual general operating revenue from fines and court costs for traffic
29 violations, including amended charges from any traffic violation, occurring within
30 the city, town, village, or county, all revenues from such violations in excess of
31 thirty percent of the annual general operating revenue of the city, town, village,
32 or county shall be sent to the director of the department of revenue and shall be
33 distributed annually to the schools of the county in the same manner that
34 proceeds of all penalties, forfeitures and fines collected for any breach of the
35 penal laws of the state are distributed. The director of the department of revenue
36 shall set forth by rule a procedure whereby excess revenues as set forth above
37 shall be sent to the department of revenue. If any city, town, village, or county
38 disputes a determination that it has received excess revenues required to be sent
39 to the department of revenue, such city, town, village, or county may submit to
40 an annual audit by the state auditor under the authority of Article IV, Section 13
41 of the Missouri Constitution. An accounting of the percent of annual general
42 operating revenue from fines and court costs for traffic violations, including
43 amended charges from any charged traffic violation, occurring within the city,
44 town, village, or county and charged in the municipal court of that city, town,
45 village, or county shall be included in the comprehensive annual financial report
46 submitted to the state auditor by the city, town, village, or county under section
47 105.145. Any city, town, village, or county which fails to make an accurate or
48 timely report, or to send excess revenues from such violations to the director of
49 the department of revenue by the date on which the report is due to the state
50 auditor shall suffer an immediate loss of jurisdiction of the municipal court of

51 said city, town, village, or county on all traffic-related charges until all
52 requirements of this section are satisfied. Any rule or portion of a rule, as that
53 term is defined in section 536.010, that is created under the authority delegated
54 in this section shall become effective only if it complies with and is subject to all
55 of the provisions of chapter 536 and, if applicable, section 536.028. This section
56 and chapter 536 are nonseverable and if any of the powers vested with the
57 general assembly under chapter 536 to review, to delay the effective date, or to
58 disapprove and annul a rule are subsequently held unconstitutional, then the
59 grant of rulemaking authority and any rule proposed or adopted after August 28,
60 2009, shall be invalid and void.] **The provisions of subsection 1 of this**
61 **section shall not apply to minor traffic violations as defined in section**
62 **479.350.**

479.155. 1. By September 1, 2015, the presiding judge of the
2 circuit court in which the municipal division is located shall report to
3 the clerk of the supreme court the name and address of the municipal
4 division and any other information regarding the municipal division
5 requested by the clerk of the supreme court on a standardized form
6 developed by the clerk of the supreme court.

7 2. If a municipality elects to abolish or establish a municipal
8 division, the presiding judge of the circuit court in which the municipal
9 division is located shall notify the clerk of the supreme court and shall
10 complete the report required under subsection 1 of this section within
11 ninety days of the establishment of the division.

12 3. The supreme court shall develop rules regarding conflict of
13 interest for any prosecutor, defense attorney, or judge that has a
14 pending case before the municipal division of any circuit court.

479.350. For purposes of sections 479.350 to 479.372, the following
2 terms mean:

3 (1) "Annual general operating revenue", revenue that can be used
4 to pay any bill or obligation of a county, city, town, or village, including
5 general sales tax; general use tax; general property tax; fees from
6 licenses and permits; unrestricted user fees; fines, court costs, bond
7 forfeitures, and penalties. Annual general operating revenue does not
8 include designated sales or use taxes; restricted user fees; grant funds;
9 funds expended by a political subdivision for technological assistance
10 in collecting, storing, and disseminating criminal history record
11 information and facilitating criminal identification activities for the

12 purpose of sharing criminal justice-related information among political
13 subdivisions; or other revenue designated for a specific purpose;

14 (2) "Court costs", costs, fees, or surcharges which are retained by
15 a county, city, town, or village upon a finding of guilty or plea of guilty,
16 and shall exclude any costs, fees, or surcharges disbursed to the state
17 or other entities by a county, city, town, or village;

18 (3) "Minor traffic violation", a municipal or county ordinance
19 violation prosecuted that does not involve an accident or injury, that
20 does not involve the operation of a commercial motor vehicle, and for
21 which the department of revenue is authorized to assess no more than
22 four points to a person's driving record upon conviction. Minor traffic
23 violation shall exclude a violation for exceeding the speed limit by
24 more than nineteen miles per hour or a violation occurring within a
25 construction zone or school zone.

479.353. The following conditions shall apply to minor traffic
2 violations:

3 (1) The court shall not assess a fine, if combined with the amount
4 of court costs, totaling in excess of three hundred dollars;

5 (2) The court shall not sentence a person to confinement, except
6 the court may sentence a person to confinement for violations involving
7 alcohol or controlled substances, violations endangering the health or
8 welfare of others, and eluding or giving false information to a law
9 enforcement officer;

10 (3) A person shall not be placed in confinement for failure to pay
11 a fine unless such nonpayment violates terms of probation;

12 (4) Court costs that apply shall be assessed against the defendant
13 unless the court finds that the defendant is indigent based on standards
14 set forth in determining such by the presiding judge of the
15 circuit. Such standards shall reflect model rules and requirements to
16 be developed by the supreme court; and

17 (5) No court costs shall be assessed if the case is dismissed.

479.356. If a person fails to pay court costs, fines, fees, or other
2 sums ordered by a municipal court, to be paid to the state or political
3 subdivision, a municipal court may report any such delinquencies in
4 excess of twenty-five dollars to the director of the department of
5 revenue and request that the department seek a setoff of an income tax
6 refund as provided by sections 143.782 to 143.788. The department shall

7 promulgate rules necessary to effectuate the purpose of the offset
8 program.

479.359. 1. Every county, city, town, and village shall annually
2 calculate the percentage of its annual general operating revenue
3 received from fines, bond forfeitures, and court costs for minor traffic
4 violations, including amended charges for any minor traffic violations,
5 whether the violation was prosecuted in municipal court, associate
6 circuit court, or circuit court, occurring within the county, city, town,
7 or village. If the percentage is more than thirty percent, the excess
8 amount shall be sent to the director of the department of revenue. The
9 director of the department of revenue shall set forth by rule a
10 procedure whereby excess revenues as set forth in this section shall be
11 sent to the department of revenue. The department of revenue shall
12 distribute these moneys annually to the schools of the county in the
13 same manner that proceeds of all fines collected for any breach of the
14 penal laws of this state are distributed.

15 2. Beginning January 1, 2016, the percentage specified in
16 subsection 1 of this section shall be reduced from thirty percent to
17 twenty percent, unless any county, city, town, or village has a fiscal
18 year beginning on any date other than January first, in which case the
19 reduction shall begin on the first day of the immediately following
20 fiscal year except that any county with a charter form of government
21 and with more than nine hundred fifty thousand inhabitants and any
22 city, town, or village with boundaries found within such county shall
23 be reduced from thirty percent to twelve and one-half percent.

24 3. An addendum to the annual financial report submitted to the
25 state auditor by the county, city, town, or village under section 105.145
26 shall contain an accounting of:

27 (1) Annual general operating revenue as defined in section
28 479.350;

29 (2) The total revenues from fines, bond forfeitures, and court
30 costs for minor traffic violations occurring within the county, city,
31 town, or village, including amended charges from any minor traffic
32 violations;

33 (3) The percent of annual general operating revenue from fines,
34 bond forfeitures, and court costs for minor traffic violations occurring
35 within the county, city, town, or village, including amended charges

36 from any charged minor traffic violation, charged in the municipal
37 court of that county, city, town, or village; and

38 (4) Said addendum shall be certified and signed by a
39 representative with knowledge of the subject matter as to the accuracy
40 of the addendum contents, under oath and under the penalty of perjury,
41 and witnessed by a notary public.

42 4. On or before December 31, 2015, the state auditor shall set
43 forth by rule a procedure for including the addendum information
44 required by this section. The rule shall also allow reasonable
45 opportunity for demonstration of compliance without unduly
46 burdensome calculations.

479.360. 1. Every county, city, town, and village shall file with
2 the state auditor, together with its report due under section 105.145, its
3 certification of its substantial compliance signed by its municipal judge
4 with the municipal court procedures set forth in this subsection during
5 the preceding fiscal year. The procedures to be adopted and certified
6 include the following:

7 (1) Defendants in custody pursuant to an initial arrest warrant
8 issued by a municipal court have an opportunity to be heard by a judge
9 in person, by telephone, or video conferencing as soon as practicable
10 and not later than forty-eight hours on minor traffic violations and not
11 later than seventy-two hours on other violations and, if not given that
12 opportunity, are released;

13 (2) Defendants in municipal custody shall not be held more than
14 twenty-four hours without a warrant after arrest;

15 (3) Defendants are not detained in order to coerce payment of
16 fines and costs;

17 (4) The municipal court has established procedures to allow
18 indigent defendants to present evidence of their financial condition
19 and takes such evidence into account if determining fines and costs and
20 establishing related payment requirements;

21 (5) The municipal court only assesses fines and costs as
22 authorized by law;

23 (6) No additional charge shall be issued for the failure to appear
24 for a minor traffic violation;

25 (7) The municipal court conducts proceedings in a courtroom
26 that is open to the public and large enough to reasonably accommodate

27 the public, parties, and attorneys;

28 (8) The municipal court makes use of alternative payment plans
29 and community service alternatives; and

30 (9) The municipal court has adopted an electronic payment
31 system or payment by mail for the payment of minor traffic violations.

32 2. On or before December 31, 2015, the state auditor shall set
33 forth by rule a procedure for including the addendum information
34 required by this section. The rule shall also allow reasonable
35 opportunity for demonstration of compliance.

479.362. 1. The auditor shall notify to the director of the
2 department of revenue whether or not county, city, town, or village has
3 timely filed the addendums required by sections 479.359 and 479.360
4 and transmit copies of all addendums filed in accordance with sections
5 479.359 and 479.360. The director of the department of revenue shall
6 review the information filed in the addendums as required by sections
7 479.359 and 479.360 and shall determine if any county, city, town, or
8 village:

9 (1) Failed to file an addendum; or

10 (2) Failed to remit to the department of revenue the excess
11 amount as set forth, certified, and signed in the addendum required by
12 section 479.359.

13 The director of the department of revenue shall send a notice by
14 certified mail to every county, city, town, or village failing to make the
15 required filing or excess payment. The notice shall advise the county,
16 city, town, or village of the failure and state that the county, city, town,
17 or village is to correct the failure within sixty days of the date of the
18 notice.

19 2. If a county, city, town, or village files the required addendum
20 after notice from the director of the department of revenue, the
21 director shall determine whether the county, city, town, or village
22 failed to pay any excess amount required. If so, the director shall send
23 an additional notice of failure to pay the excess amount and the county,
24 city, town, or village shall pay the excess amount within sixty days of
25 the date of the original notice.

26 3. A county, city, town, or village sent a notice by the director of
27 the department of revenue for failure to pay or failure to file the
28 required addendum under this section may seek judicial review of any

29 determination made by the director of the department of revenue in the
30 circuit court in which the municipal division is located by filing a
31 petition under section 536.150 within thirty days of receipt of such
32 determination. The county, city, town, or village shall give written
33 notice of such filing to the director of revenue by certified mail. Within
34 fifteen days of filing the petition, the county, city, town, or village shall
35 deposit an amount equal to any amount in dispute into the registry of
36 the circuit court by the county, city, town, or village. Failure to do so
37 shall result in a dismissal of the case.

38 4. In addition to other available remedies, if the circuit court
39 determines that the director of the department of revenue's
40 determination as to the amount of excess funds or failure to file is in
41 error, the circuit court shall return the amount not required to be
42 remitted to the department of revenue to the county, city, town, or
43 village immediately. The remainder of the funds held in the registry
44 shall be paid to the director of the department of revenue for
45 distribution under subsection 1 of section 479.359.

46 5. If any county, city, town, or village has failed to file an
47 accurate or timely addendum or send excess revenue to the director of
48 the department of revenue and the sixty-day period described in
49 subsection 1 of this section has passed or there has been a final
50 adjudication of a petition filed pursuant to subsection 3 of this section,
51 whichever is later, the director of the department of revenue shall send
52 a final notice to the clerk of the municipal court. If the county, city,
53 town, or village fails to become compliant within five days after the
54 date of the final notice, the director of the department of revenue shall
55 send a notice of the noncompliance to the presiding judge of the circuit
56 court in which any county, city, town, or village is located and the
57 presiding judge of the circuit court shall immediately order the clerk
58 of the municipal court to certify all pending matters in the municipal
59 court until such county, city, town, or village files an accurate
60 addendum and sends excess revenue to the director of the department
61 of revenue pursuant to 479.359 and 479.360. All fines, bond forfeitures,
62 and court costs ordered or collected while a county, city, town, or
63 village has its municipal court matters reassigned under this
64 subsection shall be paid to the director of the department of revenue
65 to be distributed to the schools of the county in the same manner that

66 proceeds of all penalties, forfeitures, and fines collection for any breach
67 of the penal laws of the state are distributed and the county, city, town,
68 or village shall not be entitled to such revenue. If the noncompliant
69 county, city, town, or village thereafter files an accurate addendum and
70 remits all the excess revenue owed pursuant to section 479.359 to the
71 director of the department of revenue, the director of the department
72 shall notify the clerk of the municipal court and the presiding judge of
73 the circuit court that the county, city, town, or village may again hear
74 matters and receive revenue from fines, bond forfeitures, and court
75 costs subject to continuing compliance with section 479.359.

76 6. The state auditor shall have the authority to audit any
77 addendum and any supporting documents submitted to the department
78 of revenue by any county, city, town, or village.

479.368. 1. Except for county sales taxes deposited in the "County
2 Sales Tax Trust Fund" as defined in section 66.620, any county, city,
3 town, or village failing to timely file the required addendums or remit
4 the required excess revenues, if applicable, after the time period
5 provided by the notice by the director of the department of revenue or
6 any final determination on excess revenue by the court in a judicial
7 proceeding, whichever is later, shall not receive from that date any
8 amount of moneys to which the county, city, town, or village would
9 otherwise be entitled to receive from revenues from local sales tax as
10 defined in section 32.085.

11 (1) If any county, city, town, or village has failed to timely file
12 the required addendums, the director of the department of revenue
13 shall hold any moneys the noncompliant city, town, village, or county
14 would otherwise be entitled to from local sales tax as defined in section
15 32.085 until a determination is made by the director of revenue that the
16 noncompliant city, town, village, or county has come into compliance
17 with the provisions of sections 479.359 and 479.360.

18 (2) If any county, city, town, or village has failed to remit the
19 required excess revenue to the director of the department of revenue
20 such general local sales tax revenues shall be distributed as provided
21 in subsection 1 of section 479.359 by the director of the department of
22 revenue in the amount of excess revenues that the county, city, town,
23 or village failed to remit.

24 Upon a noncompliant city, town, village, or county coming into

25 compliance with the provisions of sections 479.359 and 479.360, the
26 director of the department of revenue shall disburse any remaining
27 balance of funds held under this subsection after satisfaction of
28 amounts due under section 479.359. Moneys held by the director of the
29 department of revenue under this subsection shall not be deemed to be
30 state funds and shall not be commingled with any funds of the state.

31 2. Any city, town, village, or county that participates in the
32 distribution of local sales tax in sections 66.600 to 66.630 and fails to
33 timely file the required addendums or remit the required excess
34 revenues, if applicable, after the time period provided by the notice by
35 the director of the department of revenue or any final determination
36 on excess revenue by the court in a judicial proceeding, whichever is
37 later, shall not receive any amount of moneys to which said city, town,
38 village, or county would otherwise be entitled under 66.600 to
39 66.630. The director of the department of revenue shall notify the
40 county to which the duties of the director have been delegated under
41 section 66.601 of any noncompliant city, town, village, or county and
42 the county shall remit to the director of the department of revenue any
43 moneys to which said city, town, village, or county would otherwise be
44 entitled. No disbursements to the noncompliant city, town, village, or
45 county shall be permitted until a determination is made by the director
46 of revenue that the noncompliant city, town, village, or county has
47 come into compliance with the provisions of sections 479.359 and
48 479.360.

49 (1) If such county, city, town, or village has failed to timely file
50 the required addendums, the director of the department of revenue
51 shall hold any moneys the noncompliant city, town, village, or county
52 would otherwise be entitled to under sections 66.600 to 66.630 until a
53 determination is made by the director of revenue that the noncompliant
54 city, town, village, or county has come into compliance with the
55 provisions of sections 479.359 and 479.360.

56 (2) If any county, city, town, or village has failed to remit the
57 required excess revenue to the director of the department of revenue,
58 the director shall distribute such moneys the county, city, town, or
59 village would otherwise be entitled to under sections 66.600 to 66.630
60 in the amount of excess revenues that the city, town, village, or county
61 failed to remit as provided in subsection 1 of section 479.359.

62 Upon a noncompliant city, town, village, or county coming into
63 compliance with the provisions of sections 479.359 and 479.360, the
64 director of the department of revenue shall disburse any remaining
65 balance of funds held under this subsection after satisfaction of
66 amounts due under section 479.359 and shall notify the county to which
67 the duties of the director have been delegated under section 66.601 that
68 such compliant city, town, village, or county is entitled to distributions
69 under sections 66.600 to 66.630. If a noncompliant city, town, village,
70 or county becomes disincorporated, any moneys held by the director of
71 the department of revenue shall be distributed to the schools of the
72 county in the same manner that proceeds of all penalties, forfeitures,
73 and fines collected for any breach of the penal laws of the state are
74 distributed. Moneys held by the director of the department of revenue
75 under this subsection shall not be deemed to be state funds and shall
76 not be commingled with any funds of the state.

77 3. In addition to the provisions of subsection 1 of this section,
78 any county that fails to remit the required excess revenue as required
79 by section 479.359 shall have an election upon the question of
80 disincorporation under article VI, section 5 of the Constitution of
81 Missouri, and any such city, town, or village that fails to remit the
82 required excess revenue as required by section 479.359 shall have an
83 election upon the question of disincorporation according to the
84 following procedure:

85 (1) The election upon the question of disincorporation of such
86 city, town, or village shall be held on the next general election day, as
87 defined by section 115.121;

88 (2) The director of the department of revenue shall notify the
89 election authorities responsible for conducting the election according
90 to the terms of section 115.125 and the county governing body in which
91 the city, town, or village is located not later than 5:00 p.m. on the tenth
92 Tuesday prior to the election of the amount of the excess revenues due;

93 (3) The question shall be submitted to the voters of such city,
94 town, or village in substantially the following form:

95 "The city/town/village of has kept more revenue
96 from fines, bond forfeitures, and court costs for minor
97 traffic violations than is permitted by state law and failed
98 to remit those revenues to the county school fund. Shall

99 the city/town/village of be dissolved?"

100 ☐ YES

☐ NO

101 (4) Upon notification by the director of the department of
102 revenue, the county governing body in which the city, town, or village
103 is located shall give notice of the election for eight consecutive weeks
104 prior to the election by publication in a newspaper of general
105 circulation published in the city, town, or village, or if there is no such
106 newspaper in the city, town, or village, then in the newspaper in the
107 county published nearest the city, town, or village; and

108 (5) Upon the affirmative vote of sixty percent of those persons
109 voting on the question, the county governing body shall disincorporate
110 the city, town, or village.

 479.372. Any rule or portion of a rule, as that term is defined in
2 section 536.010, that is created under the authority delegated in
3 sections 479.350 to 479.372 shall become effective only if it complies
4 with and is subject to all of the provisions of chapter 536 and, if
5 applicable, section 536.028. This section and chapter 536 are
6 nonseverable, and if any of the powers vested with the general
7 assembly pursuant to chapter 536 to review, to delay the effective date,
8 or to disapprove and annul a rule are subsequently held
9 unconstitutional, then the grant of rulemaking authority and any rule
10 proposed or adopted after August 28, 2015, shall be invalid and void.

 479.375. If any provision of this act or their application to any
2 person or circumstance is held invalid, the invalidity does not affect
3 other provisions or applications of this act which can be given effect
4 without the invalid provision or application, and to this end the
5 provisions of this act are severable.

✓

EXHIBIT F

**MPCCF STATE CERTIFICATION
STANDARDS**

(Revised March 1, 2010)



CHAPTER 1

LAW ENFORCEMENT ROLE AND AUTHORITY

A law enforcement agency must operate within and through a number of other entities and groups. The role, mission and authority of an agency must be identified and documented to ensure that the agency is responsive to the needs of those the agency serves. Policies that promote an understanding of the agency's role, mission and authority will assist the agency greatly while protecting the constitutional rights of the citizens of the community.

1.1 DEPARTMENT AUTHORITY

The agency has a written directive requiring all personnel, prior to assuming sworn status; take an oath to enforce the laws under their jurisdiction, the Constitution of the United States, the Constitution of the State of Missouri and the code or canon of ethics adopted by the Department.

ANALYSIS: *The taking of an oath of office is a customary and important part of officer commissioning. This is the time during which an officer pledges to enforce the laws, which are part of the agency's responsibility but also to acknowledge the code or canon of ethics and their responsibility to adhere to it.*

Recommended Documentation: (Multiple requirements - may all be on one form)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of original executed Oath of Office for each year of the cycle that delineates an oath of enforcement of the laws under their jurisdiction, the Constitution of the United States, the Constitution of the State of Missouri and the code or canon of ethics adopted by the Department. Note: This may be multiple forms.

1.2 DEPARTMENT JURISDICTION

The agency has a written directive defining its jurisdiction in terms of territory and in scope of responsibility.

ANALYSIS: *Some agency jurisdictions are easy to define in terms of city limits, et cetera, while other responsibility may exist within another agency's jurisdiction. A written document should ensure that every member knows exactly what the limits are on the area the agency covers and scope of services or laws to be enforced.*

Recommended Documentation:

1. CSSR completed as an index to the file

2. Current written directive appropriately identified and highlighted
3. Copy of jurisdictional boundaries (maps), ordinance or other document if not identified in written directive (with any changes during the cycle identified).

1.3 PURPOSE AND MISSION

The agency has a written mission statement that identifies the purpose and objectives of the agency.

ANALYSIS: *A mission statement helps to identify and to explain the purpose of the agency and how it fits into the overall responsibility to the community.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Copy of written mission statement including general purpose and objectives of agency appropriately highlighted (at this level the purpose and objectives are broad; the big picture)

1.4 GOALS AND OBJECTIVES (Time Sensitive)

A written directive is required that annually defines compilation, updating and timely evaluation of the agency's written goals (desired outcome) and objectives (steps utilized to meet the identified goal). This directive will include each individual organizational component. The directive will also describe how the goals and objectives will be distributed to agency personnel.

ANALYSIS: *Agency direction and unity of purpose are promoted through the establishment and routine updating of goals and objectives for the agency. By clearly identifying the desired result of the goals and objectives progress can be measured.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current Directive that defines procedures for the creation (compilation, evaluation, updating, distribution) of annual Goals and Objectives appropriately highlighted
3. Samples of both Goals and Objectives from various organizational components within the agency for each year of the cycle
4. Samples of the documentation of timely evaluations and updating for each year of the cycle
5. Distribution reports or notifications to all personnel for each year of the cycle

Note: Goals and Objectives are time sensitive and required for each year. The directive itself is not the goals and objectives but defines what they will consist of when completed. Objectives need specific time periods identified during the year for evaluation and updating.

CHAPTER 2

AGENCY JURISDICTION, MUTUAL AID AND REGIONAL SERVICES

Beyond the more typical responsibilities for local law enforcement, more and more agencies have begun to pool resources to support area wide commitments. In most cases a single agency will not have all of the resources it may need. In some locations joint or concurrent jurisdictions between law enforcement agencies exist. Prior planning and agreements for responsibility for certain functions must be accomplished.

2.1 TASK FORCES (This standard may be NA by function.)

The agency has a written agreement executed addressing operational objectives, control, participation levels, qualifications and personnel policies for all task forces or interagency involvements.

ANALYSIS: *By creating written agreements for MEG (Multi-Agency Enforcement Groups) and other task forces there is little potential for misunderstanding or conflict on these operations. The written document serves as a basis for uniformity and duration of operation.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Copies of various executed agreement for the 3 year cycle appropriately highlighted
3. Highlight the operational objectives
4. Highlight the operational control element
5. Highlight the operational participation level
6. Highlight the qualifications
7. Highlight the personnel policies for the task forces

2.2 MUTUAL AID AGREEMENTS

All mutual aid agreements are documented and supported by written agreements that delineate fully the responsibilities and expectations of all participants.

ANALYSIS: *Mutual aid agreements help agencies prepare and plan for situations that will require resources beyond any one agency's abilities. These agreements are of little value in the planning process and response if they are not sufficiently detailed, documented and understood in advance.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Copies of various currently executed agreements appropriately highlighted
3. Copies of city, county or state ordinances/agreements allowing the same, appropriately highlighted

CHAPTER 3

CONTRACTUAL SERVICES

A definite contractual agreement should regulate paid law enforcement services provided by one agency to another. Components of the agreement must include a description of services to be provided, cost of the services, payment procedures, handling of reports, records equipment and property, and provision for amendment, renewal and termination of the contract. Responsibilities for lawsuits and payment of damages that may result from services provided must be addressed. Provisions for hiring, disciplining and assigning duties and responsibilities of provider personnel must also be included.

3.1 CONTRACTUAL SERVICES

The agency has a written agreement that governs all contract law enforcement services provided by or to the agency. It shall include a definition of services to be provided, financial agreements between the parties, maintenance of records, legal contingencies, use of equipment and facilities, personnel rights and control, and language that addresses duration, modification and termination of the agreement.

ANALYSIS: *The contract should be reviewed at least annually. Attention should be given to the planning, organizing and scheduling of services provided, enforcement of local ordinances and citing violators into appropriate court. Responsibility for financial and service records to be kept must be mutually agreed upon by both parties. The provider agency should hire, train, assign, supervise, and discipline personnel and participating employees should not be penalized in any employment rights, promotional opportunities, training opportunities or fringe benefits.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted, to include:
 - a definition of services to be provided
 - financial agreements between the parties
 - maintenance of records
 - legal contingencies
 - use of equipment and facilities
 - personnel rights and control
 - language that addresses duration
 - modification
 - termination of the agreement
3. Copies of various contracts signed and dated depicting above requirements.

CHAPTER 4

LEGAL ADVICE AND LIABILITY

Because they enforce the law, peace officers are particularly obligated to operate in complete compliance with the directives of the law. Every law enforcement agency in the State of Missouri should procure the legal assistance necessary to ensure maximum operational effectiveness and efficiency. Agencies often need legal assistance because of the number and complexity of judicial decisions and the ever-increasing complexity of the law enforcement function. It is critical that agency personnel have the availability of legal advice and liability insurance provided by the agency.

4.1 LIABILITY ISSUES AND LEGAL SERVICES

The agency provides liability insurance or indemnification and legal assistance to personnel and assumes subsequent costs in all agency operations as needed, and represents all personnel who become the target of civil action.

ANALYSIS: *Civil liability is an issue in nearly every aspect of law enforcement. In fact, there is no way to effectively provide law enforcement services and be free of the risk of lawsuits. Each employee should know the scope of the insurance provided and the terms of the insurance. Employees should know whether insurance is provided while acting within the scope of outside employment or when acting in an official capacity while "off-duty". Legal counsel is provided at cost to the agency and may include employment of a police legal advisor, services of the local government attorney, services of the prosecuting attorney, or contracted legal services. The agency should ensure that contracted attorneys do not have conflicts of interest such as personally representing criminal defendants, bringing claims against the represented agency, using the police facility for private business, or privately representing an employee association.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive, if one exists, appropriately identified and highlighted
3. Current letter, document or policy providing liability insurance or indemnification and legal assistance to all personnel. The policy assumes subsequent costs in all agency operations as needed, and represents all personnel who become the target of civil action. Specific areas must be appropriately identified and highlighted in the document.

CHAPTER 5

ORGANIZATION

It is important that agency personnel are familiar with agency organization and structure. Personnel must understand the application of organization principles and the duties and responsibilities of each job position and organizational component. Flexibility has not been limited and no effort has been made to suggest specific structures, titles or duties. Agencies that have the capability to go beyond the application of basic organizational principles are encouraged to explore innovative approaches. A complete organizational chart is a benefit to all agency personnel.

5.1 ORGANIZATIONAL STRUCTURE (Time Sensitive)

The agency's organizational structure is detailed by written directive and depicted on an organizational chart initially and when changes are made; it is reviewed and updated, if necessary, annually or when changes are made and is available to all personnel.

ANALYSIS: *A formal structure should be established so all personnel understand how organizational components are arranged, defined, directed and coordinated. Annual review and updating may suggest changes, which could make the agency more efficient.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted, to include:
 - depiction on an organizational chart
 - when changes are made
 - reviewed/updated annually
 - made available to all personnel
3. copies of the organizational chart for each year and when changes are made

5.2 ORGANIZATIONAL PRINCIPLES AND RESPONSIBILITIES

The agency has a written directive indicating each organizational component is under direct command of only one supervisor, defines limits for the number of employees under immediate control of supervisors, each employee is accountable to only one supervisor at any given time, specific responsibilities, and proof that the directive is distributed to all personnel.

ANALYSIS: *Reporting to only one supervisor avoids confusion among employees and establishes accountability. There will be times when employees must report directly to a temporary or acting supervisor, but normally they should be able to identify one, and only one, supervisor to*

which they are accountable. At higher levels of authority, there should be fewer employees in the span of control. Managing too many employees increases command difficulty and decreases efficiency of both supervisors and their employees. Just as important is the coordination of assignments and responsibilities is essential to efficiency and effectiveness. All personnel should understand the responsibilities of each organizational component within the agency.

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted outlining the elements of the standard. (Also know as "Unity of Command")
3. Distribution proofs to new and current staff

5.3 PERSONNEL RESPONSIBILITIES (Time Sensitive)

The agency has a written directive that defines the job descriptions of each position in the organization, to include the duties and responsibilities as well as the knowledge, skills, and abilities required to carry out those duties and responsibilities. Written job descriptions, describing requirements and qualifications shall be reviewed annually and distributed to all personnel.

ANALYSIS: *The job description is the foundation upon which proper training, supervision, performance appraisal, and corrective action is based. Job descriptions are written to include the minimum level of proficiency necessary in job-related skills, knowledge, abilities and behaviors, and other qualifications for employment and for transfer or promotion to other job positions within the agency. Job descriptions should be reviewed on a regular basis.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted outlining the elements of the standard
3. A few samples for sworn and non-sworn positions with observables
4. Proofs of annual review/update and
5. distribution

5.4 COMMAND PROTOCOL

The agency has a written directive that establishes command protocol in situations involving employees of different organizational components who are engaged in a single operation.

ANALYSIS: *It should be clearly stated to all personnel who are in command of a particular operation. Supervisory and other personnel of the*

same rank may be involved, creating confusion and discord. In certain operational activities, an employee of lesser rank may be designated to maintain control. The directive should clarify who is in charge if patrol and investigative personnel are present at the scene, of an incident.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of various reports, synopsis or other documentation depicting command structure during an operation for each year of the cycle

5.5 ACCOUNTABILITY OF AUTHORITY

The agency has a written directive that requires commensurate authority accompany responsibility and that personnel are accountable for delegated authority.

ANALYSIS: *Personnel at every level within the agency should be delegated the authority to make decisions necessary to effectively execute their responsibilities. Each employee must be fully accountable for the use of delegated authority and for failure to use it.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation from the agency for each year of the cycle that depicts the use (or lack of use) of delegated authority. i.e....reports, evaluations, orders, memos, etc...

CHAPTER 6

COMMAND

Standards in this chapter deal with the need to establish the authority for the chief executive officer, the accountability of the supervisor for the performance of subordinates, and the extent to which a written directive system detailing the command situation should be developed.

6.1 CHIEF EXECUTIVE OFFICER AUTHORITY

The chief executive officer of the agency is designated as having total authority and responsibility for the management, direction, and control of the operations and administration of the agency, by written statement issued by the local government, or by law or ordinance, or by a combination of the two.

ANALYSIS: *In most agencies, the Chief of Police will be the chief executive officer. For the purpose of this standard, the agency's chief executive officer may be a director or commissioner of public safety, even*

though the agency may have a Chief of Police. A key point is that only one person should be so designated as the chief executive officer.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
 - Could be a City Ordinance
 - Could be a State Law
 - Could be an Agency Policy approved by local government

6.2 CHAIN OF COMMAND

A written directive designates the order of command authority in the absence of the chief executive officer of the agency.

ANALYSIS: *A system of succession should be established to ensure that leadership is available when the agency's chief executive officer is incapacitated, off duty, away, or otherwise unable to act.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO (Table of Organization)
4. Copies of Orders or Memo's appointing temporary Command during the absence of CEO for each year of the cycle

6.3 SUPERVISOR ACCOUNTABILITY

The agency has a written directive that establishes the accountability of supervisory personnel for the performance of employees under their immediate control.

ANALYSIS: *To achieve effective direction, coordination, and control, supervisory personnel should be accountable for the performance of employees under the immediate supervisor. This standard applies to each level of supervision within the agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Agency documentation demonstrating supervision over subordinates

6.4 DUTY TO OBEY LAWFUL ORDERS

The agency has a written directive that requires employees to obey all lawful orders of a superior, including any order relayed from a superior by an employee of the same or lesser rank, and specific procedures to be followed by an employee who receives inconsistent or conflicting orders.

ANALYSIS: *To permit effective supervision, direction, and control, employees should promptly obey any lawful order of a superior. The directive should specify actions required to be taken by the subordinate in the case of conflicting orders.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Proofs would include any order or conflicting order and the method used to rectify the matter(include proofs for each year of the cycle)

6.5 WRITTEN DIRECTIVES (Time Sensitive-as identified by agency)

The agency has a written directive that adheres to an established system for the development and promulgation of written directives, including agency policies, procedures, rules, and regulations which include:

- a. Procedures for staff review of proposed directives prior to implementation;
- b. Distribution to, and acknowledgement of receipt by, affected personnel,
- c. Process for the periodic review and revision of directives as necessary.

ANALYSIS: *The agency should establish a formal written directive system to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. Agency directives should be current. Directives that are not self-canceling should be reviewed, preferably annually, after the original date of issuance to determine whether they should be cancelled, revised, or continued in their present form. The written directive system should permit rapid access to individual policies, procedures, and rules and regulations, and should differentiate, if necessary, between type of directive (e.g., general order, special order, and procedural instruction). The timeliness of establishing directives and training on new directives are also important considerations. As statutes, court decisions and other factors indicate a need for change in directives, the agency must have the capabilities in place to respond to the need and educate its employees on the change.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet:
BULLET A: Copies of reviews prior to implementation
BULLET B: Distribution and Acknowledgment receipts
BULLET C: Copies of review and revision reports according to your process

6.6 FORMS MANAGEMENT

The agency has a written directive that adheres to an established management system for the authority to develop, review, revision, and distribution of forms that are authorized to be used in agency operations:

- a. Authorization of development.
- b. Development, design, and management identification system.
- c. Process for the periodic review, revision and elimination of forms as necessary.

ANALYSIS: *The agency should establish a formal written forms management system to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties and the forms utilized in the execution of their duties. Agency forms should be current. Forms that are not self-canceling should be reviewed, preferably annually, after the original date of issuance to determine whether they should be cancelled, revised, or continued in their present form. The forms management system should permit rapid access. The timeliness of establishing forms and training on the use of the forms are also important considerations. As statutes, court decisions and other factors indicate a need for change in forms, the agency must have the capabilities in place to respond to the need and educate its employees on such development or changes of forms.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet:
BULLET A: Identify who has authority to develop forms
BULLET B: The system for development, design and management of forms
BULLET C: Identify the process for review, revision and elimination

CHAPTER 7

INSPECTIONS

Standards in this chapter relate to the inspection process within a law enforcement agency as well as the establishment of an administrative reporting program. The inspection process is an essential mechanism for evaluating the quality of agency operations, ensures the agency goals are being pursued, identifies the need for additional resources, and assures that control is maintained throughout the agency. Generally, first line and mid-level supervisors on a daily, weekly, or monthly basis to ensure those officers are adhering to basic agency policy; procedures, rules and regulations should conduct line inspections. Staff inspections are usually conducted under the authority of the agency's chief executive officer and are generally in-depth examinations of particular functions or components of the agency.

7.1 STAFF INSPECTIONS (Time Sensitive) (A waiver may be sought.)

A written directive requires, at least once every three years, a staff inspection function within the agency, which includes provisions for the following:

- a. Procedure to be followed in conducting staff inspections.
- b. Identification of those inspections that require a written report.
- c. Include all organizational departments.

ANALYSIS: *The role of the staff inspection is to ensure objective evaluation of agency facilities, property, equipment, personnel, and administrative and operational activities outside the normal supervisory and line inspection procedures and chain of command.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: Copy of your procedure
BULLET B: Copy of your schedule identifying required reports
BULLETC: Copy of actual inspections for each component at least once every three years.

7.2 LINE INSPECTION (Time Sensitive)

A written directive requires line inspections within the agency and includes at a minimum provisions for procedures and frequencies (daily, weekly, or monthly) for inspections to include written reports per inspection.

ANALYSIS: *Line inspections should be an ongoing activity to ensure that the employees are acting in concert with agency requirements in areas such as personnel operations, use and maintenance of equipment, and adherence to agency directives and orders. Line inspections should be a primary responsibility of the supervisors and managers at every level of the agency and should provide a mechanism for achieving accountability within the agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of various types of Line Inspections for a few parts of each year of the cycle demonstrating the frequency required by the agency

CHAPTER 8

FISCAL MANAGEMENT

Standards in this section relate to budgeting, accounting and fiscal control procedures. Policies pertaining to the authority and responsibilities for

fiscal management should be established in writing. There should be a provision for obtaining the input of major organizational components within the agency. No attempt has been made to suggest a preference for anyone budgetary system over another. The nature of the agency's fiscal management system is usually determined by the kind of system in use within the governing jurisdiction. Accounting procedures should be compatible with those of the governing jurisdiction. The accounting system is intended to prevent budget discrepancies and to ensure that the projected flow of funds is proceeding as planned. The agency should also have provision for controlling the purchasing process and for making purchasing effective and efficient.

8.1 OTHER AUTHORIZED PERSONNEL

The agency has a written directive that designates the position or component having the responsibility for fiscal management functions, if the chief executive officer of the agency does not personally perform the fiscal management function.

ANALYSIS: *Although the agency's chief executive officer is ultimately responsible for all fiscal matters of the agency, the size and complexity of the agency may dictate the need to delegate routine responsibility for fiscal management functions to an identifiable person or component within the agency. For the purpose of this standard, the "fiscal management function" includes, at a minimum, annual budget development, supervision of internal expenditures and related controls, and maintenance of liaison with the other governmental fiscal officers.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Ordinance, Directive, Charter or other document indicating the CEO is responsible or Order from the CEO designating another person or component responsible.

8.2 BUDGET PREPARATION (Time Sensitive)

The agency has a written directive that requires the managers of major organizational components within the agency to participate in annual budget preparation, including the preparation of written recommendations based on operational/activity analysis and needs.

ANALYSIS: *The agency's budget should be developed in cooperation with all major organizational components within the agency. To increase value of the input and to enhance coordination in the budget process, guidelines should be established to inform the heads of components of the essential tasks and procedures relating to the budget preparation process. The guidelines should include instructions for preparing budget request*

documents and provide adequate justification for major continuing expenditures or changes in continuing expenditures of budget items. For the purpose of this standard a "major organizational component" is a bureau, division, or other component depicted on the organizational chart as the first or second level below the agency's chief executive officer.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of various written recommendations from various commanders of each organizational component for each year of the cycle.

8.3 ACCOUNTING SYSTEM (Time Sensitive)

The agency has an accounting system, which includes preparation and provision for at least quarterly status reports showing:

- a. Initial appropriations for each account or program,
- b. Balances at the commencement of each period,
- c. Expenditures and encumbrances made during the period;
- d. Unencumbered balances.

ANALYSIS: *The accounting system should be compatible with that of the central accounting system of the governing jurisdiction. It is essential that the agency establish such a system to ensure an orderly, accurate and complete documentation of the appropriation and expenditure flow of funds. Each appropriation and expenditure should be classified, at a minimum, according to function, organizational component, activity, object, and program. Data processing systems can facilitate rapid retrieval of information on the status of appropriations and expenditures.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive, if one exists, or accounting system appropriately identified and highlighted for each bullet
3. Copies of a few quarterly status reports for each year of the cycle that identify the elements of:
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 - BULLET D: As defined in the standard

8.4 FISCAL RESPONSIBILITY (Time Sensitive)

The agency has a written directive that establishes procedures for the internal monitoring of the fiscal activities of the agency. (Annual Audit)

ANALYSIS: *The intent of the standard is to provide continuous monitoring of the agency's fiscal activities. Internal monitoring provides pertinent information for determining whether established internal control*

procedures are being administered effectively and for evaluating the performance of staff responsible for fiscal management functions. In addition, an independent audit should be conducted at least annually or at a time stipulated by applicable statutes or regulations. The audit may be performed by the government's internal audit staff or by an outside-certified public accounting firm. This standard also specifically includes the audit required by Missouri State Law relating to asset forfeitures.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of the Annual Audits to be available to assessor. Copy of dated cover page for each year of the cycle in the file.

8.5 CASH (Time Sensitive)

The agency has a written directive that establishes procedures for collecting, safeguarding and dispersing cash to include at least:

- a. Maintenance of an allotment system or, alternately, records of appropriations among organizational components
- b. Preparation of financial statements
- c. Conducting of internal audits (at least quarterly)
- d. Identification of persons by name or position authorized to accept or disburse funds.

ANALYSIS: *Formal fiscal control procedures enable the agency to establish accountability, to comply with funding authorizations and restrictions, to ensure the disbursements are for designated and approved recipients and, more importantly, to alert agency management to possible problems requiring remedial action.*

Recommended Documentation:

1. CSSR completed as an index to the file
 2. Current written directive appropriately identified and highlighted for each bullet
 3. Copies of a few quarterly status reports for each year of the cycle that identify the elements of:
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 - BULLET D: As defined in the standard
- Note: This standard applies to cash only.

8.6 INVENTORY CONTROL (Time Sensitive) (Multiple requirements)

The agency has a written directive that establishes annual procedures for inventory control and audit of agency property, equipment and other assets.

ANALYSIS: *Inventory controls are intended to prevent losses and unauthorized use, and to avoid inventory excesses and shortages. Complete records should be maintained for all agency property, equipment, and other assets.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of inventory for agency property
4. Copies of inventory for agency equipment
5. Copies of inventory for other agency assets

Note: This standard covers all agency property and some jurisdictions set a limit on value before they inventory

8.7 PURCHASING

A written directive establishes procedures for requisitions and purchase of agency equipment and supplies, including, at least:

- a. Specifications for items requiring standardized purchases
- b. Bidding procedures
- c. Criteria for selection of vendors and bidders

ANALYSIS: *The intent of the standard is to establish formal procedures for controlling the requisition and purchase of agency supplies and equipment. The standard may be satisfied through evidence of the use of a purchasing procedure in general use by the government providing the conditions included in the standard are met.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet (this could also be a city policy)
3. Copies of requisitions or purchase orders for each year depicting:
BULLET A: As defined in the standard
BULLET B: As defined in the standard
BULLET C: As defined in the standard

8.8 EMERGENCY PURCHASES

The agency has a written directive that establishes:

- a. Procedures for requesting supplemental or emergency appropriations and or fund transfers; and
- b. Contingency plans for the emergency purchasing of materials, equipment, supplies, and services in the event of critical incidents or disasters.

ANALYSIS: *Provisions should be available within the agency's budget system to meet circumstances that cannot be anticipated by prior fiscal*

planning efforts, additional funds to compensate for overtime expended during a civil disturbance or funds needed to purchase needed material not authorized in the operating budget. Mechanisms of adjustment include transferring funds from one account to another and/or requesting that additional funds be granted for agency needs.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
3. Copies of requisitions or purchase orders for each year of the cycle depicting:
BULLET A: As defined in the standard
BULLET B: As defined in the standard

8.9 GRANT MANAGEMENT

The agency has a written directive that specifies a person or position responsible for managing all agency grants and the maintenance of grants and grant records in accordance with the requirements of the grantor and Missouri records law.

ANALYSIS: *The content of the standard is to establish who is responsible for the monitoring of departmental grants. Many grants require special bookkeeping procedures and documentation, as well as reporting on a timely basis. Close monitoring is necessary to ensure compliance with grant requirements.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Documentation identifying the person or position responsible for grant management
4. copies of grants (dated cover or signature pages) identifying this person for each year of the cycle

CHAPTER 9

PROCEDURES ON USE OF FORCE

Each agency should have written policy defining what constitutes the reasonable use of force. Written policy should set forth the enforcement policy of the agency, define the limits of individual discretion, and provide guidelines for the exercise of such discretion. Because the concept of discretion defies rigid modification, officers should be trained in how to exercise the broad discretionary authority that they have been granted.

9.1 USE OF FIREARMS/DEADLY FORCE (Time Sensitive)

The agency has a written directive that governs the use of force by agency personnel and specifies that:

- a. An officer may use deadly force only when the officer “reasonably believes” that the use of deadly force is in defense of human life, including the officer’s own life, or in the defense of any person in imminent danger of serious physical injury
- b. The discharge of warning shots is prohibited
- c. All sworn officers shall receive documented instruction by certified instructors and shall demonstrate understanding in these directives prior to being issued or allowed to carry any weapon readily capable of deadly force, and at least annually thereafter

ANALYSIS: *The purpose of this standard is to provide officers guidance in the use of force in life and death situations and to prevent unnecessary loss of life. Definitions of "reasonable belief", and "serious physical injury" should be included in the directive.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard (REMEMBER “Imminent Danger”)
BULLET B: As defined in the standard
BULLET C: As defined in the standard to include copies of Instructor Certification, documentation of training prior to sworn status and then annually after assignment to sworn status for all lethal weapons (OR) a Post Certificate indicating training has been completed.

9.2 LESS-LETHAL WEAPONS (Time Sensitive)

A written directive governs the use of less-than-lethal force by all agency personnel, to include:

- a. Only the force necessary to effect a lawful objectives will be used
- b. The specifications of authorized less-than-lethal weapons
- c. Ensuring that appropriate medical first aid is provided following any use of force
- d. All personnel shall, on a biennial basis (every other year), receive documented instruction by certified instructors and shall demonstrate understanding in these directives prior to being issued and or allowed to carry.

ANALYSIS: *Agency personnel usually have numerous less-lethal weapons at their disposal. The intent of this standard is to ensure the proper use of less-lethal weapons and to prohibit the use of any weapon not authorized for use by the department. Agencies should follow manufacture recommendations for the use and deployment of any*

weapons used such as TASER, OC Spray, Baton, etc... Agencies should have use of force continuum to guide the deployment of less-than-lethal force.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: Directive as defined in the standard
 - BULLET B: Directive as defined in the standard for each weapon
 - BULLET C: Directive as defined in the standard
 - BULLETD: As defined in the standard to include copies of Instructor Certification, documentation of training prior to sworn status and then biennially after assignment to sworn status for all less-lethal weapons (OR) a Post Certificate indicating training has been completed.

9.3 FIREARMS AND AMMUNITION

The agency has a written directive that specifies and regulates all weapons, deadly and less-than-lethal, as well as all ammunition issued or authorized by the agency.

ANALYSIS: *The policies should specify the circumstances under which an officer may or may not carry a sidearm and ammunition while off duty. Further, the directive should ensure that officers do not use poor quality or inherently dangerous firearms. A firearm meeting the accepted criteria should be expected to be in satisfactory working condition. The directive should address areas such as: caliber, barrel length, type of weapon, authorized ammunition, identification of weapon, whether the officer is qualified to use the weapon and a policy concerning on and off duty use of the weapon.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for all lethal and less lethal weapons (on and off duty)
3. Copies of purchase orders, receipts or other documentation for weapons and ammunition for all years of the cycle to demonstrate compliance

9.4 FIREARMS PROFICIENCY (Time Sensitive)

A written directive requires that an officer, prior to any use or possession of a firearm, demonstrate specified proficiency in the use of that firearm, and that such requirements be met at least on an annual basis as a condition of continued authority to carry such firearms.

ANALYSIS: *A written directive should describe the criteria required for qualification, target type, timing, distance, and other conditions. Qualification requirements should involve not only the actual firing of the weapon but also a passing score on a "what, when, where, and how" type of written test based on the training provided.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of training/qualification on an annual basis for each year of the cycle (OR) a Post Certificate indicating training has been completed.

9.5 FIREARMS DISCHARGED/USE OF FORCE REVIEW (Time Sensitive)

The agency has a written directive establishes an internal process for the documentation, review and disposition of any incident where an officer:

- a. Discharging any firearm outside of training or lawful recreational purposes;
- b. Any action that results, or allegedly results in the physical injury or death of another person;
- c. Any attempt to cause physical injury or death to another person;
- d. Any application or attempted application of force to another person, including bare handed physical force and the pointing of firearms; and
- e. The documented annual analysis of all such use of force reports.

ANALYSIS: *The procedure should include reviewing incidents in which agency personnel discharge a firearm whether on or off duty. It should also provide for the review in any incident, which results in the injury or death of another person as well as the type of and amount of force used against a person.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 - BULLET D: As defined in the standard
 - BULLET E:
As defined in the standard remembering that an analysis is more than just data – it is the analysis and conclusion that should include recommendations (for each year of the cycle)

9.6 POST SHOOTING

The Agency has a written directive that requires removal of any officer from line duty assignment, pending administrative review when such officer has used force resulting in death or serious physical injury of humans, not animals.

ANALYSIS: *The purpose of this standard is three-fold: to protect the community's interest when officers may have exceeded the scope of their authority in the use of deadly force; to shield officers who have not exceeded the scope of their authority from possible confrontations with the community; and to provide for the psychological adjustment of the officer.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Orders/Memo's etc... removing officer from duty or memo to file if none has occurred.

CHAPTER 10

GENERAL MANAGEMENT

The responsibilities of providing law enforcement service have expanded greatly in recent years. They now include prevention and deterrence of crime to the greatest extent possible. Law enforcement is responsible for maintaining order and protecting constitutional guarantees. Law enforcement service also includes miscellaneous duties that are not directly related to suppressing crime, but that contribute to the well being of people and to a cooperative relationship between the police and community. These standards address management principles that provide essential information to assist in accomplishing those tasks.

10.1 GENERAL MANAGEMENT (Time Sensitive)

The agency has a written directive that requires a management information process to include an administrative reporting system that provides management reports, time lines, tracking, etc... of activities of the agency.

ANALYSIS: *The management information system provides timely and accurate information to be used in management decision making. Statistical and data summaries of activities (i.e., calls for service records, offense and arrest reports, Uniform Crime Reports or NIBRS are important in predicting workload, determining manpower and other resource needs, and preparing budgets). Daily reports are a summary of significant occurrences during the previous 24 hours. Monthly reports provide the manager of each organizational component with data on activities of his/her unit during the previous month. The annual report may be a*

summary of the monthly reports, and should provide comparative data and statistics.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. An Administrative Report is any report that addresses specific duties, tasks, activities, etc... daily, weekly, monthly, quarterly, biannual and annual.
4. Part of this process includes an actual listing of all required reports for the agency and who the task of completion is assigned to as well as the due dates or time specification for completion and submission of the report.
5. A copy of this list demonstrating or somehow acknowledging completion of the task for each year of the cycle needs to be included as a proof.
6. The annual report is the analysis of all those reports chosen by the agency and the effectiveness of the system.

CHAPTER 11

PERSONNEL

Allocation and distribution of routine and alternative personnel standards are intended to encourage the appropriate deployment of personnel by determining service demands through both workload assessments and computer base or manual methods of personnel allocation and distribution.

Personnel alternatives are not intended as a substitute for law enforcement officers in those positions requiring law enforcement authority. Rather, personnel alternatives are intended to achieve the maximum efficient use of law enforcement officers in the appropriate configuration supported by civilian staff.

11.1 LICENSED & COMMISSIONED RESERVE OFFICERS (Time Sensitive) (May be NA by Function.)

The agency has a written directive that establishes and describes the Reserve Officer Program and selection process for that program.

- a. The selection criteria for reserves
- b. The prescribed duties and responsibilities of reserve officers as well as any limitations on same
- c. A description of the basic recruit and in-service training requirements
- d. The supervision of reserves as well as the annual evaluation of their performance
- e. Standards of conduct and discipline and the disciplinary process for violation of those standards

ANALYSIS: Reserve officers generally perform the same duties, consistent with applicable law, as full-time licensed and commissioned officers. To accomplish these tasks, they may require law enforcement power equivalent to those of full-time officers. The directive should describe the duties and responsibilities of reserve officers, define their authority and discretion in carrying out their duties, training, and delineate the amount of supervision they are to receive. This standard must comply with the both administrative law and Missouri statutory law under 590 RSMo.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard to include copies of posting for the position
 - BULLET B: As defined in the standard to include copy of Reserve Officer Job Description
 - BULLET C: As defined in the standard to include copies of Reserve Training Syllabus
 - BULLET D: As defined in the standard to include copies of evaluations identifying Reserve Officer and their supervisor for each year of the cycle
 - BULLET E: As defined in the standard to include copies of administered discipline and recognition

11.2 UNLICENSED, NON-COMMISSIONED, AUXILIARY, and VOLUNTEER PERSONNEL (May be NA by function.)

The agency has a written directive that establishes and describes the unlicensed, non-commission, auxiliary and volunteer personnel program.

ANALYSIS: Auxiliaries are normally not commissioned or licensed as law enforcement officers. Auxiliaries should be assigned primarily to law enforcement-related community service functions. They can also be used as a resource in emergencies and large-scale special events. Their duties do not require the status of a commissioned and licensed officer, and their level of training does not normally warrant a commission or state license. This type of personnel shall never be used or act in the capacity of a commissioned and licensed peace officer.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each element of the standard
3. Copies of TO, Rosters, Assignments, etc... that depict the existence and utilization of those elements the agency has established

11.3 CIVILIAN EMPLOYEES

The agency has a written directive that defines the temporary use of commissioned and licensed personnel for non-commission and non-

licensed civilian positions. Civilian positions do not require commissioned or licensed personnel and are specified as civilian positions and staffed accordingly.

ANALYSIS: *Generally, those positions common to other governmental agencies and requiring skills other than those of licensed and commissioned officers should be designated as civilian. Commissioned and licensed personnel may be temporarily assigned to these positions in the event of an urgent agency need or to broaden an officer's experience, (temporary assignment of an officer to dispatch duties). Commissioned and licensed personnel should not be permanently assigned to civilian positions.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of temporary assignment to other than sworn positions

11.4 LAW ENFORCEMENT COUNSELORS

The agency has the resources available to refer an employee for counseling or other services related to the well being of the employee and the good of the agency.

ANALYSIS: *Counselors should be available on a 24-hour basis for contact by family members of persons working serious incidents. Professionals should be available for immediate counseling of employees involved in serious incidents and should provide any other assistance as appropriate during an unusual or serious incident.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of redacted referrals, referral information or other similar documentation from a program such as EAP

CHAPTER 12

PERFORMANCE APPRAISALS

To achieve its stated objectives, a law enforcement agency must be able to depend on satisfactory work performance from all employees. Performance evaluation is the measurement of the worker's on-the-job performance of duties assigned by the employee's supervisor. There is a direct relationship between performance evaluation and various other personnel matters as recruitment, selection, career development, promotion, and classification and grievance procedures. This relationship is based on the fact that the nature and quality of the employees'

performance have a bearing on their working life in the agency; on the manner in which they relate to management; and on their assignments and promotions. Performance evaluation methods in the law enforcement field vary considerably. In many of the larger agencies, the process is highly structured and involves the use of comprehensive forms. In others, especially in smaller agencies, the process may be less structured and very informal. It is important that the principles of evaluation be applied by all components of the agency to ensure the best use of human resources available, to ensure that personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of each employee.

12.1 ANNUAL PERFORMANCE EVALUATIONS (Time Sensitive)

The agency has a written directive that defines the performance evaluation system and shall include at a minimum:

- a. Measurement definitions specific to the job description being evaluated;
- b. Procedures for use of forms;
- c. Rater responsibilities;
- d. Rater training;
- e. Evaluation of the employee's performance covers a specific period;
- f. Performance evaluation report that is reviewed and signed by the rater's supervisor; and
- g. Immediate supervisor rates employees.
- h. An annual performance evaluation of each employee.

ANALYSIS: *The purposes of performance evaluation are threefold. Performance evaluations standardizes the nature of the personnel decision-making process, assures the public that the agency's personnel are qualified to carry out their assigned duties, and provides job incumbents with necessary behavior modification information which will allow them to maintain behaviors that are appropriate from the agency's standpoint and to eliminate or minimize inappropriate behaviors. Although policies and procedures may be developed by a centralized agency, it remains the responsibility of the chief executive officer to adapt and amplify those guidelines to meet the agency's and the community's needs.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard (this may also come from a city manual, the evaluation tool being used, lesson plans, etc...)
 - BULLET B: As defined in the standard (a procedure outlines the steps to completion)
 - BULLET C: As defined in the standard (see "A")
 - BULLET D: As defined in the standard to include copies of training roster and lesson plan

- BULLET E: As defined in the standard to include copies of evaluations for each year of the cycle depicting specific period (only a couple per year)
- BULLET F: As defined in the standard to include signature page of evaluations
- BULLET G: As defined in the standard to include signature page depicting rater's supervisor approval
- BULLET H: As defined in the standard to include evaluations depicting annual evaluations occur for each year of the cycle (only a couple per year)
Note: Only those pages of an evaluation containing the elements of the standard needs to be included for any given bullet.

12.2 PERFORMANCE APPRAISAL COUNSELING

A written directive that requires that both commissioned and civilian employees be counseled at the beginning of the rating period concerning:

- a. Tasks of the position occupied
- b. Level of performance expected
- c. Evaluation rating criteria

ANALYSIS: *It is essential to the success of the system that the employee fully understands specific duties and responsibilities of the position and what is expected of the employee in carrying these out. It is expected that counseling by the rater regarding performance of the employee will occur at any time during the rating period as deemed necessary.*

Recommended Documentation:

- 1. CSSR completed as an index to the file
- 2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 Proofs for all three bullets might include copies of evaluations depicting each bullet or other documentation demonstrating compliance.

12.3 PROBATIONARY EMPLOYEES COMMISSIONED/CIVILIAN (Time Sensitive)

The agency has a written directive that requires a written performance evaluation report on all probationary employees at least quarterly during the defined probationary period.

ANALYSIS: *A separate set of criteria is important in the rating of personnel on probation in order to determine, at the earliest point, their suitability for continued employment or retaining a given position. The principal objective of supervisors rating probationary employees is to ascertain whether those being rated can actually perform the required functions. Performance should be closely monitored and written evaluations should be a part of this process.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of the quarterly evaluation for all three years of the cycle (only a few for each year from various quarters)

12.4 RATERS TO BE EVALUATED

A written directive that states raters are to be evaluated by their supervisors regarding the quality of ratings given employees.

ANALYSIS: *As part of their overall evaluation, supervisors should evaluate raters regarding the fairness and impartiality of ratings given, their participation in counseling rated employees, and their ability to carry out the rater's role in the performance evaluation system. The supervisor should ensure that the raters apply ratings uniformly.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of evaluations or other documentation demonstrating compliance for each year of the cycle

CHAPTER 13

PROMOTION

Promotions denote a vertical movement within an agency's organization from one rank or position to another. These standards are designed to improve the promotional process and to make the system less susceptible to a court challenge. Career development is a structured process that provides individual growth opportunities. Its purpose is to promote productive, efficient and effective job performance and to improve the overall level of individual job satisfaction. It is through career development activities that the upward mobility of all personnel may be enhanced by opportunities for professional growth and improved job performance.

13.1 PROMOTION PROCEDURES

A written directive that defines the process and department's responsibility in the promotion process which shall include:

- a. A written announcement of the promotion process to employees and others defined by policy
- b. A description of the vacant position
- c. A schedule of dates, times, and locations of all elements of the process
- d. Eligibility requirements
- e. The personnel selection process for the available positions

- f. Identification of the authority and responsibility for administering the department's function in the promotion process
- g. Defined probationary period required of all employees who are promoted.

ANALYSIS: *The vitality of the department is maintained through selection and promotion of the most qualified personnel to positions of increased responsibility. The department must assist in the selection process by accurately rating and evaluating employees for promotion and by advancing the most qualified. This process should include:*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 - BULLET D: As defined in the standard
 - BULLET E: As defined in the standard
 - BULLET F: As defined in the standard
 - BULLET G: As defined in the standard
 Some agency includes all this information in the Written Announcement and simply highlights the appropriate portion and including it in each bullet. This may or may not be multiple documents. Include documentation for each year of the cycle.

CHAPTER 14

CLASSIFICATIONS AND ASSIGNMENTS

All agencies must properly maintain and staff positions within the agency. It is crucial that each job classification have set standards for the delineation of duties and responsibilities.

14.1 CLASSIFICATION (May be NA by function.)

The agency has a written directive that defines the agency employee classification system.

ANALYSIS: *This directive is normally part of an overall employee classification system for the governing jurisdiction.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of the classification system that may be a city document, a pay plan, etc...

14.2 TRANSFERS

The agency has a written directive that establishes the proper procedure for requesting voluntary intradepartmental transfers, and establishes the criteria for handling involuntary transfers.

ANALYSIS: *This directive should indicate how individual requests for transfers will be reviewed; however, the final decision should be based upon the agency's needs.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of voluntary or involuntary transfers within the agency for each year of the cycle

CHAPTER 15

COMPENSATION, BENEFITS AND CONDITIONS OF WORK

A fundamental expectation of law enforcement personnel is that they be compensated for work performed. If law enforcement agencies are to compete successfully in the labor market and retain competent personnel, adequate compensation and benefits should be established and maintained.

15.1 COMPENSATION

The agency has a written directive that establishes the Department's salary structure for both commission and civilian personnel. This directive shall include descriptions and definitions of:

- a. Entry level salary;
- b. Salary differential within ranks;
- c. Salary differential between ranks;
- d. Special skills salary levels;
- e. Compensatory time;
- f. Overtime policy;
- g. Residency requirements;
- h. Incentive programs; (extra pay, etc...)
- i. College or training enhancements.

ANALYSIS: The salary structure should take into consideration the Department's employment standards, needs and competing agencies. Superior performance should be recognized. Sufficient salary differential between ranks should be implemented in order to provide incentive for promotion. Overtime and compensatory time should include conditions under which the policy would be applied, rate of accrual and procedures for application.

Recommended Documentation:

1. CSSR completed as an index to the file

2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard
BULLET B: As defined in the standard
BULLET C: As defined in the standard
BULLET D: As defined in the standard
BULLET E: As defined in the standard
BULLET F: As defined in the standard
BULLET G: As defined in the standard
BULLET H: As defined in the standard
BULLET I: As defined in the standard
Copies of the city pay plan will often times cover all the above bullets. Highlight the appropriate section and insert that page into each bullet. Use other documentation for any section not covered by the pay plan. If a particular bullet is not offered state the same in a memo to the bullet file.

15.2 BENEFITS

The agency has a written directive defining the department's entire fringe benefit (including insurance) programs.

ANALYSIS: *Each of the benefits and insurance programs provided to employees should be described in terms of what is provided under what conditions, and the extent of each benefit. Policies concerning the availability of the department's insurance program should be distributed regularly to ensure that the coverage provisions are suitable for the department's needs.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of various documentation demonstrating compliance, HR brochures, handouts, benefit information packets, receipts, approval forms, etc....

15.3 LEAVE

A written directive that describes the agency's total leave package to include:

- a. Administrative leave;
- b. Holiday leave;
- c. Sick leave;
- d. Vacation leave;
- e. Military leave;
- f. Emergency leave;
- g. Funeral leave; and
- h. Voting leave.

ANALYSIS: *This directive should establish clear-cut guidelines regarding the specific use of a particular type of leave. Procedures for application and approval should be included.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard
BULLET B: As defined in the standard
BULLET C: As defined in the standard
BULLET D: As defined in the standard
BULLET E: As defined in the standard
BULLET F: As defined in the standard
BULLET G: As defined in the standard
BULLET H: As defined in the standard
3. Include copies of completed leave request demonstrating compliance with each bullet for each year of the cycle. This may be an agency directive or a City/State policy

15.4 UNIFORMS/EQUIPMENT

The agency has a written directive that governs all uniforms and personal equipment of department personnel, to include:

- a. Specifications of uniforms, plain clothes as applicable, and proper civilian attire;
- b. Description of what uniforms and equipment are provided by the agency and what is required of the employee to provide; and
- c. The availability, wearing, and mandatory use of body armor including the mandatory use of tactical vests for high-risk entries and tactical operations.

ANALYSIS: *Specific individuals in a law enforcement agency are required to wear a uniform while others may wear civilian attire. Equipment needed by certain employees in performance of their duties should be specified. This directive should explain the clothing and equipment issues or allowances.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard (Photo of each would work)
BULLET B: As defined in the standard to include purchase orders
BULLET C: As defined in the standard (Photo and police reports)

15.5 MEDICAL EXAMINATIONS

The agency has a written directive that explains physical examinations required by the department. This directive shall define who is financially responsible for any required physical examinations.

ANALYSIS: *A physical examination may be provided by a physician made available by the law enforcement agency. A medical base line should be obtained before an agency allows an officer to utilized restricted air gas masks and shall ensure quantitative tests and medical examinations before allowing the use of self contained breathing mechanisms.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Physical Examinations paid for by the agency

15.6 PHYSICAL FITNESS “VOLUNTARY PROGRAM” (May be NA by Function.)

A written directive that specifies the physical fitness standards established for members of the law enforcement agency.

ANALYSIS: *A satisfactory level of physical fitness should be maintained so that work can be performed efficiently and without personnel shortages caused by excessive sick leave. The functions of a law enforcement agency require a level of physical conditioning not demanded in other occupations. Standards for fitness should be established based upon job-related factors.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of any incentives awarded for participation for each year of the cycle

15.7 SECONDARY EMPLOYMENT

A written directive establishes guidelines over other outside employment held by department personnel during off-duty hours.

ANALYSIS: *Many types of off-duty jobs should cause no concern; however, there are jobs, which may involve an employee exercising authority under one's status as a law enforcement officer. These should be examined closely. Also those positions which may damage the department's image or efficiency should be scrutinized. Management's authority to approve and disapprove outside employment should be clearly stated. The agency would be well served to further distinguish between extra-duty and off-duty work allowed.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of approved and disapproved extra-duty requests for each year of the cycle

15.8 INCENTIVE PROGRAMS (May be NA by function.)

The agency has a written directive that explains the incentives available to department personnel to improve the employee's level of performance.

ANALYSIS: *It should be recognized that some personnel choose to work at a higher level of performance. Personnel should be encouraged to seek professional improvement. Incentives recognize and reward those who strive for this improvement.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of awards, incentives, programs, annual recognition, etc...

CHAPTER 16

CONDUCT

As representatives of local governments, the conduct of law enforcement officers is closely observed. As such, the actions, statements, and appearances are criticized more severely than are those of other occupations. In this chapter guidelines are established and criteria established for proper conduct.

16.1 CODE OF CONDUCT “ON DUTY”

The agency has a written directive specifying that department personnel are expected to perform their duties in a competent and efficient manner and sets perimeters for proper conduct on duty, including but not limited to:

- a. Lack of job knowledge
- b. Unwillingness to perform assigned and required tasks
- c. Failure to conform to work standards
- d. Failure to take appropriate actions
- e. Substandard performance evaluations
- f. Various types of behavior not acceptable by the agency.

ANALYSIS: *Each individual agency should determine what is or is not appropriate or desired conduct. In informing agency personnel of prohibited conduct, it is important that the directive be specific. Incompetence may be demonstrated in a number of ways.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive or “Code of Conduct” appropriately identified and highlighted
3. Copies of any documentation that demonstrates compliance with the standard for each year of the cycle (i.e....awards, discipline, counseling, IA investigations, memos, etc...) Note: Each bullet needs to be identified in the file.

16.2 CODE OF CONDUCT “OFF DUTY”

A written directive that establishes departmental perimeters for proper conduct off duty, some of the special considerations that the agency must deal with include:

- a. Call back option
- b. Off-duty weapons
- c. Off-duty personal disputes
- d. Off-duty arrests
- e. Various types of behavior not acceptable by the agency

ANALYSIS: *This standard deals with behavior in the performance of law enforcement duties and conduct while off duty. Special attention should be displayed when writing these expectations. It should be clear to all personnel that failure to conform to all agency directives may result in disciplinary action. Because the community holds members of a law enforcement agency to high standards of conduct, this directive addresses the department's view of acceptable off-duty conduct. Each individual agency should determine what is or is not appropriate or desired conduct. In informing agency personnel of prohibited conduct, it is important that the directive be specific.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive or “Code of Conduct” appropriately identified and highlighted
3. Copies of any documentation that demonstrates compliance with the standard for each year of the cycle (i.e....awards, discipline, IA Investigations, counseling, memos, etc...) Note: Each bullet needs to be identified in the file.

16.3 PERSONAL APPEARANCE

The agency has a written directive that sets guidelines for departmental personnel in regards to grooming and personal appearance.

ANALYSIS: *The purpose of this directive is to instill confidence in community members through the development of a neat, well-groomed, professional appearance among personnel.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Photo's could be used to demonstrate compliance

16.4 DISCIPLINARY SYSTEM

The agency has a written directive establishing a disciplinary system, to include:

- a. Procedures and criteria for rewarding employees including letters of commendation, compensation, awards for merit or valor
- b. Procedures and criteria for using training as a function of discipline
- c. Procedures and criteria for using counseling as a function of discipline
- d. Procedures and criteria for taking punitive actions in the interest of discipline which may include oral reprimands, written reprimands; reduction of leave, suspension, demotion, and dismissal
- e. Role of supervisors in the disciplinary process
- f. Authority commensurate with each level of supervision and command

ANALYSIS: *Effective discipline is a positive process when utilized to train or develop by instruction. Among the programs that may have an impact on discipline in a law enforcement agency are such initiatives as selection, training, direction, supervision and accountability.*

The components of the disciplinary system shall identify the measures to be applied to officer conduct in the interest of discipline. The system shall be based on fairness to the employee and the agency and should stimulate employee morale and motivation. Agencies that present awards for meritorious and/or heroic acts should ensure that criteria are established as prerequisites for these awards.

The written directive shall encourage training as a means of improving employee productivity and effectiveness through positive and constructive methods. The role of supervisors, especially first-line supervisors, is crucial in the disciplinary process. The directive shall identify the conditions under which a supervisor or commander may act without approval from higher authorities.

Recommended Documentation:

- 1. CSSR completed as an index to the file
- 2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard
 - BULLET C: As defined in the standard
 - BULLET D: As defined in the standard
 - BULLET E: As defined in the standard
 - BULLET F: As defined in the standard
- 3. Include documentation (awards, commendations, counseling forms, IA's, memo's, training assignments, re-assignments, etc...) to demonstrate compliance with each bullet for each year of the cycle

16.5 DISMISSALS

When disciplinary action results in dismissal of a non-probationary employee, the agency shall have a written directive that requires, at a minimum, the following information be provided to the affected person:

- a. A statement citing the reason for dismissal, unless not required by law
- b. The effective date of dismissal
- c. A statement of the status of fringe and retirement benefits after dismissal
- d. A statement as to the content of the officer's employment record relating to the dismissal.
- e. A notice of all dismissals and resignations shall be made to the POST commission as required by Missouri statute under 590 RSMo.

ANALYSIS: *This standard, under normal circumstances, does not apply to entry-level probationary employees. The conclusion of the disciplinary process shall be structured, and shall provide information to all participants in the process.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard
BULLET B: As defined in the standard
BULLET C: As defined in the standard
BULLET D: As defined in the standard
BULLET E: As defined in the standard (copy of POST notification)
3. Include documentation to demonstrate compliance with each bullet for each year of the cycle. Some agencies include all this information on a single document presented to an employee at the time of dismissal.

16.6 MAINTENANCE OF RECORDS

The agency has a written directive that specifies procedures for maintenance of records of disciplinary actions.

ANALYSIS: *The directive shall require written records of disciplinary actions taken and include the location of where the records should be filed, how long they should be maintained, and under what circumstances they should be purged. Rules for retention of records are governed by the Secretary of State.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Photo of file location

4. Copy of Destruction notice if destroyed
5. Copy of Missouri Records Retention Rules justifying disposition of records

16.7 APPEAL PROCEDURES

The agency has a written directive that specifies appeal procedures in disciplinary actions.

ANALYSIS: *This directive shall include initiation procedures, time frames, method of recording, and scope of the appeal process.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of any appeal demonstrating compliance with agency directive for each year of the cycle

16.8 DISPOSITION

The agency has a written directive that governs the "conclusion of fact" for each allegation of misconduct and covers the following:

- a. Unfounded - Allegation is false or not factual
- b. Not involved - Member was not present at the time the alleged misconduct occurred
- c. Exonerated - Allegation/Incident complained of occurred, but action(s) of employee were lawful and proper
- d. Not sustained - Insufficient evidence to prove or disprove the allegation
- e. Sustained - The allegation is supported by sufficient evidence

ANALYSIS: *The disposition of disciplinary process shall be provided to all participants in the process. The agency needs to be aware of changes in policies, procedures, rules and regulations that may prevent further allegations of misconduct, as well as the need to modify or expand training.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard (Unfounded)
 - BULLET B: As defined in the standard (Not Involved)
 - BULLET C: As defined in the standard (Exonerated)
 - BULLET D: As defined in the standard (Not Sustained)
 - BULLET E: As defined in the standard (Sustained)
3. Copies of investigations or other documentation that demonstrates compliance with each bullet as it pertains to each element. Include a few samples for each year of the cycle.

16.9 GRIEVANCE PROCEDURE

A written directive that establishes a grievance procedure, to include:

- a. Identifying matters that grievances can be made upon
- b. Establishing time limitations for filing or presenting the grievance
- c. Establishing procedural steps and time limitations at each step in the grievance procedure
- d. Establishing criteria for employee representation

ANALYSIS: *An important element of a sound personnel system is the existence of a formal method that allows employees to resolve their grievances with management fairly and expeditiously. Formal grievance procedures usually evolve from informal attempts to resolve differences between employee and employer. The establishment of a grievance procedure should be a management priority. Since a formal grievance procedure is designed to resolve differences between the employee and employer, it follows logically that such procedures be written in clear, concise terms.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard (documentation of matter)
BULLET B: As defined in the standard (documentation of time)
BULLETC: As defined in the standard (documentation of procedure and time limitations)
BULLET D: As defined in the standard (documentation of employee representation)
3. Copies of Grievances that demonstrate compliance with each bullet for each year of the cycle

16.10 CONTENTS OF GRIEVANCE

The agency has a written directive requiring the following information be included in a grievance:

- a. A written statement of the grievance and facts upon which it is based
- b. A written allegation of the specific wrongful act and harm done
- c. A written statement of the remedy or adjustment sought

ANALYSIS: *The three principal elements of a grievance may be included in one written statement. A form may be designed for this purpose to include spaces for noting significant times, dates and actions taken relative to the grievance.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard (documentation of the facts)
BULLET B: As defined in the standard (documentation of the wrongful act)

- BULLET C: As defined in the standard (documentation of the remedy)
3. Copies of Grievances that demonstrate compliance with each bullet for each year of the cycle

16.11 GRIEVANCE CONTROLS

The agency has a written directive that establishes procedures to be followed in responding to grievances to include at a minimum:

- a. Acknowledging receipt by noting time, date and person receiving the grievance
- b. Analyzing the facts on allegations
- c. Affirming or denying, in writing, the allegations in the grievance
- d. Identifying the remedy or adjustments, if any, to be made

ANALYSIS: *The grievance procedure shall be a formal effort, and documentation should provide valuable information, through review and analysis, for correcting deficiencies within the agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard (documentation of time received)
BULLET B: As defined in the standard (documentation of analysis)
BULLET C: As defined in the standard (documentation of written affirmation)
BULLET D: As defined in the standard (documentation of remedy)
3. Copies of Grievances that demonstrate compliance with each bullet for each year of the cycle

16.12 GRIEVANCE BOARD

If the agency has a grievance board, the agency shall have a written directive that specifies the Board's composition, functions, authority and criteria for the appointment of its members.

ANALYSIS: *The written directive should specify the board's composition and the method of selecting board members. The functions of the board should also be specified. Such boards can screen and/or hear grievances, consolidate and coordinate grievances, and prepare recommendations to the appropriate component, position or person.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Include documentation that identifies the Board's members.

CHAPTER 17

RECRUITMENT AND SELECTION

A task as important as the recruitment and selection of law enforcement personnel should be approached in a positive manner. Agencies, through the authority of their respective governmental jurisdictions and administrations, shall seek to identify and employ the best candidates available, not merely eliminate the least qualified. The benefits of positive recruitment and selection policies should be manifested in a lower rate of personnel turnover, fewer disciplinary problems, higher morale, better community relations, and more efficient and effective services.

17.1 RECRUITMENT

The agency has a written directive that establishes a recruitment program to attract applicants for actual or forecasted agency vacancies.

ANALYSIS: *When there are actual or forecasted vacancies, the agency should initiate and maintain an active recruitment campaign in order to compete with other employers for qualified applicants.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Recruitment plan and execution of same for each year of the cycle

17.2 SELECTION PROCESS FOR APPLICANTS

The agency has a written directive that vests the authority and responsibility for administering the agency's role in the selection process in an identifiable position and defines the process.

ANALYSIS: *The position identified as the administrator of the selection process shall have the authority to manage the operation. If the responsibility for selection is shared, the law enforcement agency should perform appropriate liaison activities to carry out the selection process; however, even when authority for selection is shared, the law enforcement agency should maintain the primary responsibility for such selection components as background investigations, oral interviews and probationary period assessment.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of TO or Orders of Assignment for personnel tasked with the selection process and copies of completed tasks associated with administering the process.

CHAPTER 18

SAFETY AND SECURITY

Appropriate levels of safety and security shall prevail in the workplace. Security measures utilized shall include those designed to maintain the physical security of facilities so as to protect employees as well as the public.

18.1 CONTAGIOUS DISEASES

The agency has a written directive that establishes individual and agency responsibilities to protect against contagious diseases.

ANALYSIS: *The required duties and responsibilities of department members subject them to health risks through exposure to potentially communicable diseases of varying degrees of severity.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Training Rosters and Lesson Plans or POST certificates
4. Copies of issued protective equipment inventory
5. Other documentation demonstrating compliance with the standard

18.2 HEALTH PROTECTION

A written directive that defines ways members can reduce the health risk level by being well informed on communicable diseases, AIDS, and other infections and by practicing medically approved precautions, and properly utilizing available disease barrier equipment.

ANALYSIS: *A directive shall require training in ways to provide personal protection for members by avoiding disease contact. This directive shall also provide for training and identify proper disease barrier equipment readily accessible to those officers in the field.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Training Rosters and Lesson Plans or POST certificates
4. Copies of issued protective equipment inventory
5. Other documentation demonstrating compliance with the standard

18.3 STANDARDS PERSONAL PROTECTION EQUIPMENT

The agency will establish procedures and written directives for use of personal protection and that all Personal Protective Equipment (PPE) within the agency meets OSHA requirements.

ANALYSIS: *The department shall develop a PPE program to ensure safety of its personnel and continued protection of its employees utilizing respirators.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Training Rosters and Lesson Plans or POST certificates
4. Copies of issued protective equipment inventory
5. Other documentation demonstrating compliance with the standard

CHAPTER 19

VEHICLE OPERATIONS

In modern law enforcement, one of the most important tools is the law enforcement vehicle. Officers are required to cover large areas while being able to respond quickly with the necessary equipment. The vehicles used may include motorcycles, cars or special purpose vehicles. The standards identified below are provided to help ensure that the agency provides the necessary practices and procedures to guarantee service and training within acceptable legal and other guidelines.

19.1 SAFETY RESTRAINING DEVICES

The agency has a written directive that requires the use of occupant safety restraining devices in agency vehicles.

ANALYSIS: *The use of seatbelts can have a significant effect in reducing the number of deaths and the severity of injuries resulting from traffic crashes and in assisting officers in maintaining high-speed operations. The directive shall require use of occupant safety restraining devices by the driver and all passengers; however, there may be special circumstances in which use of seatbelts and/or restraining devices may hamper efficient conduct of law enforcement functions. The directive shall authorize supervisors to grant exceptions to this policy for specific situations for which they deem efficiency of operations outweighs the safety benefit.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

3. Photo of Officer in vehicle wearing seat belt – on-site observation

19.2 RESPONSE TO EMERGENCY AND ROUTINE SITUATIONS

The agency shall have a written and complete vehicle policy to ensure guidelines and directions to its personnel regarding the proper use and operation of law enforcement vehicles in routine, emergency, and pursuit situations.

ANALYSIS: *The agency shall provide proper guidance in the use of law enforcement vehicles. This guidance shall cover the spectrum from preventive patrol procedures to response to calls of varying severity to pursuit driving policies. The written directive shall ensure a uniform and consistent standard in all situations. It is also essential that policies and procedures comply with State law and other decisions and regulations.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of various police reports or other documentation that demonstrate compliance with each aspect of the standard (routine, emergency, and pursuit situations) for each year of the cycle

19.3 EMERGENCY VEHICLE OPERATIONS TRAINING

The agency has a written directive that requires agency personnel who operate law enforcement vehicles in the performance of patrol or enforcement activities do so only after successfully completing emergency vehicle operation training and then annually thereafter. (See analysis)

ANALYSIS: *Since the law enforcement vehicle is a primary tool of the law enforcement officer, training must be provided prior to the use of this tool. This training shall be part of the recruit's initial instruction and continued throughout the member's career. Not all departments are able to send all officers to formalized training in this area; therefore, at a minimum, classroom training should be provided along with structured field training.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Training Rosters and Lesson Plans or POST certificates for each year of the cycle

19.4 SPECIAL PURPOSE VEHICLES

The operation and utilization by any agency of special purpose vehicle shall be governed by appropriate written directives which establish control, accountability, and prescribe proper use of each or any.

ANALYSIS: *The purpose of this standard is to establish procedures for the most effective and efficient use of specialized law enforcement equipment. This standard shall include provisions for procedures regarding the circumstances for use, operation, and storage of such pieces of equipment but would not necessarily include marked vehicles.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. copies of documentation demonstrating compliance with the standard as it pertains to control, accountability, and prescribe proper use

19.5 PURSUIT DRIVING (Time Sensitive)

The agency has a written directive that governs pursuit of motor vehicles to include specific policies and procedures for the following:

- a. Evaluation of circumstances. (Felonies and situations of eminent danger not for routine traffic or equipment violations.)
- b. Responsibilities of initiating officer.
- c. Responsibilities of secondary units.
- d. Responsibilities of communications personnel.
- e. Responsibilities of supervisory personnel.
- f. Forced stopping.
- g. Termination of pursuit.
- h. Inter- and intra-jurisdictional pursuit.
- i. Specific policy relating to roles and responsibilities of unmarked patrol vehicles in pursuits.
- j. Procedure of reporting and annual administrative review of pursuits.

ANALYSIS: *The agency must balance the necessity for the pursuit and the apprehension of the suspect against the possibility of injury or death to those involved as well as innocent bystanders. The threat of property damage must also be considered. Public safety and officer safety should be stressed. The directive should address road blocks and other stopping techniques.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard (documentation of evaluation)
 - BULLET B: As defined in the standard (documentation of initiation responsibility)
 - BULLET C: As defined in the standard (documentation of secondary unit)
 - BULLET D: As defined in the standard (documentation of dispatch)
 - BULLET E: As defined in the standard (documentation of supervision)
 - BULLET F: As defined in the standard (documentation of forced stopping)
 - BULLET G: As defined in the standard (documentation of termination)
 - BULLET H: As defined in the standard (documentation of jurisdiction)

- BULLET I: As defined in the standard (documentation of unmarked vehicles)
- BULLET J: As defined in the standard (documentation of annual administrative review for each year)

3. Copies of police reports that identify each bullet for each year of the cycle.

CHAPTER 20

TRAFFIC ADMINISTRATION

Standards in this chapter govern the administrative and support processes that enable the agency to execute its responsibilities for traffic law enforcement. Traffic support activities include data collection and analysis, formulation of policy and procedures, development of effective enforcement techniques, program planning, personnel allocation and utilization, and program evaluation.

20.1 TRAFFIC FUNCTION

The agency has a written directive that defines the assignment of the responsibility for its traffic function.

ANALYSIS: A clear definition of purpose and function enables officers to know what actions are in concert with agency policy, thus facilitating consistent delivery of services to the community. Depending upon the organization of the traffic component and the degree of specialization within it, responsibilities for particular functions may be assigned to the patrol division or to another specialized unit.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or other means of demonstrating assignment

20.2 TRAFFIC RECORD SYSTEM, CONTENTS & REVIEW (Time Sensitive)

The agency shall have a traffic record system containing traffic accident data and traffic enforcement data. The agency shall also have a directive that governs the agency's traffic records system, which includes a traffic report review process that at a minimum includes:

- a. Processing, maintenance, and distribution of records.
- b. Retention requirements.
- c. Release of records.
- d. Report and reporting system review plans

ANALYSIS: The traffic records system should be capable of rapidly providing accurate information to field personnel who are performing primary traffic functions. This system should also be capable of providing

compilations of data upon which management decisions may be based. Some of the required data may also be collected and compiled by other state and local agencies. It is not the intent of this standard to require dual record keeping so long as the data are readily available to the agency. The records file should contain the locations of all traffic accidents and citations to provide a ready reference for accident and enforcement data related to specific intersections or segments of roadways.

Traffic records shall be included in the agency's centralized records system. The directive should ensure prompt transmittal of required copies to affected components and to appropriate state and local agencies as required by statute or agency policy based on need for that information. The agency may establish a reasonable fee for providing copies of accident report forms and/or accident photographs. The guide for developing the fees for agency reports is defined by Missouri Open Records Law.

The review directive for the system shall at a minimum require supervisors to conduct an initial review of traffic reports before submittal to Records to ensure that the reports are submitted in a timely manner and that they contain complete and accurate information. There shall at a minimum be a continuing formal review process to ensure that the capabilities of the agency's records system are both understood and used. This review will also identify problems and essential modifications.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard to include documentation of processing, maintenance, and distribution of records
 - BULLET B: As defined in the standard to include documentation of retention requirements
 - BULLET C: As defined in the standard to include documentation of the release of records
 - BULLET D: As defined in the standard to include documentation of report and reporting system review
3. Copies of records demonstrating the collection of traffic accident data
4. Copies of records demonstrating the collection of traffic accident enforcement data
5. File documentation needs to be inclusive of all years of the cycle

CHAPTER 21

TRAFFIC LAW ENFORCEMENT

Standards in this chapter govern the agency's traffic law enforcement activities performed by the patrol component and the specialized traffic component, if the agency maintains a unit committed solely to this function. These activities are specifically directed toward controlling violations through preventive patrol and active traffic enforcement. The standards also govern relationships with motorists, pedestrians, courts,

and prosecutors. The standards in Chapter 22 (Patrol) are directly related to traffic law enforcement since many traffic functions are normally performed by the patrol component.

21.1 TRAFFIC LAW ENFORCEMENT & INVESTIGATION

The agency has a written directive that establishes uniform procedures for taking enforcement action incidental to traffic law violations, including physical arrest, notices of infraction, and warning.

ANALYSIS: *The directive shall establish guidelines that ensure enforcement actions are commensurate with applicable laws and address the degree and severity of the violation committed. The directive shall also emphasize traffic enforcement quality is at least as important as quantity.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation that demonstrates enforcement action incidental to traffic law violations including:
 - physical arrest
 - notices of infraction
 - warning

21.2 SPECIAL GROUP VIOLATORS

The agency has a written directive that establishes procedures for handling traffic law violations committed by:

- a. Non-residents of the agency's service area
- b. Juveniles
- c. Legislators
- d. Foreign diplomats and consulate officers
- e. Military personnel

ANALYSIS: *The written directive shall address all special processing requirements or procedures that apply to traffic law violations committed by the classes of persons enumerated above and any others that require special processing by virtue of state, federal or local mandates.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Non-residents)
 - BULLET B: As defined in the standard: include documentation (Juveniles)
 - BULLET C: As defined in the standard: include documentation (Legislators)
 - BULLET D: As defined in the standard: include documentation (Foreign diplomats)
 - BULLET E: As defined in the standard: include documentation (Military Personnel)
3. Each bullet needs documentation demonstrating compliance for each year of the cycle.

21.3 INFORMATION PROVIDED TO VIOLATOR

The agency has a directive that requires notification to a motorist of specific information relative to the citation, at the time of issuance, which includes the following:

- a. Court appearance date, time and location
- b. Whether court appearance by the motorist is mandatory
- c. Whether the motorist may be allowed to enter a plea/and or pay the fine by mail or otherwise
- d. Other information the agency indicates must be provided to the motorist prior to release

ANALYSIS: *It is essential that officers fully explain the rights and requirements imposed on motorists upon arrest or issuance of a citation for a traffic violation. A brief publication explaining the motorists rights and responsibilities and a fine schedule issued with the citation may augment the information provided verbally by the officer. It may also help to dispel some of the confusion, and therefore some of the bad feeling on the part of the motoring public what can be essentially a negative situation.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Court appearance date, time and location)
 - BULLET B: As defined in the standard: include documentation (is court appearance mandatory)
 - BULLET C: As defined in the standard: include documentation (is motorist be allowed to enter a plea/and or pay the fine by mail or otherwise)
 - BULLET D: As defined in the standard: include documentation (Other information provided to the motorist)
3. Each bullet needs documentation demonstrating compliance for each year of the cycle. This is usually found on the citation and a few for each year will suffice.

21.4 UNIFORM ENFORCEMENT

The agency has a written directive that establishes uniform enforcement policies and procedures regarding:

- a. Driving under the influence of alcohol/drugs
- b. Speed violations
- c. Other hazardous violations
- d. Equipment violations
- e. Public carrier/commercial vehicle violations
- f. Non-hazardous violations
- g. Multiple violations
- h. Newly enacted laws and/or regulations
- i. Bond requirements and amounts
- j. Violations resulting in traffic accidents

k. Prohibition of bias based vehicle stops (Missouri State Law)

ANALYSIS: *The public has a right to consistent and fair treatment. This goal should be reflected in directives that require consistent treatment and bond for similar circumstances. The intent of this directive is to provide guidelines for uniform traffic law enforcement actions for routine situations. Uniform enforcement supports the ultimate aim of traffic law enforcement, that is, to achieve voluntary compliance with traffic laws and regulations. The policy cannot and should not supplant officer judgment, for it is impossible to foresee every conceivable situation involving traffic violations. In unusual circumstances, the officer must decide what enforcement action is proper based on a combination of training, experience, and common sense.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Driving under the influence of alcohol/drugs)
 - BULLET B: As defined in the standard: include documentation (Speed Violations)
 - BULLET C: As defined in the standard: include documentation (Other Hazardous Violations)
 - BULLET D: As defined in the standard: include documentation (Equipment Violations)
 - BULLET E: As defined in the standard: include documentation (Public Carrier/Commercial Vehicle Violations)
 - BULLET F: As defined in the standard: include documentation (Non-Hazardous Violations)
 - BULLET G: As defined in the standard: include documentation (Multiple Violations)
 - BULLET H: As defined in the standard: include documentation (Newly Enacted Laws and Regulations)
 - BULLET I: As defined in the standard: include documentation (Bond Requirements and Amounts)
 - BULLET J: As defined in the standard: include documentation (Violations Resulting In Traffic Accidents)
 - BULLET K: As defined in the standard: include documentation (Prohibition of Bias Based Vehicle Stops-Missouri State Law)
3. Each bullet needs documentation demonstrating compliance for each year of the cycle. Many of these elements are found on a citation others in police reports or other agency forms. A few for each bullet will suffice as proofs.

21.5 REPORTS, REPORTING, AND INVESTIGATING ACCIDENTS

The agency has a written directive that defines preparation and processing of traffic citations, arrest reports, mandatory racial profiling reports and other supplemental reports. This written directive shall incorporate established procedures, and assigns responsibility and

accountability for reporting and investigating traffic accidents generally and specifically involving:

- a. Death or injury
- b. Property damage
- c. Hit and run/leaving the scene
- d. Impairment due to alcohol or drugs
- e. Hazardous materials
- f. Accident scene procedures for handling injuries, fire hazards, and hazardous materials

ANALYSIS: *Traffic citations and arrest reports form the basis for prosecution and ultimate adjudication of traffic offenses; thus, it is essential that specific guidelines on preparation, processing, and distribution be provided to field personnel. Guidelines should also cover the same criteria for supplemental reports. This directive shall clearly define the mandatory racial profiling reporting process of the agency.*

Methods should be formulated to guarantee that the agency has the ability to investigate and report accidents skillfully and promptly. The directive should differentiate between when only a report is required and when a detailed investigation is needed. The criteria for determining this should be included in the policy as well as in the recruit and in-service training received.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet. The standard statement itself contains multiple bullets that need to be addressed in addition to the following bullets.
 - BULLET A: As defined in the standard: include documentation (Death or injury)
 - BULLET B: As defined in the standard: include documentation (Property damage)
 - BULLET C: As defined in the standard: include documentation (Hit and run/leaving the scene)
 - BULLET D: As defined in the standard: include documentation (Impairment due to alcohol or drugs)
 - BULLET E: As defined in the standard: include documentation (Hazardous materials)
 - BULLET F: As defined in the standard: include documentation (Accident scene procedures for handling injuries, fire hazards, and hazardous materials)
3. Each bullet needs documentation demonstrating compliance for each year of the cycle. Many of these elements are found on a citation others in police reports or other agency forms. A few for each bullet will suffice as proofs

21.6 CONTACTS WITH VIOLATORS

A written directive that establishes procedures for officers in stopping, approaching, and contacting alleged traffic law violators.

ANALYSIS: *A directive outlining procedures for contacting is important for several reasons. The purpose of a traffic stop is to favorably influence the violator's future driving habits. Because of the nature of these stops, these activities are often tense and dangerous. The officer's personal safety and the safety of others must also be addressed. Because contacts of this nature are some of the most frequent for law enforcement officers and the public, the officer must remember that officer/citizen relations are also important. The policy should reflect that officer safety, public relations, and the improvement of poor driving habits are all concerns that can be addressed.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of police reports demonstrating compliance with the standard for each year of the cycle.

21.7 SPEED MEASURING DEVICES

A written directive that governs the use of speed measuring devices in traffic law enforcement, including:

- a. Operational procedures
- b. Equipment specifications, care, upkeep, maintenance, and calibration
- c. Operator training and certification

ANALYSIS: *Operators should be fully trained and required to demonstrate their competence with the equipment they have been trained to operate, under varying conditions in supervised field performance tests.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard
 - BULLET B: As defined in the standard: include documentation (Equipment specifications, care, upkeep, maintenance, and calibration – for each year of the cycle)
 - BULLET C: As defined in the standard: include documentation (training and certification records– for each year of the cycle)

21.8 TRAFFIC CITATION ACCOUNTABILITY

The agency has a written directive that establishes procedures governing accountability for traffic citations. This directive at a minimum shall address:

- a. Logging of court dispositions
- b. Lost or stolen citations
- c. Voided citations
- d. Amended/dismissed citations
- e. Accountability procedures

ANALYSIS: *The directive should ensure that traffic citations are accounted for from the point of issuance to individual officers through final adjudication by the court or administrative authority.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Logging of court dispositions)
 - BULLET B: As defined in the standard: include documentation (Lost or stolen citations)
 - BULLET C: As defined in the standard: include documentation (Voided citations)
 - BULLET D: As defined in the standard: include documentation (Amended/dismissed citations)
 - BULLET E: As defined in the standard: include documentation (Accountability procedures)
3. Each bullet needs documentation demonstrating compliance for each year of the cycle.

21.9 SOBRIETY CHECKPOINT OPERATIONS

The agency has a written directive that establishes procedures governing the use of sobriety checkpoints and the operation of those checkpoints, if used.

ANALYSIS: *The directive shall ensure that the operation of sobriety checkpoints is done in compliance with the appropriate state statutes and court decisions. The manner, in which the checkpoint is set-up as well as the selection of vehicles to be checked, should be defined in the directive.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance with standards and agency policy regarding sobriety check points for each year of the cycle

21.10 TRAFFIC DIRECTION AND CONTROL FUNCTION

The agency has a written directive that governs the agency's traffic direction and control functions.

ANALYSIS: *Without proper traffic direction and control efforts on the part of law enforcement agencies, chaos could very well ensue on our streets and highways. The agency has the responsibility, within its service area, of providing these services. The agency shall use an up-to-date issue of the Manual on Uniform Traffic Control Devices for Street Highways, which is published by the Federal Highway Administration. This text is available from the U.S. Government Printing Office.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of training records and lesson plans demonstrating use of the Manual on Uniform Traffic Control Devices for Street Highways or POST certificate indicating the same.

21.11 HIGH VISIBILITY CLOTHING

A written directive that requires personnel to wear high visibility clothing when involved with traffic direction and control.

ANALYSIS: *By using this safety equipment officers can greatly improve their personal security while involved in performing such potentially hazardous tasks as directing traffic at accident or disaster scenes.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Photo of officer utilizing appropriate equipment when involved with traffic direction and control

21.12 ESCORT SERVICES

The agency has a written directive that governs law enforcement escort services.

ANALYSIS: *The directive shall clearly state under what conditions, if any, this service is provided. It should differentiate between the procedures to be used for escorting in emergency situations and the more mundane escort that may be provided as a matter of routine. The directive shall also address escorts provided for unusual or hazardous loads as well as for oversize loads. The practice of escorting civilian vehicles in medical emergencies is inherently hazardous and should be avoided. If at all possible, any injured or ill person should be transported by ambulance. If*

the agency chooses to provide this service, strict guidelines should control the actions of the officers.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance with standards and agency policy for each year of the cycle if allowed.

21.13 ROADBLOCKS

The agency has a written directive that describes those circumstances warranting the use of roadblocks and specifies procedures for their implementation.

ANALYSIS: *Because of the high risk potential that exists with the implementation of roadblocks, it is essential that the agency use and develop procedures that can be applied in those situations that call for them. Field officers should be trained in those procedures. The directive shall designate the individuals who have the power to invoke the use of roadblocks and to cancel them. The types of roadblocks to be used by the agency should be listed in the directive. Roadblocks in pursuit situations should be dealt with in a manner that recognizes them to be a Use of Force issue.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance with standards and agency policy for each year of the cycle

21.14 EMERGENCY ASSISTANCE

The agency has a written directive that governs the provision of both emergency assistance and protection to highway users. The directive shall include at a minimum:

a. Hazardous Highway Conditions: A written directive specifies procedures for taking action to correct hazardous highway conditions.

b. Hazardous Materials: A written directive specifies procedures for the response to hazardous materials incidents. All field officers should be required to have training as specified by federal and state mandates for first responders. The training should emphasize identification of the hazardous material, evacuation of those persons in danger of contamination, isolation of the scene, and the establishment of a perimeter. That perimeter should be maintained

until individuals arrive with the technical skill and proper equipment to deal with the hazard.

c. Abandoned Vehicles: A written directive that specifies procedures for the handling of abandoned vehicles.

d. Towing: A written directive governs the removal and towing of vehicles and requires that a record be maintained of all vehicles removed or towed at the direction of agency personnel except as necessary as a result of motor vehicle traffic accidents. The directive should specify the methods prescribed for this task. It should also list the circumstances where removal is necessitated: (1) illegally stopped, parked, or standing vehicles; (2) stolen or abandoned vehicles; and (3) those vehicles in the agency's custody. All vehicles towed at the direction of the law enforcement agency, should be inventoried before removal. Written procedures should be in place to ensure the timely notification of owners of towed vehicles as well as the release or other disposition of the vehicles.

ANALYSIS: *This directive involves the elements of those services that are provided to needy motorists who utilize the highways within the agency's jurisdiction. The activities performed by the agency's personnel range from providing emergency first aid to obtaining ambulances, tow trucks, fire suppression equipment and personnel, and any other service that may be required for the preservation of life and property.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Hazardous Highway Conditions)
 - BULLET B: As defined in the standard: include documentation of Training and Response
 - BULLET C: As defined in the standard: include documentation (Abandoned Vehicles)
 - BULLET D: As defined in the standard: include documentation (Towing)
3. Copies of reports demonstrating compliance with standards and agency policy for each year of the cycle

CHAPTER 22

PATROL

Patrol is considered to be a primary policing function. This function is quite general and covers a wide array of services, responsibilities, duties and activities. The standards below cover the operational aspects of the patrol function. The purpose of these standards is to enhance patrol operations and to standardize

practices and procedures so that the agency can more effectively fulfill its mission.

22.1 COMMUNICATION, COORDINATION, AND COOPERATION

The agency has a written directive that establishes procedures for communication, coordination, and cooperation between patrol shifts and between patrol and other components of the agency.

ANALYSIS: *It is essential that a well run agency have the ability to pull together its various components in order to achieve its objectives and the level of law enforcement expertise that is demanded by the service area it is responsible for. The components of the agency do not operate in a vacuum. The patrol unit must coordinate its activities with the investigative unit and any other agency unit with which it has to deal. Coordination and cooperation are achieved through effective communication. Information is passed on through the use of roll call at staff meetings, through the exchange of daily bulletins, memoranda, et cetera.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance. (Information is passed on through the use of roll call and roll call sheets, hot sheets, participation at staff meetings, investigators attending roll call, through the exchange of daily bulletins, memoranda, etc...)

22.2 COVERAGE, PATROL SHIFTS AND SCHEDULES

Law enforcement response to emergencies shall be available 24 hours per day, every day of the week, within the agency's service area. A written directive establishes the procedures to be used in assigning officers to patrol shifts and specifies the applicable criteria and frequency of rotation therein including procedures for determining days off for patrol officers and first line supervisors.

ANALYSIS: *It is not absolutely necessary that round-the-clock patrol be provided, only that the capability exists for response to emergencies. If the agency that is normally responsible for the law enforcement function in the community is not available during certain hours, written agreements shall exist to ensure emergency service to the community. A procedure without variations, whether influenced by a system based on officer seniority, the individual officer's preference, or the administration's determination of who best fits where, should ensure the appearance and spirit of fairness in the process of deciding shift assignments. The final decision as to who is to be assigned to the individual shifts should be made by the administration. This standard also requires that a structural method can be devised for assigning days off. The method should be as fair and equitable as*

possible but with the understanding that officers will be assigned according to department needs. Assignments should be made based upon peak service demand trends upon the agency whenever possible.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of daily assignment sheets for all years of the cycle

22.3 ON-SCENE SUPERVISOR

The agency has a written directive that describes the circumstances requiring the on-scene presence of a patrol supervisor for the purpose of assuming command.

ANALYSIS: *Occasions exist when the physical presence of a supervisor should be mandatory. These situations may vary in nature from the scene of a serious incident where someone who has more than minimal authority is required or to a situation where the on-scene officers are requesting supervisory assistance. The directive shall indicate those situations where notification of supervisory personnel is mandatory.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports, CAD entries, memos, etc... that demonstrate the required presence of a supervisor for all years of the cycle.

22.4 INVESTIGATIONS

The agency has a written directive that prescribes the categories of crimes and incidents wherein patrol officers are responsible for conducting preliminary investigations and/or follow-up investigations.

ANALYSIS: *Although most agencies require that patrol officers conduct preliminary investigations, larger agencies usually have the advantage of formal investigative units to do the follow-up work. In smaller agencies patrol officers frequently perform all aspects of the investigative function.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance with policy for all years of the cycle

22.5 FIELD INTERVIEWS

The agency has a written directive that governs the use and conduct of field interviews.

ANALYSIS: Properly conducted and documented field interviews have the potential of depriving offenders of one of their most cherished attributes - anonymity. When they know that their movements are being monitored, they are less likely to feel secure in engaging in criminal activity. When they do violate the law, the likelihood of their apprehension is enhanced. The field officer must be aware of Constitutional restrictions governing the use of field interviews and must also be trained in the consequences of misuse, which may prompt both litigation and adverse citizen reaction.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of completed Field Interviews Forms or other similar reports demonstrating compliance for all years of the cycle

22.6 CANINE UNITS

The agency has a written directive that governs the utilization, if any, of canine units to include the qualifications, selection, training, vehicle use, acquisition, funding, etc...

ANALYSIS: For public safety reasons and because of the potential for successful litigation against law enforcement agencies, public entities, and the individual officer, only properly and professionally trained canine teams should be used for day-to-day law enforcement patrol operations. Stringent policies governing the use of Canine units and the extent of training required should be contained in the directive.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance for all years of the cycle. (Remember to include documentation that completely provides proofs to demonstrate the entire policy, i.e.....qualifications, selection, training, vehicle use, acquisition, funding, etc...)

22.7 NOTIFICATION OF NEXT OF KIN

The agency has a written directive that establishes procedures for notifying the next-of-kin of deceased, seriously injured, or seriously ill persons.

ANALYSIS: The procedures shall ensure that the notifications are carried out promptly and in a considerate manner. When possible, assistance should be considered from the clergy, a relative or a close friend. Procedures should also address notification requests initiated by other agencies. The agency may also want to address notifications for accident and non-accident situations in the same directive. The release of

information to the media should also be addressed with this consideration in mind.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating compliance for all years of the cycle

22.8 VICTIM NOTIFICATION AND SERVICES MANDATES

A written directive establishing procedures that comply with constitutional and state law relating to mandatory victim notifications, information, and mandated services that law enforcement agencies provide, including:

- a. Victim Rights Notification
- b. Requirements under Missouri Law relating to Domestic Violence
- c. Transportation by law enforcement of victim requirements
- d. Medical treatment, assistance, and service

ANALYSIS: *The purpose of this standard is to ensure that the department by way of written directives complies with Missouri and Constitutional requirements to provide victims the proper and mandated notifications, information, service, and assistance. (Example is the Missouri Adult abuse act, which designates specific actions for law enforcement in responding to calls of domestic violence specifically for the victim.)*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard: Victim Rights
BULLET B: As defined in the standard: Domestic Violence Requirements
BULLET C: As defined in the standard: Transportation
BULLET D: As defined in the standard: Medical treatment, assistance & service
3. Copies of reports that completely identify all elements of each bullet for all years of the cycle.

CHAPTER 23

CRIMINAL INVESTIGATION

Regardless of the size of the agency, criminal investigation is a major part of the agency's responsibility to those it serves. Larger agencies may provide a Criminal Investigation Division in which varying degrees of specialization may occur. Regardless of the size, the proper authority, procedures, accountability and expectations for the criminal investigation function must be established.

23.1 CRIMINAL INVESTIGATION FUNCTION

The agency has a written directive that establishes the agency's criminal investigation function.

ANALYSIS: *The directive shall provide a basic description of the function, stress its importance to law enforcement, and specify those within the agency responsible for performing the investigations.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of current TO or similar document demonstrating existence of Investigations Unit

23.2 CRIMINAL INVESTIGATION COMPONENT

The agency has a written directive that establishes a criminal investigation component.

ANALYSIS: *If an agency does not have a full-time criminal investigation component, the directive shall identify whose responsibility it is to conduct and supervise criminal investigations.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of assignment roster for all years of the cycle

23.3 ASSIGNMENT OF INVESTIGATIVE PERSONNEL

The agency has a written directive that ensures that personnel are assigned to case investigation based upon their possession of the requisite skills, knowledge, and abilities.

ANALYSIS: *When cases require specialized investigative skills, those officers possessing the skills should receive those assignments. This does not preclude the assignment of personnel where needed, rather it should emphasize the need to utilize those personnel with expertise in a given area to their area of specialty.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating assigned personnel possess the skills required for the function. (Training certificates or rosters, lesson plans specialized schools or conferences, tenure with demonstrated skills, etc...)

23.4 CASE DESIGNATION

The agency has a written directive that ensures all cases received by the criminal investigation component are given designations similar to "open", "closed", or "suspended".

ANALYSIS: *These designations assist the agency with the management and control of the caseload. "Open" designates a case as being under active investigation. "Closed" identifies the case as having been completed. "Suspended" indicates that all leads have been investigated with no resultant case resolution, however, should further leads be developed, the investigation will be resumed.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of case disposition from each category identified in policy for all years of the cycle.

23.5 INFORMING VICTIMS OF CASE STATUS

The agency has a written directive that establishes procedures for informing crime victims of the status of their cases.

ANALYSIS: *This directive ensures that the victims of crime are kept informed of developments in their respective cases. This directive should also cite the provisions of statutes such as the "Victims Bill of Rights".*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports, check off lists, memo's, or other documentation that demonstrates compliance with the agency policy

23.6 USE OF INFORMANTS

A written directive that identifies policies and procedures to be adhered to when handling informants, to include:

- a. Inclusion of informants in a master file
- b. Content of the informant file
- c. Maintenance of an informant file
- d. Security of informant file and related codes
- e. Other methods to protect the identity of informants
- f. Criteria for compensating informants, when appropriate
- g. Precautions to be taken with informants, generally
- h. Special precautions to be taken with juvenile informants

ANALYSIS: *One of the primary assets of the law enforcement officer is the informant. Many cases would remain unsolved without the information provided by informants. Procedures should be instituted to provide guidelines for the use of informants, to avoid misuse of this resource and to lessen any negative reaction. Further precautions should be taken when dealing with juveniles or informants of the opposite sex or those whose sexual preferences could compromise an investigation through allegations of improper conduct. The integrity of the officer/s and the investigation is always the main concern. Access to the master file should be limited with the emphasis being on control and security. Coded information should always be used in dealings with informants, including allocation of funds.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (photo of and identification of the location of master file)
 - BULLET B: As defined in the standard: include documentation (sample of the content of the informant file)
 - BULLET C: As defined in the standard: include documentation (reports of purging and updating the file)
 - BULLET D: As defined in the standard: include documentation (photo of secured file)
 - BULLET E: As defined in the standard: include documentation (use of code names, etc...)
 - BULLET F: As defined in the standard: include documentation (copies of funds authorization)
 - BULLET G: As defined in the standard: include documentation (could only be policy, include any other proofs you have)
 - BULLET H: As defined in the standard: include documentation (many agencies prohibit the use of juveniles as informants, include any proofs you have if you do use them)
3. Proofs demonstrating compliance with all the bullets need to be provided for all years of the cycle. Proofs may be redacted if deemed necessary

23.7 INFORMANT FUND (Time Sensitive)

When an agency provides a fund for the payment of informants, a written directive establishes criteria for control of the fund, to include:

- a. Accessibility
- b. Criteria for use
- c. Accounting
- d. Auditing (At a minimum annually.)

ANALYSIS: *Because of the classified character of this fund, it is essential that careful records be maintained, in code, to provide for accountability and for auditing purposes. The criteria for use would include provision for determining the value of information to an investigation. This would affect the amount of the fund to be paid to the individual informant/so Special requirements may be*

present if state or federal grants are used to fund efforts involving such informant payments.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard:
 - BULLET B: As defined in the standard:
 - BULLET C: As defined in the standard: include documentation (copies of ledgers, payment requests, receipts, etc...)
 - BULLET D: As defined in the standard: include documentation (copies of annual audit for each year of the cycle)
3. Proofs demonstrating compliance with all the bullets need to be provided for all years of the cycle. Proofs may be redacted if deemed necessary

23.8 ACCOUNTABILITY FOR CONDUCTING INVESTIGATIONS

The agency has a written directive that specifies accountability for conducting preliminary and follow-up criminal investigations.

ANALYSIS: *In order to fix responsibility and provide for continuity in the investigative process, the directive shall specify which division or unit of the agency is to carry out the preliminary phase of the investigation and which is to conduct the follow-up phase. In smaller organizations the responsibility for both phases usually rests on the same unit or individual.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports demonstrating preliminary investigations and who conducts them for each year of the cycle
4. Copies of follow-up criminal investigations and who conducts them for each year of the cycle

23.9 CASE STATUS CONTROL SYSTEM

The agency has a written directive that establishes an investigative case status control system.

ANALYSIS: *The directive should ensure documentation of the investigator assigned, date of assignment, case number, and the due date of the report on the progress in, or completion of, the case.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

3. Copies of ledgers, logs, check lists, printouts or whatever method is used to demonstrate case status control for each year of the cycle

23.10 PROCEDURES FOR USE IN CRIMINAL INVESTIGATIONS

The agency has a written directive that establishes procedures to be followed in conducting criminal investigations that are in compliance with the United States Constitution and Missouri Statutes, to include:

- a. Information development
- b. Interviews and interrogations (specifically in compliance with RSMo. 590.700.1-Custodial Interrogation)
- c. Collection, preservation and use of physical evidence
- d. Collection of DNA (specifically in compliance with RSMo. 650.050 through 650.060)
- e. Physical and electronic surveillance

ANALYSIS: *The methods of attainment and the use of information obtained from victims, witnesses, and informants should be addressed. The acceptability of those means used to gain the information must also be covered.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Information development)
 - BULLET B: As defined in the standard: include documentation (Interviews and interrogations) (specifically in compliance with RSMo. 590.700.1-Custodial Interrogation)
 - BULLET C: As defined in the standard: include documentation (Collection, preservation, and use of physical evidence)
 - BULLET D: As defined in the standard: (specifically in compliance with RSMo. 650.050 through 650.060-DNA)
 - BULLET E: As defined in the standard: include documentation (Physical and electronic surveillance)
3. Procedures for compliance with each bullet are found in agency directives. Proofs are generally found in investigative report files. Include copies of reports in each bullet that addresses the specific requirement for each year of the cycle

23.11 FOLLOW-UP INVESTIGATIONS

The agency has a written directive that establishes steps to be followed in conducting follow-up investigations, to include, at a minimum:

- a. Reviewing and analyzing all previous reports prepared in the preliminary phase
- b. Conducting additional interviews and interrogations (specifically in compliance with RSMo. 590.700.1-Custodial Interrogation)
- c. Reviewing departmental records
- d. Seeking additional information
- e. Reviewing results from laboratory examinations
- f. Arranging for dissemination of information as appropriate

- g. Planning, organizing, and conducting searches
- h. Preparing cases for court presentation
- i. Assisting in prosecution
- j. Identifying and apprehending suspects
- k. Collecting physical evidence
- l. Collection and use of DNA (specifically in compliance with RSMo. 650.050 through 650.060-DNA)
- m. Determining involvement of suspects in other crimes
- n. Checking suspects' criminal histories

ANALYSIS: *The intent of the directive is only to provide guidance. On any given case the use of some of these procedures may prove to be unnecessary.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation
 - BULLET B: As defined in the standard: include documentation (specifically in compliance with RSMo. 590.700.1-Custodial Interrogation)
 - BULLET C: As defined in the standard: include documentation (records checks, NCIC printouts, MULES printouts, Local records, etc...)
 - BULLET D: As defined in the standard: include documentation (Neighborhood investigations, other interviews, etc...)
 - BULLET E: As defined in the standard: include documentation (Lab requests and result reports)
 - BULLET F: As defined in the standard: include documentation (local broadcasts, NCIC and MULES entries, internal dissemination of info. media, etc...)
 - BULLET G: As defined in the standard: include documentation (application for search warrants, execution of same, reports of same, etc...)
 - BULLET H: As defined in the standard: include documentation (sample of case files for presentation to prosecutor)
 - BULLET I: As defined in the standard: include documentation
 - BULLET J: As defined in the standard: include documentation
 - BULLET K: As defined in the standard: include documentation (crime scene reports)
 - BULLET L: Collection and use of DNA (specifically in compliance with RSMo. 650.050 through 650.060)
 - BULLET M: As defined in the standard: include documentation (suspect background investigation)
 - BULLET N: As defined in the standard: include documentation
3. Procedures for compliance with each bullet are found in agency directives. Proofs are generally found in investigative report files. Include copies of reports in each bullet that addresses the specific requirement for each year of the cycle

23.12 TWENTY-FOUR HOUR COVERAGE

If the criminal investigation component of the agency does not provide investigators on duty to ensure 24-hour coverage, an "on call" list of investigators is maintained.

ANALYSIS: *Provision should be made for ensuring the availability of an investigator on a 24-hour basis. The list of personnel on call should be provided to the communications center and to the watch commander.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of a few months of On-Call schedule for each year of the year of the cycle

23.13 DETECTION OF DECEPTION DEVICES

The agency has a written directive that governs the use of technical aids used in the detection of deception in criminal investigations. If technical aids used for the detection of deception are employed, the operators/examiners are graduates of schools or institutions that provide bona fide or certified training in the operation of these devices.

ANALYSIS: *The directive shall regulate the use of instruments such as the polygraph, physiological stress evaluator, et cetera. The directive shall also identify those individuals who are qualified to operate the instruments that the agency utilizes in the detection of deception. There should be proof that those individuals operating this type of equipment are qualified to do so. Documentation of the training provided at schools, which specialize in this area, provides this proof.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of current and updated Training Certificates

CHAPTER 24

CRIME PREVENTION

This is one of those functions whose importance increases as manpower and budgets decrease. A larger agency should have a crime prevention component, but a smaller organization may be able to assign the responsibilities for this function to a single officer. This component or individual coordinates the crime prevention activities of the agency and sets up crime prevention programs for the community. Crime prevention is a proactive police and community function and all members of the agency should understand that crime prevention is the responsibility of everyone in the organization.

24.1 CRIME PREVENTION FUNCTION

The agency has a written directive that establishes the agency's crime prevention function and designates at least one member of the

organization whose responsibility it is to plan and coordinate crime prevention.

ANALYSIS: *In its efforts to prevent and deter crime, law enforcement seems to become more handicapped with each passing year. Budgetary and manpower restrictions, combined with increases in both crime and those individuals who engage in it, add to the law enforcement burden. To combat the problem law enforcement must rely increasingly on crime prevention activities, training the public to assist in the effort.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation that demonstrates compliance with the agency policy as it relates to the crime prevention function. Include sufficient documentation to demonstrate all aspects of the policy.
4. Copies of TO or assignment roster demonstrating identity of the crime prevention officer and completion of specific duties

24.2 COMMUNITY POLICING AND PROBLEM SOLVING

The agency has a written directive articulating its commitment to community policing and problem solving.

ANALYSIS: *Community policing and problem solving is a commitment to proactively work with the community and within the agency to enhance the safety of a community and to proactively seek solutions that directly and indirectly predicate criminal activity. This directive shall define the agencies commitment and define its structure and activity that supports this commitment.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation that demonstrates compliance with the agency policy as it relates to the Community Policing. Include sufficient documentation to demonstrate all aspects of the policy.

CHAPTER 25

JUVENILE OPERATIONS

Standards in this section cover the agency's juvenile operations function. By law juveniles enjoy a special status and must be handled in a manner unlike that used with adults. The operative idea here is the protection of the child, as well as society, with the emphasis placed upon the juvenile's rights and welfare.

25.1 JUVENILE OPERATION FUNCTION:

The agency has a written directive that governs the assignment of its juvenile operations function.

ANALYSIS: *Because of the special procedures to be used in handling juveniles, it is important that some degree of specialization be used by the agency. If manpower problems create a situation where a full time juvenile specialist cannot be provided, the agency should consider adding this responsibility to a single individual to coordinate in addition to other duties.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or assignment roster demonstrating Juvenile Officer Position

25.2 USE OF FORCE - JUVENILES

The agency has a written directive that requires officers dealing with juvenile offenders use the least coercive of all reasonable alternatives consistent with preserving public safety, order, and individual liberty.

ANALYSIS: *"Parens patriae" is the doctrine that the state takes the role of a parent in handling juveniles rather than maintaining an adversarial position with the child. Law enforcement officers should understand that under this doctrine they should seek use of the least forceful alternative at their disposal, one that will accomplish both the law enforcement goal and safeguard the welfare of the juvenile offender. The alternatives may range from release of the juvenile with a verbal warning to referral to juvenile court.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

25.3 RELEASE OF JUVENILES

The agency has a written directive that establishes procedures for the release of juveniles or adjustment of juvenile cases by the agency.

ANALYSIS: *In addition to the use of social service agencies or the juvenile justice system, officers have at their disposal the use of other alternatives for handling juveniles. These alternatives include warnings, referrals, and consultations with parents. Of course, these alternatives are primarily used in cases of a less serious nature.*

Recommended Documentation:

1. CSSR completed as an index to the file

2. Current written directive appropriately identified and highlighted
3. Copies of Reports, social referrals, and other similar documentation that demonstrate compliance with each aspect of the agency policy in regard to its juvenile processing procedure on juvenile release
4. Include documentation for each year of the cycle

25.4 REFERRAL TO INTAKE

The agency has a written directive that establishes criteria governing referral of juvenile offenders to intake.

ANALYSIS: *The referral of suspected juvenile offenders to the juvenile court system should be reserved for offenses of a serious criminal nature or for repeated criminal offenses. Referral may also be required in those instances where the juvenile is not the recipient of effective parental supervision or where the juvenile, after having been placed in a diversion program, fails to participate in it.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Reports, juvenile court referrals, and other similar documentation that demonstrate compliance with each aspect of the agency policy in regard to its juvenile processing procedure on juvenile court referrals
4. Include documentation for each year of the cycle

25.5 CITATIONS OR SUMMONS

The agency has a written directive establishing criteria and procedures for the issuance of written citations or summonses to juvenile offenders to appear at intake in lieu of custodial arrest.

ANALYSIS: *The issuing of a citation or summons, in lieu of physical arrest, is in line with the policy of use of the least coercive of reasonable alternatives as mentioned in 24.2. The seriousness of the offense, the possibility of the involvement of drugs or weapons, past delinquent behavior, existence of violence in the act are all considerations to be used in establishing criteria used to come to a decision about whether or not the issuance of a citation or summons is appropriate.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Reports, juvenile court written referrals, and other similar documentation that demonstrate compliance with each aspect of the agency policy in regard to its juvenile processing procedure on juvenile court written referrals in lieu of custodial apprehension for each year of the cycle

25.6 PROTECTIVE CUSTODY

The agency has a written procedure for taking a juvenile into custody when:

- a. The juvenile is alleged to have engaged in non-criminal behavior (a status offense).
- b. The juvenile is alleged to have been harmed or to be in danger of harm.

ANALYSIS: *An example of a status offense would be the taking into custody of a juvenile for curfew violation. The procedure should be as explicit as possible so as to offer direction to officers.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard: include documentation (status offender)
BULLET B: As defined in the standard: include documentation (harmed; in danger)
3. Include documentation demonstrating compliance with the standard and specific agency directive for all years of the cycle. These proofs are typically copies of juvenile apprehension reports.

25.7 JUVENILES IN CUSTODY

The agency has a written directive that establishes procedures for juveniles, who have been taken into custody, including:

- a. Immediately advising the juvenile of their constitutional rights
- b. Taking the juvenile to the intake facility or juvenile component without delay, unless emergency medical treatment is required
- c. Explaining agency and juvenile justice system procedures to the juvenile prior to interview or interrogation

ANALYSIS: *The purpose of this standard is to clarify those procedures to be adhered to by law enforcement officers during the custodial processing of juvenile offenders. A written directive helps ensure that a consistent procedure is followed that complies with statutory requirements for dealing with juveniles.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: As defined in the standard: include documentation (Miranda warning)
BULLET B: As defined in the standard: include documentation (immediate transfer to juvenile facility)
BULLET C: As defined in the standard: include documentation (full explanation of process prior to interview/interrogation)
3. Include documentation demonstrating compliance with the standard and specific agency directive for all years of the cycle. These proofs are typically copies of juvenile apprehension reports, Miranda warnings, etc...

25.8 FINGERPRINTS AND PHOTOGRAPHS

The agency has a written directive that establishes procedures and describes the policy for the collection, dissemination, and retention of fingerprints, photographs, and other forms of identification pertaining to juveniles.

ANALYSIS: *Justification required for the fingerprinting and photographing must be established and should be included in the directive. "Other forms of identification" may be anything removed from the person of a juvenile, e.g., hair samples, handwriting samples, et cetera, which might be used in criminal investigations.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each element of the standard
3. Copies of Juvenile Code, State Law, Police Reports and other agency documentation that demonstrates compliance with the standard and agency policies as it pertains to collection and retention of Juvenile process for identification

25.9 RECORDS

The agency has a written directive that establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles, including:

- a. Separation of adult and juvenile arrest and identification records
- b. Provisions relating to court ordered expunging of records
- c. Provisions governing disposition of records when juveniles reach adult age
- d. Provisions for access to records on a need-to-know basis only
- e. Identifiable person or position that is accountable for the collection and dissemination
- f. Retention of juvenile records

ANALYSIS: *The separation of these records from adult records and the manner in which they are handled emphasize the special status of juvenile cases.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Separation of adult and juvenile arrest and identification records: could include printout, photo of separation, memo, etc...)
 - BULLET B: As defined in the standard: include documentation (court ordered expunging of records: Records Retention Laws, Court Orders, expunging schedule, etc...)
 - BULLET C: As defined in the standard: include documentation (when juveniles reach adult age: Juvenile Codes, destruction orders, etc...)
 - BULLET D: As defined in the standard: include documentation (sign-in logs, restricted access defined, security printouts, etc...)

- BULLET E: As defined in the standard: include documentation (Records Supervisor: Copy of TO or other assignment order)
- BULLET F: As defined in the standard: include documentation (Juvenile Records: Records Retention Laws, photo of stored files, etc...)
3. Include documentation demonstrating compliance with the standard and specific agency directive for all years of the cycle.

25.10 SOCIAL SERVICE AGENCIES

The agency maintains a listing of social service agencies in its area that provide services to youths.

ANALYSIS: *Because of the special status of juveniles, and because much of diversion takes place in the juvenile justice system, a list of referral agencies should be kept up-to-date so that both juvenile officers and field officers are aware of the alternatives available to them.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted if one exists for this standard
3. copies of the list as defined by standard

CHAPTER 26

UNUSUAL OCCURRENCES

"Unusual occurrences" are extraordinary situations, frequently of an emergency nature and range from natural to manmade disasters such as tornadoes, severe windstorms, fires, floods, and explosions. The emergencies may result from civil disturbances as in riot situations, labor problems, racial tension, et cetera. Because of their sensitive nature these situations call for as much preplanning as is possible.

26.1 PLANNING

The agency has a written directive that specifies the position responsible for planning the agency's response to unusual occurrences.

ANALYSIS: *During times of disaster or civil disturbances of major proportions there is little time to plan. It is essential that agencies make preparations for the possibility of such occurrences. Foresight and detail are the keys to proper planning. The person chosen to hold this position should receive as much training in the areas related to this function as is possible as he/she will be the primary planner and advisor to the chief executive officer.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

3. Copy of TO or other assignment documentation

26.2 NATURAL /MANMADE DISASTERS, CIVIL DISTURBANCES, AND MOBILIZATION (time sensitive)

The agency has a written plan for responding to natural and manmade disasters, plan for responding to civil disturbances, and emergency mobilization plan, including provisions for:

Communications.	Field command posts.
Military support.	Public facility security.
Traffic control.	Equipment requirements.
Transportation.	Field command posts.
Casualty information.	Court and prosecutorial liaison.
Community relations/public information.	General liaison with other agencies.
Other law enforcement agency support.	Juvenile offenders.
De-escalation procedures.	Rumor control.
Availability for command.	Post occurrence duties.
After action reports.	Arrest/confinement procedures.
Alert stages.	Primary and alternate assembly areas.
Equipment distribution	Special task force activation.
Key personnel designations.	Transportation assignments.
Management control measures.	Annual Rehearsals.
Media Relation and designated spokesperson	

ANALYSIS: *The fact that the critical areas listed above have been addressed should place the agency in a much better position to deal with emergencies as they occur. The agency may be faced with civil disturbances of varying nature and degree. It is important that the agency plan for those of the most serious nature as well as the minor situations that routinely arise. Mobilization of personnel is a primary stage to an effective response to a crisis.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet (remember a written directive does not have to be a General Order; in this case it might be a copy of your NIMS manual)
3. See Standard and comply with each aspect of the chart.
4. Include copies of After Action Reports for all years of the cycle
5. Include copies of Training and Rehearsal events (Rehearsals may be table top – or class room based)
6. All other proofs are generally found in the event reports and after action reports. Include copies to demonstrate compliance with each aspect of the chart for each year of the cycle

26.3 ANNUAL REVIEW (Time Sensitive)

The agency's unusual occurrence plans are reviewed annually and updated as necessary.

ANALYSIS: *Only by maintaining current plans will the agency be able to ensure that the appropriate responses are followed and that equipment, material and manpower are available when needed.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted if one exists
3. Copies of each annual review for each year of the cycle

26.4 EQUIPMENT INSPECTION (Time Sensitive)

The agency has a written directive that requires equipment designated for use in unusual occurrence situations is inspected at least once each month for operational readiness.

ANALYSIS: *This standard ensures that equipment earmarked for use during times of disaster or civil disturbance are in working order at all times.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. A few copies of the monthly inspection reports identifying all equipment for each year of the cycle

26.5 EMERGENCY OPERATIONS MANUAL (Time Sensitive)

The agency has an emergency operations manual for use by command officers, which is reviewed and updated at least annually.

ANALYSIS: *The manual should contain orderly instructions on how to use the plan. It should also list the internal and external resources available for use during emergencies, applicable operational orders, and Command Post requirements along with information on public information, communications, security, intelligence gathering and at-the-scene operations.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted if one exists
3. Copy of the Manual with annual review and update demonstrated for each year of the cycle

26.6 CORRECTIONAL FACILITIES (NA FUNCTION)

If the agency is involved in a contingency plan concerning an emergency situation at a correctional or other institution, it has a written plan for such an occurrence.

ANALYSIS: *Coordinated planning by both the institution and the agency increases the chances of reducing the chaotic conditions that normally occur at such times.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted if one exists
3. Copy of Manual or written plan

26.7 SITUATION MAPS

The agency has developed situation maps available for use in plotting operational commitments during unusual occurrences.

ANALYSIS: *The maps should be of scale that affords convenience, because of space considerations, and yet is large enough to be easily read and plotted on.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted if one exists
3. Copies or photo of map at designated locations, previously used maps, or other similar documentation to demonstrate compliance with standard

26.8 COMMAND AND CONTROL / NIMS

The agency has a written directive that addresses unusual occurrence/disaster planning and identifies the individual(s) who will exercise command and control over all civil law enforcement resources committed to unusual occurrence operations within the agency's jurisdiction.

ANALYSIS: *A directive designating this individual provides for unity of command in those operations involving multiple agencies.*

Homeland Security Presidential Directive 5 (HSPD-5) Management of Domestic Incidents called for the establishment of a single, comprehensive National Incident Management System (NIMS). The NIMS is a system that improves response operations through the use of the Incident Command System (ICS) and other standard procedures and preparedness measures. It also promotes development of multi-jurisdictional, statewide and interstate regional mechanisms for coordinating incident management and obtaining assistance during large-scale or complex incidents. HSPD-5 dictated that Federal departments and agencies shall make adoption of the NIMS a requirement for the provision of Federal preparedness assistance funds.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of TO or similar documentation that demonstrates Command Protocol and Control plans

26.9 MASS ARRESTS

The agency has a written directive that addresses a civil disturbance plan and includes the following provisions for carrying-out mass arrests:

- a. Processing
- b. Transportation
- c. Detention
- d. Evidence collection
- e. Security
- f. Identification
- g. Inter-agency agreements
- h. Defense counsel visitations
- i. Court and prosecutorial liaison
- j. Media relations/public information
- k. Food, water and sanitation
- l. Medical treatment

ANALYSIS: *Transportation, processing and confinement concerns should be thoroughly planned for before the need for mass arrest occurs. The plan should divide responsibility for functions and identify resources that will be available as necessary.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet BULLETS "A" through "L": See standard and included documentation to demonstrate each bullet. Included documentation if a "Mass Arrest" Situation has occurred or memo to the file indicating none have occurred during each or any year of the cycle.

CHAPTER 27

PLANNING AND RESEARCH

The future success of any law enforcement agency is largely dependent upon its ability to plan for the future and conduct necessary research. The analysis of reported crimes, request for services, and the development of agency plans, policy guidelines, and budget recommendations may be included in this function. Some agencies may have a section with full-time personnel dedicated solely to the purposes of research and planning. Other agencies will have to consolidate these functions with other duties.

27.1 PLANNING AND RESEARCH FUNCTION (May be NA by function)

The agency has a written directive that identifies the planning and research functions and establishes responsibility for those functions.

ANALYSIS: *The planning and research functions may include such areas as the analysis of reported crimes, request for services, budget recommendations, departmental program development and operational policy and procedures. Responsibilities for the timely distribution of such information should be fixed in this directive.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or similar assignment documentation if function exists

27.2 MULTI-YEAR PLAN (Time Sensitive)

The agency maintains a multi-year plan (five year unless otherwise mandated by city), which at a minimum addresses the goals and operational objectives of the agency, anticipated workloads and population trends, anticipated personnel levels and capital improvement and equipment needs.

ANALYSIS: *The existence of a multi-year plan helps to ensure that the agency is actively involved in the planning process. While exact levels of manpower, for example, are difficult to forecast, estimates will assist in the planning process for related needs of the agency. The goals and objectives of the agency address the "big picture" and are not necessarily the same as goals and objectives of units or divisions. At a minimum this plan should be reviewed annually.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Include copy of the plan assuring each element of the standard has been addressed to include the time parameters and the use of crime analysis data for the plan

CHAPTER 28

CRIME ANALYSIS

The collection of information and statistics is useless unless analysis occurs. Crime analysis is the process of collecting data from records, reports and other sources and using this information to prevent and suppress crime as well as apprehend offenders. Crime analysis should help the agency in the proper distribution of personnel and assignments.

28.1 CRIME ANALYSIS FUNCTION

The agency has a written directive that establishes the crime analysis function of the agency and sets forth the procedures for collection, collation, analysis, dissemination and feedback evaluation of crime data. This directive should also require the use of crime analysis information in the development of agency tactics, strategies and long-range plans.

ANALYSIS: *The purpose of crime analysis is to provide all members of the agency with the necessary information to assist in the solving of crime and prevent its reoccurrence. Information such as the dates and times of incidents, Modus Operandi, suspects and any other information that is relative to the suppression of crime should be provided.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Crime Analysis Reports for each year of the cycle demonstrating:
 - collection
 - collation
 - analysis
 - dissemination
 - feedback evaluation of crime data
4. Copies of reports or other similar documents that demonstrate the use of Crime Analysis information for the following:
 - the development of agency tactics
 - strategies
 - long-range plans (i.e. the Multi-Year Plan)

28.2 REGULAR AND SPECIAL BRIEFINGS (Time Sensitive)

The agency has a written directive that address and maintains a system, which provides for both regular and special briefings of its chief executive officer regarding crime trends or patterns as determined by the agency's crime analysis function. The flow of information critical to the administration of the Department should be set up in this directive. Those persons as identified by the chief executive officer should be briefed with this information or receive copies of the analysis.

ANALYSIS: *Just as the collection of information is worthless without analysis, analysis is worthless without proper briefing and distribution systems. The information is collected so that the administration of the Department has the necessary tools available to make choices among ~ alternatives. The distribution of manpower, directed patrol assignments and other decisions should be made from this information.*

Recommended Documentation:

1. CSSR completed as an index to the file

2. Current written directive appropriately identified and highlighted
3. Copies of Crime Analysis Reports for each year of the cycle that demonstrate the following:
 - regular and special briefings of its chief executive officer regarding crime trends or patterns
 - Dissemination of crime analysis information as deemed appropriate

CHAPTER 29

TRAINING

Training at all levels within the department is the single most important aspect of a law enforcement agency's administration. Officer development cannot occur without the proper determination of training needs and responsiveness to those needs. All goals and objectives of the agency are normally met only through the proper application of training principles. To look at training as strictly a process by which new recruits learn their position is a mistake. Training is a continuous process, which must involve everyone in the agency regardless of his or her position.

29.1 BASIC ACADEMY TRAINING

The agency has a written directive that ensures all recruit officers successfully complete the basic academy instruction courses as required for that agency by Revised Statutes of Missouri.

ANALYSIS: *Competent and consistent training should be a major part of the indoctrination process of a recruit. . Those statutory requirements are minimum standards that must be complied with. It is strongly suggested that the agency develop its own training standards that exceed the minimum requirements established by law.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Training Certificates for new sworn personnel (a few samples for each year of the cycle)

29.2 FIELD TRAINING

The agency has a directive that requires newly hired officers to be placed with a designated field training officer for a specified period of time.

ANALYSIS: *Formal classroom training is only a part of the training necessary to develop competent police officers. A specific program should be developed by the agency that establishes guidelines for training. That training should include, but is not limited to, departmental regulations, policies, procedures and other areas that are unique to the agency and jurisdiction. Training officers should be*

appointed by the chief executive officer based on their abilities, experience and level of training. This decision should also be based on the officer's ability to communicate and direct individuals. Whenever possible, members designated as field training officers should complete a field training officer course to enhance their abilities.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of FTO Training documents demonstrating start and completion dates for new sworn personnel (a few samples for each year of the cycle)

29.3 ANNUAL & CONTINUING EDUCATION TRAINING (Time Sensitive)

The agency has a written directive that identifies an annual program addressing racial profiling training of all members within the law enforcement agency that initiate or are dispatched to make traffic stops are required by Missouri State Statute. The state of Missouri also requires by statute that each peace officer receives 48 hours of law enforcement continuing education every three-year reporting period. This training may come exclusively from an approved provider, but no more than 24 hours can be obtained per officer from in-service training. Under Missouri Administrative law, each officer is required 48 hours. Each officer shall have a minimum of 4 CEH in legal studies, 4 CEH in interpersonal perspectives, 4 CEH in the area of technical studies, 4 CEH in firearms training and the remaining CEHs can be obtained from these four core blocks and from the core block of skills development. Finally under Missouri law is training requirements for dispatchers. An agency will need a written directive for each of these training requirements as well as directives for specialized training such BAC, ASP, PPCT, and so on.

ANALYSIS: *Ongoing training is important to agency development and progress. A training program ensures that an opportunity exists to distribute necessary information and changes in policy to all personnel. Some of the areas that should be considered for inclusion in annual in-service training are current laws, court decisions, and policy changes and firearms qualification.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for all aspects of the standard identifying the requirements for both sworn and non-sworn members of the agency
3. Copies of documentation such as Post Certificates, training schedules, lesson plans, training rosters and training records demonstrating compliance with all aspects of the standard and agency policy for all years of the cycle if completed in-house. (Note: any document or combinations of documents that demonstrate compliance will suffice).
4. Copies of Training Records and Certificates if completed at Certified Training Facilities

29.4 SPECIALIZED TRAINING

The agency has a written directive requiring a training program for those areas or units within the agency for which specialized training and qualifications are necessary.

ANALYSIS: *Under normal circumstances each agency will have a limited number of positions which require specialization. Some of those areas may include juvenile investigations, photography and staff positions. A specified training program should exist in order to ensure that as vacancies occur, the necessary training could be obtained in a consistent manner.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of the program schedule that identifies all agency positions, both sworn and non-sworn that requires specialized training.
4. Copies of training schedules, lesson plans, training rosters and training records demonstrating compliance with all aspects of the standard and agency policy for all years of the cycle if completed in-house; or
5. Copies of Training Records and Certificates if completed at Certified Training Facilities

29.5 SUPERVISORS (Time Sensitive)

The agency has a written directive that requires each employee appointed to or promoted to a supervisory position shall successfully complete leadership, command or supervisory training course within one year of such appointment or promotion.

ANALYSIS: *With the promotion or appointment to a supervisory position, new duties, responsibilities and skills are needed to adequately perform these functions. A supervisor-training course should be identified and used as a primary means of developing these desired qualifications. It is also important that this training be received within a specified period of time but in all cases it should be received within one year of appointment.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Certificates and documents demonstrating compliance within the one year time parameters

29.6 MANAGEMENT POSITIONS (Time Sensitive)

The agency has a written directive that requires a training plan be designated for every employee appointed or promoted to a management position within the organization. A time period shall be established in which the employee is provided with this training.

ANALYSIS: *As with any promotion or new appointment there are normally changes in the area of responsibility and skills needed to adequately perform in that position. A training program should exist so that those officers who occupy positions in the mid-management area of the organization receive consistent training.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of the plan
4. Copies of Certificates or other documents demonstrating compliance within the time parameters set in the agency policy

CHAPTER 30

INTERNAL AFFAIRS

It is the responsibility of every agency to set standards of performance, conduct and ethical behavior for its personnel. These standards mean very little if there is no component in place to ensure compliance. It is the purpose of an internal affairs unit, whether it is section or an officer, to maintain the professional conduct and the integrity of the agency.

30.1 INTERNAL AFFAIRS COMPONENT

The agency has a written directive that establishes procedures for receiving, processing, investigating, and maintaining the confidentiality of an investigation and the records of any complaint filed against the agency or its members and assigns responsibility for those investigations.

ANALYSIS: *It is important that all members know procedures by which complaints against the agency or its members are handled. This directive ensures that such procedures exist and that all members have access to them. It hopefully describes who will have access to the file, how long the files will be maintained, and what each individual's role is in the investigation of such matters.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of IA Reports, check-off lists, or other similar documentation that demonstrates compliance with each aspect of the standard and the agency policy to include the following:
 - for receiving
 - processing
 - investigating
 - maintaining the confidentiality of an investigation
4. Copy of TO or assignment orders demonstrating IA responsibilities

5. Included above documentation for all years of the cycle

30.2 CATEGORIES OF COMPLAINTS

The agency has a written directive that establishes what categories of complaints will be investigated by the specialized unit and which complaints will be investigated by supervisors.

ANALYSIS: *This directive should outline and inform the agency members of the specific types of complaints and how they will be investigated. In some agencies very minor complaints are documented and investigated by immediate supervisors. The directive may identify which categories of complaints should be handled at different levels in the organization and who bears the responsibility for that investigation.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of investigation assignment to IA
4. Copies of investigation assignment to specific supervisors

30.3 RESPONSIBLE INDIVIDUAL OR POSITION

The agency has a written directive that establishes the individual or section within an agency responsible for conducting internal investigations and to whom the investigating officers will report the findings to.

ANALYSIS: *By identifying in a written directive that is responsible for what level of complaints, members of the department recognize who will have the investigative responsibility for the different levels of complaints. It is important that the agency has fixed this responsibility prior to a complaint being received. By recognizing the responsibility, proper training can be obtained for the individuals that will address these issues.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or assignment orders for the position of IA

30.4 POLICY DISSEMINATION

The agency has a written directive identify all aspects of the Internal Affairs function that is disseminated to all personnel.

ANALYSIS: *Members of a department should know in advance how complaints are to be handled. If they know what to expect and recognize how the investigation will be pursued, it is very likely that the investigation will meet with much more cooperation than if the employees do not know the procedures*

involved. By providing each member with a copy of the policy, they have the opportunity to provide input to the organization as well as prepare themselves in the event a complaint is filed against them.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of policy receipt (or whatever method is used for dissemination) by individual officers

30.5 EMPLOYEE NOTIFICATION

The agency has a written directive that requires employees to be notified when they have become the subject of an internal affairs investigation; the agency issues the employee a written statement of the allegations and the employees' rights and responsibilities relative to the investigation.

ANALYSIS: *In any investigation of this nature the interests of fairness and professional issue must prevail. The employee should have the benefit of knowing what the procedures and options are that affect him. This policy helps ensure that the agency meets its legal requirements while looking after the interests of the employee as well.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of employee notification letter or memo

30.6 COMPLAINTS AGAINST AGENCY AND EMPLOYEES

The agency has a written directive that requires the investigation all complaints against the agency or its employees.

ANALYSIS: *Every agency should take any complaint against it or its employees very seriously. No agency can afford to assume that allegations are false or that complaints are untrue. A thorough investigation should be made and the community should know that complaints are dealt with in a very professional manner. (Define all complaints – telephone, walk-in, mail, anonymous, etc...)*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of complaint receipt ledger for each year of the cycle (most agencies maintain an annual numbered receipt ledger)

30.7 MAINTENANCE OF RECORDS

The agency has a written directive that establishes a record system and the maintenance of that system relative to internal investigations.

ANALYSIS: *By keeping a record system on complaints, the agency may be able to identify areas that consistently draw complaints. By identifying such areas, the agency may be able to address them with training or review its policies relative to the areas drawing complaints. A complete record system ensures that the agency has the tools necessary to evaluate trends of complaints and other information.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Photo's or some other method of identifying the collection and storage of records and files generated through the IA function
4. Copies of logs, ledgers, printouts, or other record keeping documentation

CHAPTER 31

PUBLIC INFORMATION AND COMMUNITY RELATIONS

Law enforcement administrators today must recognize that the community is and must be a very important part of law enforcement. In turn, law enforcement must be an integral part of the community to be successful. Agencies that fail in the area of public information and community relations, probably fail in all aspects of law enforcement from the way they deliver services to the community to the selection of employees. It is doubtful that an agency is going to be able to attract qualified candidates from a community that has no respect for and poor relations with law enforcement.

31.1 PUBLIC INFORMATION FUNCTION

The agency has a written directive that assigns individuals or a section in the agency the responsibility for public information and public relations duties. The directive should stress the importance of maintaining an open and positive relationship with the media. The individual responsible for training a sufficient number of persons authorized to release information should be addressed.

ANALYSIS: *The community, through the media, has a right to know the activities of its law enforcement agency. The coordination of the release of the information can be very difficult. To ensure the accuracy of the information released, responsibility for those functions must be fixed.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or assignment orders demonstrating the position of responsibility
4. Copies of media relation reports, events, press conferences, photo's, articles, etc... that demonstrates the PIO duties and responsibilities for each year of the cycle

31.2 PRESS RELEASES

The agency has a written directive that establishes the procedure by which the frequency and subject matter of press releases is described. The directive should also identify who will be responsible for the release and to whom the information will be given.

ANALYSIS: *Not only is it important that every member of the organization realize how information will flow to and from the agency, but it is also important that the members of the media know how the information will be transmitted to them, the frequency of the information and how they can best interact with the department to accomplish their objectives. In the event that forms of identification are necessary for media personnel, acceptable standards should be identified in this directive.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or assignment orders demonstrating the position of responsibility
4. Copies of media press releases for each year of the cycle

31.3 RELEASING INFORMATION

The agency has a written directive that identifies the policies of the agency regarding the release of information to the media in accordance with Missouri Open Records Law.

- a. At the scene of the incident.
- b. From agency files.
- c. Concerning ongoing criminal investigations.
- d. At any time the public information or primary officer designated to release that information is not available.

ANALYSIS: *In addressing sensitive incidents or incidents in the community that have a high degree of community interest, it is particularly important that members of the agency know the policies of the agency relative to the release of sensitive information. In many cases access to information will be determined by legislative action or case law. In other cases it may be very difficult to determine legal access. It is also important that directives identify alternates who can provide that information and the scope of the information that can be released.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (At the scene of the incident)
 - BULLET B: As defined in the standard: include documentation (From agency files)
 - BULLET C: As defined in the standard: include documentation

- (Concerning ongoing criminal investigations)
- BULLET D: As defined in the standard: include documentation (When PIO is not available)
3. Include copies of documentation that will demonstrate compliance with each bullet for each year of the cycle

31.4 MEDIA ACCESS

The agency has a written directive that establishes the policy regarding media access to a crime scene, fire scene or any other situation in which the agency is responsible for the investigation or security of the scene.

ANALYSIS: *The department's relations with the media will often depend upon the consistency with which the media are handled. Written policies help ensure that the media knows the parameters around which they will be allowed to gather their information. If the media is allowed close access to a situation in one situation and denied that same access in the next situation bad feelings could result. It also helps ensure that allowing unnecessary access into the area does not damage the integrity of the investigation.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Include documentation to demonstrate when the media may be allowed access to the following areas:
 - crime scene
 - fire scene
 - any other areas for which the agency is responsible
4. Proof could include photo's, police reports, or other similar documentation

31.5 COMMUNITY RELATIONS FUNCTION

The agency has a written directive that assigns responsibility for a community relation's coordination to a specific position or component within the agency.

ANALYSIS: *While responsibility for community relations rests with each individual member of a law enforcement agency, primary responsibility for the coordination of information and efforts by the department must be assigned. In larger agencies there may be several members who work within a community relations unit, while in smaller agencies there may be no fixed unit with sole responsibility. Regardless of the size of the agency, coordination of these functions must be established and responsibility assigned.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or other assignment orders demonstrating the position responsible for community relations

CHAPTER 32

POLICE INFORMATION

All law enforcement agencies have, by the nature of their responsibilities, access to sensitive information. They also have the responsibility to manage that information in a professional manner. The collection of data is a useless venture unless it can be used to produce meaningful information that assists in accomplishing the goals of law enforcement. There are a number of law enforcement systems that are capable of producing such useful information. They range from national systems like NCIC to state and local systems that are geared toward the particular needs of smaller entities.

32.1 RECORDS INTEGRITY

The agency has formulated and adopted a written and specific information policy, which defensibly maintains the integrity of its records and minimizes exposure of such records to persons without a legal right or need to know.

ANALYSIS: *It should be very clear to each member of the department what information might be legally released to individuals outside the department. The department should spend the necessary time to formulate its policy based on legal decisions that have been made and render information as being either open or closed to the public. The agency should have a record officer or clerk who is responsible for all agency files and who assists in establishing the guidelines for the release of information. This person should also ensure the accuracy of the records and information maintained by the department and ensures their availability when needed. This person should also ensure the agency is in compliance with the Sunshine Law and other appropriate statutes regarding such information.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or other assignment order demonstrating the position and identity of the individual responsible for the Records Unit and its integrity

32.2 NATIONAL CRIME INFORMATION CENTER (NCIC) AND THE MISSOURI UNIFORM LAW ENFORCEMENT SYSTEM (MULES)

The agency has a written directive requiring participation in the record keeping functions of the National Crime Information Center and the Missouri Uniform Law Enforcement System for the entry and retrieval of qualified information into the system.

ANALYSIS: *Both systems have the ability to coordinate information and supply information to law enforcement agencies throughout the state and throughout the country. These systems have the ability to increase the probability that*

investigations will be successfully completed. For example, by entering stolen property into these systems, regardless of where they are recovered, they can be tracked back to the records of the department that took the initial report. The timeliness by which vehicles are entered contributes to the solvability of crimes and officer safety. Professional law enforcement is possible only if there is good cooperation between law enforcement agencies at all a tiers' of government.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating participation and compliance with NCIC and MULES

32.3 WANTED, KIDNAPPED, MISSING AND RUNAWAY PERSONS

A written directive establishes the requirement that all persons wanted for offenses by the agency, missing persons or runaway persons be entered into the National Crime Information Center (NCIC) and Missouri Uniform Law Enforcement System (MULES) immediately. This policy should also ensure that a copy of the missing/runaway report is forwarded to the Missouri State Highway Patrol Records Section. The policy should also include the removal of arrested persons or closed cases from the systems as required. A written directive should also include the procedure to activate a local alert system and to activate the Missouri State Amber Alert System.

ANALYSIS: *There are certain requirements placed upon law enforcement agencies regarding the handling of missing and runaway persons by Missouri Statutes. The timeliness in which these persons, as well as wanted persons, are entered into a computer system can make a great deal of difference in locating these persons. The agencies should make it a priority that wanted, missing or runaway persons be entered into the computer systems as soon as possible. The utilization of both local and the state Amber Alert program are valuable tools for law enforcement to get information out to the community to assist in the safe return of an abducted child.*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating the following:
 - wanted persons entered into NCIC and MULES
 - missing persons entered into NCIC and MULES
 - runaway persons entered into NCIC and MULES
 - copy of the missing/runaway report is forwarded to the Missouri State Highway Patrol Records Section
 - the removal of arrested persons or closed cases from the systems
 - activation a local (Amber) alert system
 - activation of the Missouri State Amber Alert System

32.4 UNIFORM CRIMINAL HISTORY REPORTING SYSTEM

As required by Missouri State Statutes, all information relative to an arrested person's criminal history and fingerprint cards shall be forwarded to the Missouri Highway Patrol's Uniform Criminal History Reporting System. The agency has a written directive with procedures for compliance with this standard.

ANALYSIS: *This requirement is intended to assist all law enforcement agencies in the state by providing background and criminal history information about subjects entered into the reporting system. This system serves as a benefit not only to law enforcement, but also to prosecutors and others in the state that must coordinate information.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of UCR Report and any other documentation demonstrating compliance with the standard

32.5 STATEWIDE TRAFFIC ACCIDENT RECORDS SYSTEM

The agency has a written directive that requires accident reports be forwarded to Missouri State Highway Department according to state law for analysis and record keeping purposes.

ANALYSIS: *A state central repository for traffic accident information is intended to assist all law enforcement agencies in providing useful traffic accident information to the agency. It ensures that appropriate information is also available to agencies, such as the Missouri State Highway Department, in making decisions on changes in traffic situations. By identifying information such as high accident locations the agency may use the information it receives for other related enforcement purposes.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Documentation demonstrating compliance with the standard

CHAPTER 33

COLLECTION AND PRESERVATION OF EVIDENCE

Most law enforcement agencies will be responsible for collecting, storing and safekeeping of a great deal of property. Some of the property will be stored for evidentiary purposes and other property will be stored merely for safekeeping. Regardless of the reason, when property is received by law enforcement, the agency has a responsibility to ensure that each item is accounted for and that the

necessary safeguards are in place to guarantee the security of that property. Directives must be in place that ensures the professional collection, preservation and storage of evidence.

33.1 EVIDENTIARY ITEMS

The agency has written procedures for the collection, identification, preservation and transmittal of evidentiary items.

ANALYSIS: *Whether the item is eventually used for evidentiary purposes or not, it is important that evidence is properly marked and identifiable later for court purposes or other purposes that arise. It must be very clear to all agency personnel what the expectations of the agency are relative to the handling of property. How to mark property and transmit it to the laboratory for analysis and other information must be available to all officers on an equal basis. These policies should ensure that all evidentiary items are marked and packed correctly and that the proper photographs, sketches, identity of persons involved and those responsible for the control and evidence collection at a crime scene are properly documented. This procedure should also establish and limit the chain of custody of evidentiary items.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports or other similar documentation that demonstrates the following:
 - Collection
 - Identification
 - Preservation
 - Transmittal of evidentiary items
4. Include copies of police reports, evidence reports, lab reports or similar documents to demonstrate compliance with each of the above for each year of the cycle

33.2 EVIDENCE CONTROLS

The agency has established a written policy regarding the standard marking of property, packing of evidence, procedures for the use of evidence, procedures for the use of evidence receipts or logs and the transfer of evidence to the evidence officer for storage or to the laboratory for examination.

ANALYSIS: *By standardizing evidence control measures, an agency can have greater confidence that evidence will be handled and stored in the proper manner. By allowing a wide scope of discretion to officers in handling and marking of evidence, the integrity of that control system is diminished.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

3. Copies of reports or other similar documentation that demonstrates the following:
 - marking of property
 - packing of evidence
 - procedures for the use of evidence
 - procedures for the use of evidence receipts or logs
 - the transfer of evidence to the evidence officer for storage
 - the transfer to laboratory for examination.
4. Include copies of police reports, evidence reports, lab reports or similar documents to demonstrate compliance with each of the above for each year of the cycle

33.3 INVENTORIES AND AUDITS (Time Sensitive)

Personnel not charged with the custody of property shall perform inventories and records audits of property placed within the protective custody of the agency at least annually.

- a. Outside annual audit;
- b. Changing of custodian audit by exiting and entering custodians.
- c. Annual audit by custodian.

ANALYSIS: By having someone, not directly associated with the care and custody of property, conduct the audit, possible flaws in the procedures for handling property may be identified. This situation also helps ensure the integrity of the evidence and property handling procedures.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: As defined in the standard: include documentation (Outside annual audit)
 - BULLET B: As defined in the standard: include documentation (Changing of custodian audit)
 - BULLET C: As defined in the standard: include documentation (Annual audit by custodian)

33.4 SECURITY

The agency has a written directive with procedures for the special security and control measures to safeguard all money, firearms, controlled substances and high value items within the protective custody of the agency.

ANALYSIS: While the security of every item held and maintained by the agency should be a major concern, special consideration should be given to items such as listed above. It is very important not to make any assumptions about the security of the areas where evidence is held and the area should be surveyed for possible improvements on a regular basis. Precautions should also be taken to ensure that only authorized individuals are allowed in the area where property is stored.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of reports or other types of documentation (photo's) that demonstrates the special security and control measures to safeguard all of the following within the protective custody of the agency
 - money
 - firearms
 - controlled substances
 - high value items
4. Include copies of reports, receipts, control numbers, bar coding or other similar documentation to demonstrate compliance with each of the above for each year of the cycle

33.5 FOUND PROPERTY

The agency has a written policy regarding the storage location for found property, its security and those responsible for its maintenance.

ANALYSIS: *Just as items held for evidentiary purposes must be held in a secure manner, similar consideration should be given any piece of property that the agency has become responsible for. The policy should place responsibility to locate the owner of found property, when possible, and outline the steps for disposal of such property.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Property Reports that demonstrate location of storage, its security and the property custodian identity
4. Include copies of reports, receipts, control numbers, bar coding or other similar documentation to demonstrate compliance with each of the above for each year of the cycle

33.6 DISPOSITION OF PROPERTY

The agency has a written directive that authorizes and describes the procedures to be followed in disposing of property that the agency acquires. The policy should outline the procedures for the sale of property by public auction, destruction of property and retention of property by the agency. This policy shall conform to the guidelines as established by state statute or city and county ordinance.

ANALYSIS: *Documented procedures should ensure that property could be disposed of in a timely fashion. It should be a priority that whenever possible found property or evidentiary items is returned to the owners if known. In those cases where the owner is not known and steps cannot be taken to return it to the rightful owner, procedures should be in effect that describe how and when*

property will be ' disposed of. This procedure will ensure that there is enough room to store new evidence and found property that comes into the agency.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Reports or other documentation that demonstrates the following:
 - the sale of property by public auction
 - destruction of property
 - retention of property by the agency
4. Include proofs to demonstrate compliance with each of the above for each year of the cycle

CHAPTER 34

PRISONER TRANSPORT AND BOOKING PROCEDURE

The most dangerous functions involved in law enforcement deal with the transportation and booking of prisoners. The agency has the responsibility and duty to do everything possible to ensure that prisoners are transported and handled in a manner that considers both the safety of the officer and the safety of the prisoner. By specifying acceptable procedures, the agency can make such considerations a consistent part of every arrest situation. The area of responsibility also has potential for allegations that could result in complaints against officers or civil suits. The agency can minimize this exposure by standardizing procedures that protect the officer and the department from false allegations.

34.1 SAFETY

The agency has a written policy that establishes the safety practices to be followed when transporting prisoners. Include special considerations and practices when the transport involves situations where the officer and suspect are of opposite sexes or when one officer is transporting multiple prisoners.

ANALYSIS: *Each prisoner transport situation can become a unique situation. There are situations that by their nature have increased potential for problems. For example, procedures can be developed that protect the officer and department from false allegations in situations where an officer is transporting a prisoner of the opposite sex. Such a policy may include the recording of the time, mileage and location from where the transport began and providing the same information at the conclusion of the transport. Such a procedure would also help ensure the safety of the officer by providing a record of transport time. The procedure should also involve considerations for escape precautions, weapon retention, proper securing and locating of prisoners in transport and the establishment of procedure with communications to keep abreast of the status of the transport.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of police reports, CAD reports, printouts or other documentation demonstrating compliance with the standard and agency policy as it pertains to opposite sex and multiple prisoner transport

34.2 SECURITY

The agency has a written directive that describes the security practices to be followed by the officer while transporting the prisoner. The policy governing the security practices should cover but not be limited to the securing of the employee's weapon, the use of handcuffs, leg irons, inspection of transport vehicle before and after each movement of a prisoner, procedures for transport of a prisoner by an officer of the opposite sex, replacement and removal of prisoners from a transport vehicle and the inventory, care, transport and return of prisoners' property

ANALYSIS: *See standard*

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of police reports that demonstrate compliance with the standard and agency policy as it pertains to the following:
 - securing of the employee's weapon
 - the use of handcuffs
 - leg irons
 - inspection of transport vehicle before and after each movement of a prisoner
 - replacement and removal of prisoners from a transport vehicle
 - the inventory, care, transport and return of prisoners' property
4. Various types of documents are used by police agencies to demonstrate compliance such as police reports vehicle inspection reports, prisoner property reports, arrest reports, medical reports, etc... Samples of these reports for each year of the cycle will suffice for proofs

34.3 SPECIAL TRANSPORT SITUATIONS

The agency has a written directive that establishes a procedure for the transport of handicapped, sick or injured prisoners and, when necessary, security arrangements for those admitted to a medical facility.

ANALYSIS: *Because special needs will arise with certain individuals, special attention will be attracted when transporting them in public. Special attention should be given to ensure the safety and security of both the officer and the prisoner without giving the appearance that the agency is being overbearing or inconsiderate of the prisoner. When necessary, special transport vehicles should be used. If admitted to a medical facility, security arrangements should be made with this facility which will not interfere with the treatment of the prisoner but will*

also minimize the escape risk. It is advised that agencies make prior contact with hospitals and develop a procedure that will be followed before the need arises.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of police reports that demonstrate compliance with the standard and agency policy as it pertains to the following:
 - the transport of handicapped
 - sick
 - injured prisoners
4. Copies of police reports demonstrating compliance with the standard and agency policy

34.4 BOOKING PROCEDURE

The agency has a written directive that addresses booking and bonding procedures, weapons security during processing, restraining devices during booking and search procedures to be used during booking. The directive shall also address the procedures to be used in receiving, packing, inventory and return of prisoner property as well as provide for complete documentation of the booking and bonding procedures.

ANALYSIS: *Standardized booking procedures are a must for any law enforcement agency. Each officer should know the requirements to be completed during the booking procedure to know all the procedures involved.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation that demonstrates compliance with the standard and the agency policy. (Booking slips, bonding slips, search reports during booking, prisoner property receipts, etc...)

CHAPTER 35

CUSTODIAL CARE STANDARDS (May be N/A by function)

In the event that an agency maintains a detention or jail facility, whether temporary or overnight, proper care must be taken to develop procedures that consider the protection of all detainees and personnel, training of personnel and the standards that ensure prisoners are treated in a fair and safe manner. It is also important that emergency procedures be developed as well as procedures that ensure the sanitation and hygiene and address medical and health care services. Standards 35.1 through 35.3 apply to temporary custody while all of the standards apply to a longer period of incarceration.

These standards do not apply to long term jails or correctional institutions that house prisoners in excess of 72 hours. The American Correctional Association

(ACA) should be contacted for information concerning Standards for Adult Detention Facilities.

Several aspects of these standards may be observed for compliance and are noted however this notation does not exclude the necessity of policies and procedures being included in the standard files.

TEMPORARY CUSTODY - PRISONER PROCESSING

A written directive is required that addresses maintenance and operation of the temporary detention facility including the training of the agencies personnel assigned to this function. This facility is used for processing, testing, or temporary detention. Temporary custody applies to those held for short periods of time usually not exceeding 4-6 hours without documented explanations of longer periods for each occurrence with copies submitted with the agencies annual report. Temporary custody never includes overnight detention and this section does not apply to long term holding facilities. Testing and processing normally takes place with constant supervision followed by release or short term custody while awaiting bonding, transfer or release on their own recognizance. Safety concerns should be addressed including security of weapons and processing of unruly detainees. Directives must include the following as well:

35.1 TEMPORARY CUSTODY FACILITIES (Time sensitive)

The agency has a written directive that defines and describes the following as it pertains to temporary custody facilities:

- a. Specific identification of all temporary custody rooms or areas within the agency.
- b. Physical aspects of a custody room to include access to water, restrooms and similar needs if not located in the room.
- c. Fire prevention plan, fire evacuation plan and fire suppression
- d. The frequency of inspection of the temporary custody rooms
- e. Staff review of temporary custody rooms and procedures, at least once every three years
- f. Immediate initial training to include First Aid or First Responder training, followed by refresher training at least once every three years, for all aspects of the custody rooms and areas for personnel who use the facility.

ANALYSIS: All temporary custody rooms or areas must be identified and specifically equipped for the task. The use of specific areas will reduce the risk and safety concerns for all involved.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet

BULLET A: Policy, Photos, or other documentation demonstrating compliance (observable)
 BULLET B: Policy, Photos, or other documentation demonstrating compliance (observable)
 BULLET C: Policy or plans for fire prevention, evacuation and suppression (observable)
 BULLET D: Policy and copies of inspections
 BULLET E: Policy and copies of staff review at least every three years
 BULLET F: Policy and copies of training certificates those include first aid or first responder training and follow up training

35.2 TEMPORARY CUSTODY INTAKE AND HOLDING

The agency has a written directive that defines procedures for the following:

- a. Written documentation to include the date, time and reason as well as any meals provided for detainees processed in and out of the facility.
- b. The maximum length of time an individual may be detained in temporary custody before written justification of extended detention is required.
- c. The separation of males, females and juveniles while in the facility or processing area. (May be defined by policy and practice)
- d. When and where individuals may be restrained by securing them to fixed objects and identification of those fixed objects designed for such use.
- e. Securing and monitoring individuals in locked spaces who are unattended, if allowed.
- f. Supervision and responsibility for the testing, processing, searching and detaining individuals within the facility or area.

ANALYSIS: Documentation of temporary custody as well as the separation of males and females is necessary to maintain compliance and reduce inappropriate behavior. Individuals shall be restrained only to fixed objects that have been specifically identified for that purpose.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
 BULLET A: Policy or other documentation demonstrating compliance
 BULLET B: Policy or other documentation demonstrating compliance
 BULLET C: Policy or other documentation demonstrating compliance
 BULLET D: Policy, photos or other documentation demonstrating compliance (observable)
 BULLET E: Policy, photos or other documentation demonstrating compliance (observable)
 BULLET F: Policy, photos or other documentation demonstrating compliance

35.3 SECURITY

The agency has a written directive that defines policy and procedure for the following security issues in the temporary custody areas and rooms whether used for testing and processing and/or temporary custody.

- a. Firearms secured prior to entering the temporary custody areas or rooms.
- b. Duress alarms
- c. Escape prevention
- d. Authorized access to the areas
- e. Face to face visual observation of unattended detainees at least every thirty minutes
- f. Use of electronic surveillance devices to monitor detainees between the thirty minute face to face observations, if any is used.

ANALYSIS: *The control of firearms and other weapons must be of primary concern when dealing with prisoners. Authorized access and duress alarms assist with preventing escapes. Visual observation helps assure the safety of the detainee.*

Recommended Documentation:

- 1. CSSR completed as an index to the file
- 2. Current written directive appropriately identified and highlighted for each bullet
 - BULLET A: Policy or other documentation demonstrating compliance (observable)
 - BULLET B: Policy or other documentation demonstrating compliance (observable)
 - BULLET C: Policy or other documentation demonstrating compliance
 - BULLET D: Policy, photos or other documentation demonstrating compliance
 - BULLET E: Policy, logs or other documentation demonstrating compliance
 - BULLET F: Policy, photos or other documentation demonstrating compliance (observable)

The following standards apply to agencies with overnight and longer term custody of individuals but do not exceed 72 hours. These standards apply to those cells used for that purpose. Such agencies must comply with all standards in this entire chapter.

35.4 SAFETY AND SANITATION (Time Sensitive)

The agency has a written directive that outlines safety and sanitation conditions within the custody rooms as well as minimum standards for each room to include:

- a. documented on-site inspections of cells and all alarm systems on a weekly basis to include sanitation assurance as well as a search for contraband and weapons
- b. documented inspection of fire equipment and fire detection devices on a semi-annual basis and weekly testing of alarms

- c. Posted evacuation plans
- d. Lighting and air circulation in compliance with local codes
- e. Access to drinking water, lavatory, wash basin as well as showers (for those held in excess of 8 hours) and bed and bedding (for those held in excess of 8 hours).
- f. Procedures for rodent and other pest control

ANALYSIS: *Inspections of cells and alarm systems assists in the safety and sanitation aspects of the detention areas. Lighting, air circulation, drinking water and lavatories provide basic comforts to detainees*

Recommended Documentation:

- 1. CSSR completed as an index to the file
- 2. Current written directive appropriately identified and highlighted for each bullet
- BULLET A: Inspection Report or other documentation demonstrating compliance
- BULLET B: Inspection Report or other documentation demonstrating compliance
- BULLET C: Photo or other documentation demonstrating compliance (observable)
- BULLET D: Policy, photos, memos or other documentation demonstrating compliance
- BULLET E: Policy, photos or other documentation demonstrating compliance (observable)
- BULLET F: Inspection Reports or other documentation

35.5 ACCESS

The agency has a written directive that addresses those who are allowed entry into and exit from the cells and holding facility and specific requirements prior to doing so to include:

- a. Security of firearms and other weapons and any exceptions in the event of emergencies.
- b. Conditions under which an employee enters a cell
- c. The security of all doors and cells and when they are to be secured
- d. Control of keys both manual and electronic and location of "master keys" in the event of emergency.
- e. Security check and search of cells prior to and immediately following use of cells
- f. Control of any tools or other items that could be used as a weapon
- g. Some type of alarm or two way communication that is monitored at all times when personnel are in a custody room or cell.
- h. Procedures to follow in the event of an escape

ANALYSIS: *Access and security into the holding facilities reduces the threat of escape, injury and other unforeseen contingencies. Security and cell checks document the supervision of detainees. Control of tools and other such items helps reduced the possibility of contraband and weapons.*

Recommended Documentation:

- 1. CSSR completed as an index to the file

2. Current written directive appropriately identified and highlighted for each bullet
- BULLET A: Policy, photos or other documentation demonstrating compliance (observable)
- BULLET B: Policy or other documentation demonstrating compliance
- BULLET C: Policy or other documentation demonstrating compliance (observable)
- BULLET D: Policy, photos, memos or other documentation demonstrating compliance (observable)
- BULLET E: Policy, logs, memos or other documentation demonstrating compliance
- BULLET F: Policy or other documentation
- BULLET G: Policy or other documentation (observable)
- BULLET H: Policy, reports or other documentation to demonstrate compliance

35.6 BOOKING AND COLLECTING PRISONER PROPERTY

The agency has a written directive that defines the procedures to be used when booking and collecting (or returning) property for each detainee, to include:

- a. The separation of males, females and juveniles by sight and sound during booking and detention (may be defined by policy - see analysis for details)
- b. Searching the detainee prior to placement into a cell or holding area
- c. An itemized list of the individuals property; signed, timed and dated by the individual and collecting personnel
- d. Security measures for the property
- e. Documented return of the property; signed, timed and dated by the individual and returning personnel
- f. Completion of a booking or custody form/s to include positive identification of individuals prior to release
- g. Current health and any needed prescribed medication
- h. Normal or abnormal behavior
- i. Any injuries, bruises, or other notable signs of incapacitation

ANALYSIS: *Males, females and juveniles must never be detained in the same cells or close proximity of each other. In the event of limited space the agency directives must define specifically the procedure to be followed when such an event might present itself. Sight and sound separation is determined by the ability to see each other or hear each other in a normal speaking tone. Searching detainees, collecting personal property and securing it shall be part of the process. Documenting all processes as well as the condition, health and behavior of the detainee to include notable indicators is also required.*

Recommended Documentation:

1. CSSR completed as an index to the file
 2. Current written directive appropriately identified and highlighted for each bullet
- BULLET A: Policy, photos or other documentation demonstrating compliance (observable)
- BULLET B: Policy or other documentation demonstrating compliance

BULLET C: Copies of documentation demonstrating compliance
BULLET D: Policy, photos, memos or other documentation demonstrating compliance (observable)
BULLET E: Copies of documentation demonstrating compliance
BULLET F: Copies of documentation demonstrating compliance
BULLET G: Copies of documentation demonstrating compliance
BULLET H: Policy, reports or other documentation to demonstrate compliance
BULLET I: Copies of documentation demonstrating compliance

35.7 DETAINEE TREATMENT (Time Sensitive)

The agency has a written directive that addresses the treatment of detainees to include:

- a. Procedures for the handling and separation of detainees under the influence of alcohol or drugs or who are violent or uncontrollable.
- b. Documented access to prescribed medications or any other medications dispensed while being detained
- c. Three meals during a 24 hour period
- d. Access to a telephone
- e. The opportunity to post a bond and/or make a timely appearance in court
- f. Access to an attorney confidentially
- g. Notification if recording equipment is used
- h. Immediate access by personnel to a First Aid Kit and a weekly documented inspection of same
- i. Procedures to follow when a detainee is in need a medical attention

ANALYSIS: Separation, medicating and feeding detainees must be outlined in policies. Access to a telephone and attorneys are basic rights. The ability to render first aid and obtain medical attention is also required.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: Policy, photos or other documentation demonstrating compliance
BULLET B: Policy or other documentation demonstrating compliance
BULLET C: Copies of documentation demonstrating compliance
BULLET D: Policy, photos, memos or other documentation demonstrating compliance (observable)
BULLET E: Copies of documentation demonstrating compliance
BULLET F: Policies or copies of documentation demonstrating compliance (observable)
BULLET G: Copies of documentation demonstrating compliance
BULLET H: Policy, reports, inspections or other documentation to demonstrate compliance
BULLET I: Policies and copies of documentation demonstrating compliance

35.8 DETAINEE SUPERVISION

The agency has a written directive that requires supervision of all individuals

detained by the agency and includes the following:

- a. 24 hour on-site supervision by agency personnel as well as a face to face visual observation and custody count once per shift.
- b. Visual observation at least every thirty minutes
- c. Specificity that any electronic surveillance equipment will be utilized in the least invasive manner possible.
- d. Procedures for the supervision of opposite sex detainees by agency staff
- e. Regulation of packages or mail for detainees, if allowed
- f. Regulation of visitors for detainees, if allowed

ANALYSIS: *The procedures should address the maintenance and operation of the facility, training of its personnel and designate the person responsible for the operation of the facility. It should also specify those who will have access to the facility and its records. Consideration should be given to the establishment of overall security, food service, sanitation and hygiene, medical and health services for the facility as well as uniform procedures for visitation and release of prisoners. All alarms and safeguards established should be tested and documented as well as included in training materials.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted for each bullet
BULLET A: Policy, photos or other documentation demonstrating compliance
BULLET B: Policy, logs or other documentation demonstrating compliance
BULLET C: Policy, photos or copies of documentation demonstrating compliance
BULLET D: Policy, photos, memos or other documentation demonstrating compliance
BULLET E: Policies or copies of documentation demonstrating compliance
BULLET F: Policies or copies of documentation demonstrating compliance

CHAPTER 36

COMMUNICATIONS

Every law enforcement agency is dependant upon the capabilities and degree of sophistication of their communications system. This component is normally the nerve center for the law enforcement response. The efficiency and effectiveness by which information can be received, processed and transformed into the proper law enforcement response on a timely basis dictates the abilities of the agency. Each agency must carefully assess the resources and match them with proper training, selection of personnel and the development of sound procedures to provide consistent professional services. Most of the information needs of the officers as well as the public are immediate. The department's responsiveness will make a great deal of difference in the department's performance. If an agency contracts for communications services the agency may provide the

contract in the place of a written directive. A complete communications unit manual may be used as a written directive.

36.1 TELEPHONES

The agency participates in a single access telephone system utilizing 9-1-1 or other statewide single access law enforcement emergency number if possible. If 9-1-1 is not available, the agency should ensure the community is aware of the seven-digit number. The agency has a written directive that demonstrates the policy and procedure for the above.

ANALYSIS: *For several years efforts have continued to promote 9-1-1 as the nationwide emergency telephone number for all jurisdictions. If such services are available, the agency should make such a system an integral part of their emergency telephone system. In the event of failures in the 9-1-1 system or if 9-1-1 is not available, a seven-digit number should also be widely publicized.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. 9-1-1 contract or other similar documentation demonstrating the system. If not used other forms of compliance demonstrating the communities knowledge of the 7 digit number being used. (Telephone book page, internet or web sites, photos, etc...)

36.2 COMMUNICATIONS SERVICES

The agency has a written directive that identifies policies and procedures for a full-time emergency communications system either independently or through a centralized communications system.

ANALYSIS: *The method and timeliness of a response is going to be dictated by the type of communication system that exists for the agency. While larger agencies will likely operate their own system, some smaller agencies may become part of a centralized dispatch or communications system. Regardless of the type of operation, it is important that 24-hour capabilities are present.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Any documentation to demonstrate the communications unit exists (Outside Contract, Manual, photo, TO, etc...)

36.3 COMMUNICATIONS SYSTEM

The agency has a written directive that requires their communications system accommodates radio communications, telephone communications, and tele-type or automated data communications as part of their system.

ANALYSIS: Every agency must be able to respond to the needs of the community that it serves. The agency may be responsible for a variety of responsibilities including the radio communications, telephone communications, Tele-type and computer terminal operations and in some jurisdictions may include alarm monitoring. All of these must be addressed in the communications procedures for the agency.

Recommended Documentation: (Multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Documentation to demonstrate the agency communications system is in compliance with the following:
 - radio communications
 - telephone communications
 - teletype or automated data communications
4. Documentation demonstrating compliance should include all aspects defined by agency policy in addition to those cited above for all years of the cycle

36.4 COMMON PROCEDURES

The agency has a written directive that establishes procedures for taking incoming telephone calls, radio information, determining the priority of these calls and the manner in which these calls will be dispatched. The procedure shall also include the handling of complaint cards, radio logs, tracking of on-duty officers, assignments, supervisory authority, and other plans and procedures that are essential in the day-to-day operation of a communications network.

ANALYSIS: All radio and communications personnel should be familiar with all aspects of the daily functions and responsibilities of their assignment. These include but are not limited to the above described needs. It is suggested that a manual be prepared that provides all the necessary information as well as emergency procedures. This manual should be updated regularly and reviewed by all communications personnel.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted (The directive may be in the form of a manual or outlined procedure)
3. Most agencies use a Communications Unit Manual to define and outline the procedures required by this standard
4. Include proofs to demonstrate each aspect of the standard from whatever source the agency uses to accomplish the tasks

36.5 PERSONNEL

The agency has a written directive that describes how personnel have the capability to communicate with their own system and on an emergency basis with the system of contiguous jurisdictions. The directive also

identifies the lines of supervision, job descriptions and qualifications for communications personnel.

ANALYSIS: There are obvious reasons why the agency must be able to communicate with its own personnel. It must also be cognizant of emergency situations that will arise and require communication between different jurisdictions. The supervision and direction of personnel including communications functions should be outlined so that there is no doubt as to who is in command and directs the operations of the agency regardless of the time of day.

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Proofs that demonstrate the interagency communication capabilities as well as the inter-jurisdictional capabilities. (i.e. CAD logs)
4. Other documentation that demonstrated compliance with the following:
 - lines of supervision
 - job descriptions
 - qualifications for communications personnel

36.6 PUBLIC SAFETY PROCEDURES

The agency has a written directive that requires communications personnel have immediate access to public safety resource lists with primary individuals and telephone numbers identified.

ANALYSIS: *Communications personnel should have easy access to listings that provide contact information and call-out procedures for other service agencies that may be needed in an emergency situation. This list should include mutual aid procedures and/or local public safety resources, utility companies, emergency services provided by other members of the private sector as well as state and federal law enforcement agencies.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Include copies of the lists

36.7 MISDIRECTED EMERGENCY CALLS

The agency has a written directive that includes a procedure for the immediate and effective routing of misdirected emergency calls exists.

ANALYSIS: *It should be understood that when people are unsure as to what agency to contact, they would normally contact a law enforcement agency for assistance. Procedures should be in place to assure the consistent handling of such calls. Whenever possible, direct connection should be made to expedite the rendering of services. When that is not possible, prompt assistance should*

be given. Procedures should also be in place to address data base corrections in the agency's CAD system, if applicable.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of misdirected call list or other similar documentation demonstrating compliance with the standard

36.8 MAPS

The agency has a written directive that requires maps or street indexes of the primary service area and surrounding jurisdictions is available to the communications personnel.

ANALYSIS: *Maps and reference materials give communications personnel a visual picture and important resource information for the area they are servicing. These maps should not only detail the jurisdictional boundaries of the agency but also the boundaries of any other agencies that may be under contract for dispatching services. It is advisable that the resources also include the immediate surrounding jurisdictions and/or the county in which the agency is located. The additional information may become useful when routing other emergency services from their point of origin to their destination within the agency's jurisdiction during emergency situations.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of maps, printouts of maps or street index files, etc...(Observable)

36.9 RADIOS

The agency has a written directive that requires the agency to provide multi-channel radios, both mobile and portable allowing two-way operation on joint law enforcement frequencies.

ANALYSIS: *During emergency situations, the law enforcement agency should have the capability to maintain continuous radio communication with other law enforcement organizations and to enable the agency to provide proper coordination and deployment during extraordinary circumstances.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating the agency has provided the described equipment to personnel (sign out sheets, equipment logs, etc...)

36.10 RECORDING

Agencies with 25 or more commissioned personnel possess the capability for recording and playback of all radio transmissions and all incoming emergency telephone lines. A written directive or manual is required defining the capacity to accomplish the elements of this standard.

ANALYSIS: *A recording device capable of recording all of the agency's radio traffic on all frequencies and incoming emergency telephone lines should be employed by the agency. The recording should be continuous and programs established for the replacement of recording tapes as they become filled and for storage of these tapes for a period to be decided by the agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating the agency had the playback capabilities (manufacture equipment description documents, etc...) (Observable)

36.11 RELEASE OF RECORDED MESSAGES

The agency has a written directive that establishes a criteria and procedure for the review and release of information recorded within the agency's communications system.

ANALYSIS: *To ensure privacy and compliance with the Sunshine Law, all employees should be made aware of the circumstances under which recorded conversations will be played back and when it is allowed to release this information to the public or other agencies. It is suggested that approval of the chief executive officer of the agency be required before any such information is released from the agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Information release request forms, response forms or memo's, etc...

36.12 ANSWERING THE TELEPHONE (Time Sensitive)

The telephone system of the agency has sufficient capacity to provide for the answering of incoming emergency calls within 30 seconds and non-emergency calls within 60 seconds. A written policy also requires the annual review of the telephone system capacity.

ANALYSIS: *Calls coming into the agency must be handled on a timely basis. In emergency situations seconds count and the telephone system must have the capability to provide a conduit between the public and the law enforcement agency.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Documentation to demonstrated compliance with the system capacity
4. Copies of the annual review for all years of the cycle

36.13 CENTRALIZED COMMUNICATIONS CENTER

The agency has a written directive that requires the communication center will be located in a manner (as well as possible), which separates it from the ongoing activity of the agency and provides security and limited access to the area.

ANALYSIS: *To ensure the proper function of the communications center can be carried out without interference or distractions from the outside influences, the center should be isolated or shielded from those outside sources and access should be limited to those individuals who have a need to be in the immediate area of these functions. Distractions can provide for errors to be made and therefore should be minimized.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Documentation demonstrating compliance with the standard and agency policy (photo, security system logs, sign-in sheets, restricted access notice, etc...)

36.14 DISPATCH SERVICES

If the agency contracts with other departments to provide communications services, these arrangements shall be made in written contract form. This contract shall provide the scope of the services provided and be signed by all parties involved. A directive advising parties of the services provided to the outside agency and what services shall be provided to the communications personnel is required. A common language should be established and used by all agencies using a common frequency.

ANALYSIS: *To ensure no disputes arise, all services provided to the outside agencies should be in written form and all communications personnel shall have access to a written description of responsibilities to these other agencies.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of Contracts

36.15 SECURITY

The communications center shall be reasonably secure from physical attack and sabotage. It must also insure the security and delivery of services by including emergency power as part of the security of the functions.

ANALYSIS: *It is important that the communications center be secure from the standpoint that persons cannot wander into the area and possibly take over the nerve center of the law enforcement agency. It should be placed in an area of the building structure so that interference is limited. Un-interruptible power supplies and power generation must also be part of the establishment of this center.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. See standard 36. 13
4. Identification of Emergency Power (Generator) and other safeguards for the system, tower, cables, etc...

36.16 DISPATCHER TRAINING (Time Sensitive)

A written directive requires that employees of communication centers receive annual training as required and defined in Missouri State statutes and administrative law.

ANALYSIS: *It is important that the employees of the communication center receive training on annual bases to ensure that their knowledge and skills are improved upon to ensure professional, prompt, and reliable service for the agency(s) and the community(s) they serve. This training will also aid in legal actions taken against the agency for issues of failure to train and wrongful acts.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted in they exist
3. Copies of Training Rosters, Lesson Plans, Training Record and annual retraining as prescribed by law and agency policy or POST Certificates

36.17 RADIO COMMUNICATIONS

The agency has a written directive that establishes procedures for radio communications to and from patrol officers and specifies those circumstances requiring such communication by patrol officers.

ANALYSIS: *In today's society the availability of radio communications is a necessity for the patrol officer. Operations are more efficient and effective and officer safety is enhanced, when dispatchers, supervisors, and fellow officers know the status of officers, their locations, the nature of the case, call, or incident they are responding to. Officers should be required to communicate with*

dispatchers upon arrival at an incident scene, when a vehicle or pedestrian stop is made, when available for service, and so on. The information provided by the officer on vehicle and pedestrian stops should include location of stop, vehicle make, license plate number, number of occupants, and any other identifiable characteristic. When stopping pedestrians the number of persons stopped and the circumstances of the stop should be relayed prior to acting.

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted

CHAPTER 37

COURT RELATIONS

Criminal justice system works only when there is good cooperation between the different components of the system. The courts are a very important component of that system and the agency should recognize the desires and needs of the court systems and address them whenever possible to keep the lines of communications open.

37.1 COURT RELATIONS

The agency has a written directive that promotes the relationship between the courts and the law enforcement agency. Written guidelines are set forth for warrant application procedures, bonding procedures, security in the courtroom, and for court officials during court proceedings and the handling of prisoners during these proceedings.

ANALYSIS: *In many small departments it is often necessary for a member of the agency to act in the capacity of a court clerk or other part-time court official and for officers of that agency to provide security for the courtroom. To eliminate conflicts a procedure should be established describing the duties of all personnel involved in working such a combined position within the agency in the court system. A separation between these duties and limits of the authority provided by each position should be established. Guidelines should also be provided to all members of the law enforcement agency for warrant applications, bonding procedures, and other areas in which the agency must work.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of the Court Manual or similar document that demonstrates compliance with the following:
 - warrant application procedures (copies of warrant application)
 - bonding procedures (copies of bonds)
 - Security in the courtroom (copy of security manual, alarms, door locks, photo's, etc...)
 - Security for court officials during court proceedings (duress alarms, separate exits, telephones, radio's, etc...)

- Handling of prisoners during these proceedings (holding areas, handcuffs, etc...)

CHAPTER 38

LAW ENFORCEMENT SPECIAL UNITS

Volunteers have been recognized as one of the largest untapped resources available to public safety agencies. It is advisable that every agency look at the potential for the use of volunteers to allow full-time paid employees to do the more conventional law enforcement tasks. One such volunteer program is that of law enforcement explorer posts.

38.1 EXPLORERS

The agency has a written directive that establishes assignment of personnel to the law enforcement explorer post as a liaison and describes the programs in which the post will be involved. This policy shall establish the requirements for becoming a member of the explorer post, the types programs provided, and how they are to be administered. Further it shall include dress codes, limits of authority, restrictions for the use of equipment and the assignment of commissioned personnel to the post along with their duties and responsibilities.

ANALYSIS: *In dealing with young adults, it is important that they be aware of the goals that are to be achieved and what their responsibilities and duties are in this program.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or other assignment orders
4. Copy of Training Rosters, Lesson Plans, Training Records, Photos, or a combination thereof that demonstrates compliance with the standard.

38.2 POLICE ACADEMICS

The agency has a written directive that establishes the assignment of personnel to the citizen police academy post as a liaison and describes the programs in which the post will be involved. This policy shall establish the requirements for becoming a member of the academy, the types of programs provided, and how they are to be administered. Further it shall include dress codes, limits of authority, restrictions for the use of equipment and the assignment of commissioned personnel to the post along with their duties and responsibilities.

ANALYSIS: *In dealing with civilians, it is important that they be aware of the goals that are to be achieved and what their responsibilities and duties are in this program.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copy of TO or other assignment orders
4. Copy of Training Rosters, Lesson Plans, Training Records, Photos, or a combination thereof that demonstrates compliance with the standard.

CHAPTER 39

MISSOURI SPECIFIC STANDARDS

This Chapter relates to unique standards that arise from federal, state, or administrative actions that in their enactment causes action by Missouri law enforcement agencies.

39.1 CONCEALED CARRY OF WEAPONS BY CITIZENS

The agency has a written directive that defines procedures regarding the state of Missouri's concealed carry of weapons law.

ANALYSIS: *This department policy shall provide clear direction to address officer safety and department procedure in addressing this enabling statute.*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy

39.2 CCW FOR FULLTIME OFFICERS (PL#108-277 Federal Law)

The agency has written directive that defines procedures regarding Public Law #108-277, Federal Law relating to concealed carry of weapons by fulltime licensed and commissioned active law enforcement officers.

ANALYSIS: *This department policy shall provide a clear course of action in addressing Public Law #108-277 "Federal Law".*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy

39.3 CCW FOR RESERVES OFFICERS (PL#108-277 Federal Law)

The agency has a written directive that defines procedures regarding Public Law #108-277 Federal Law relating to concealed carry of weapons law by licensed and commissioned reserve law enforcement officers.

ANALYSIS: *This department policy shall provide a clear course of action in addressing Public Law #108-277 "Federal Law".*

Recommended Documentation:

CSSR completed as an index to the file

1. Current written directive appropriately identified and highlighted
2. Copies of documentation demonstrating compliance with the standard and the agency policy

39.4 CCW FOR RETIRED OFFICERS (PL#108-277 Federal Law)

The agency has a written directive that defines procedures regarding Public Law #108-277, Federal Law relating to concealed carry of weapons law by retired law enforcement officers.

ANALYSIS: *This department policy shall provide a clear course of action in addressing Public Law #108-277 "Federal Law".*

Recommended Documentation:

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy

39.5 AGENCY IDENTIFICATION CARDS FOR ACTIVE, RESERVE, & RETIREES

The agency has a written directive that establish identification cards for active, reserve, and retirees. This directive shall at a minimum address the card design standards and issues process along with the renewal process.

ANALYSIS: *This directive shall mandate the use of identification cards for active, reserves and retirees. The directive shall clearly define the ID card design. The directive shall clearly define the issuing process along with revocation and renewal process.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy

39.6 DOMESTIC VIOLENCE

The agency has a written directive that sets out the process in addressing Domestic Violence calls for service.

ANNALYSIS: *This directive shall at a minimum include the policies set forth in Missouri statutes regarding law enforcement's responsibilities so mandated by Missouri law.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy
4. Copies of Missouri Statutes and Agency policy mirroring the same
5. Include copies of all aspects of the agency policy that minimally includes compliance with Missouri State Statutes for all years of the cycle

39.7 Asset/Criminal Forfeiture: State and Federal

The agency has a written directive containing comprehensive policy and procedures for asset/criminal forfeitures. The policy shall address RSMo chapter 195 Drug Forfeitures; RSMo 513.600-607 Criminal Activity Forfeiture Act; and Drug Forfeitures – Federal level (21 U.S.C. 853)

ANNALYSIS: *This directive shall at a minimum include the policies set forth in Missouri statutes as well as Federal Statutes regarding law enforcement's responsibilities so mandated by Federal Law and Missouri law.*

Recommended Documentation: (multiple requirements)

1. CSSR completed as an index to the file
2. Current written directive appropriately identified and highlighted
3. Copies of documentation demonstrating compliance with the standard and the agency policy as it pertain to Asset forfeitures and Seizures on both a State level as well as a Federal level.



QUESTIONNAIRE
SPACE NEEDS ASSESSMENT
University City, MO Police Department

CHIODINI ARCHITECTS & REDSTONE ARCHITECTS, INC.

INTRODUCTION:

The **University City, MO** has retained Chiodini Architects & Redstone Architects to develop a Space Needs Assessment to determine the current and future needs of its Police Department.

This Questionnaire will assist us to document your goals and planning philosophy for the agency's future organizational changes and trends, staffing forecasts, departmental adjacencies, space standards and financial issues.

This questionnaire provides an overview by the department's heads and key staff members. It will help the study greatly if you respond to each question presented (even if with "not applicable" or N/A). Try not to let the inadequacies of your present facility limit your presentation of your actual needs and desires. Please feel free to expand your responses to the questionnaire on additional pages. The more completely we understand your needs the more effectively the new facility can be programmed to best serve your agency and community.

1. Identification and Description of Department:

Division within Department (Admin., Investigations, Patrol, etc.):

Your Title, Name, and Work Telephone Number:

	()
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Title	First	Last	Area Code- Telephone
-------	-------	------	----------------------

2. Department Functional Goals for this project:

Provide a brief overview / description of the department's goals from the perspective of your position:



QUESTIONNAIRE
SPACE NEEDS ASSESSMENT
University City, MO Police Department



QUESTIONNAIRE
SPACE NEEDS ASSESSMENT
University City, MO

3. Future Organization, Trends & Comments:

What changes might be expected over the next 3 to 5 years in your operation's service emphasis or organizational structure?



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University City, MO

4. Staffing Forecast:

Changes to the future should be noted here.

CURRENT STAFF LEVEL

FORECAST COMMENTS (5 and 10 year)





QUESTIONNAIRE SPACE NEEDS ASSESSMENT *University City, MO*

6. Specific Departmental Operations:

A. Administration:

Please, describe daily operations, including public interaction, training, administrative functions, access to Patrol Division and Investigations, etc. How does the public access your area? What don't you have that you feel you need to improve your operations?

B. Patrol Division

Please, describe daily operations, including roll call, briefing, report writing, mail distribution, public interaction, etc.



QUESTIONNAIRE SPACE NEEDS ASSESSMENT *University City, MO*

C. Investigations:

Please, describe daily operations, including briefing, public interaction, evidence processing, etc. Where are older records kept? What don't you have that you feel you need to improve your operations?

D. Specialty Functions (Communications, Holding, Evidence, Front Desk, Training, etc.):

Please, describe daily operations, including public interaction, evidence processing, training needs, front desk, prisoner processing/holding/release, general security needs, etc. What don't you have that you feel you need to improve your operations? Attach additional pages if necessary.



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SPACE NEEDS ASSESSMENT
University City, MO

7. Furniture & Equipment:

List furniture and/or equipment, quantity and special sizes required for each division or area.

Examples include:

- a) Desk b) Credenza c) Bookcase d) File Cabinet e) Chair f) Guest Chair g) Computer
h) Telephone i) Printer j) Typewriter k) Counter l) Sink

DIVISION / AREA FURNITURE / EQUIPMENT



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SPACE NEEDS ASSESSMENT
University City, MO

8. Special Needs:

This area is provided for your notes or sketches of any special configuration that would aid in describing your thoughts about office standards or equipment.

If you have special work space or office needs or ideas, please attempt a sketch. We will review it with you later if needed



9. Other Comments:

[illegible]

If you have any questions, please contact **Daniel Redstone**, FAIA, Redstone Architects at 248-481-0990, or **Chris Chiodini**, AIA, Principal, Chiodini Architects at 314-725-5588.

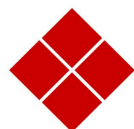
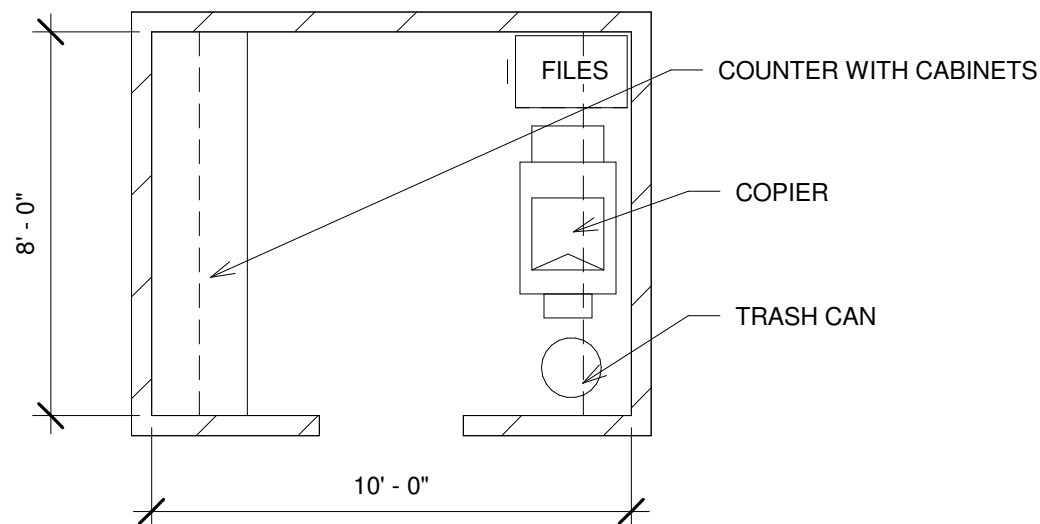
EXHIBIT H

**SPACE STANDARDS USED FOR:
UNIVERSITY CITY, MISSOURI
POLICE DEPARTMENT**

FEBRUARY 2015



Redstone Architects Inc.
Law Enforcement Justice Public Safety Municipal



Redstone Architects, Inc.

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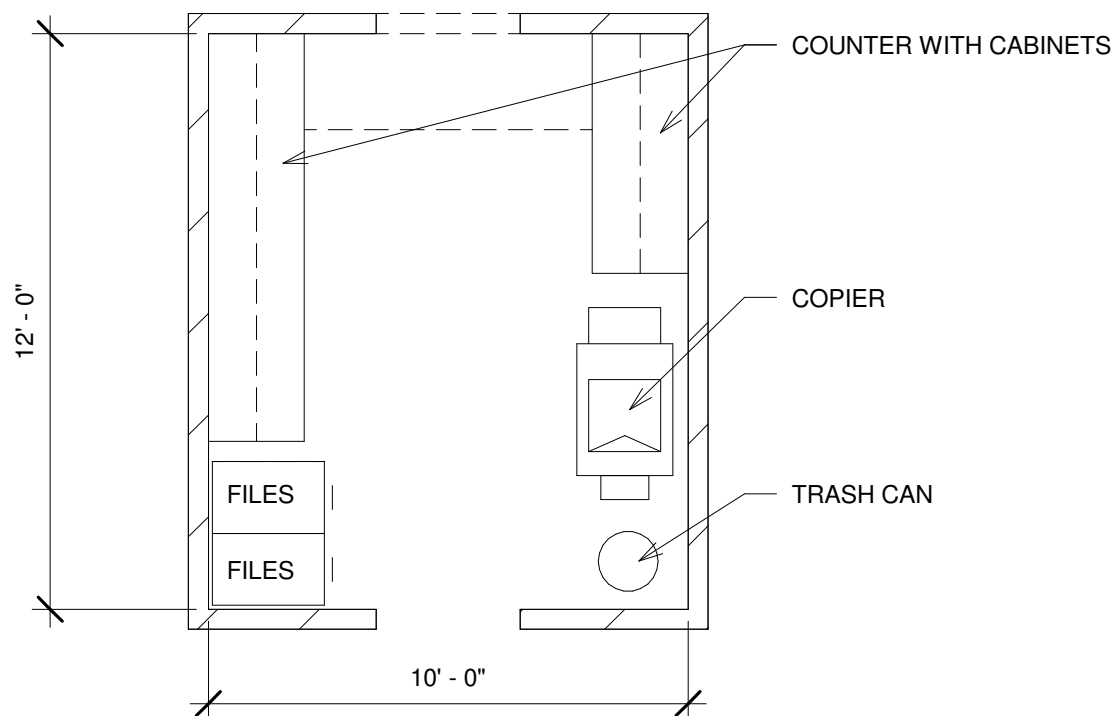
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WR-S



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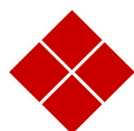
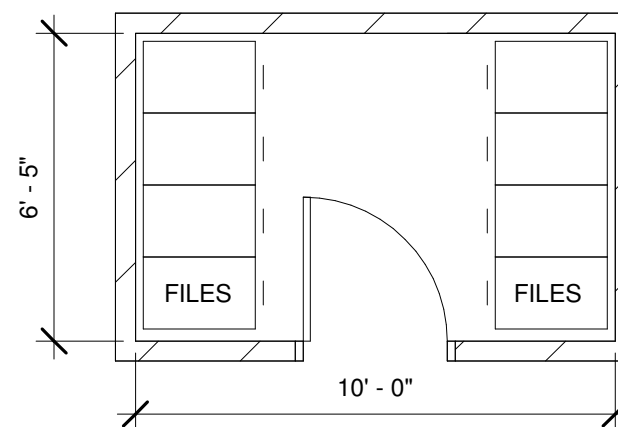
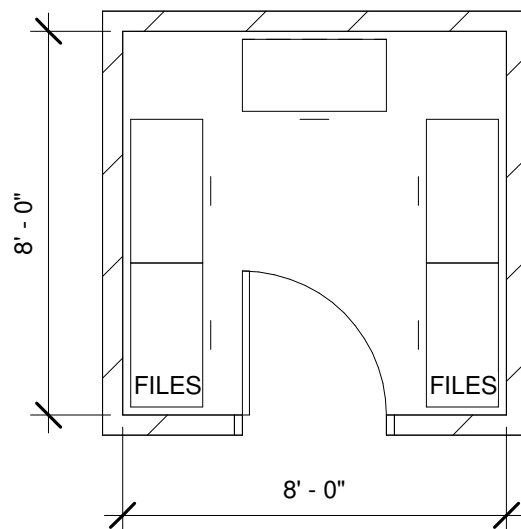
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SIZE

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REF. NO.

WR-M



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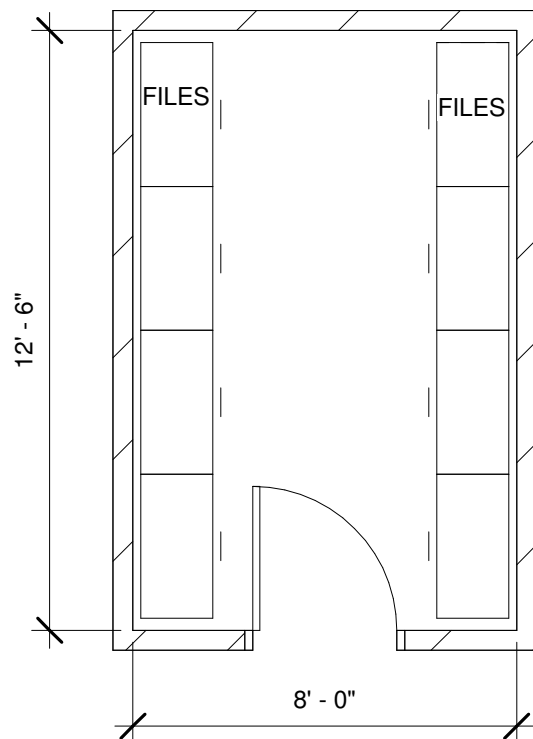
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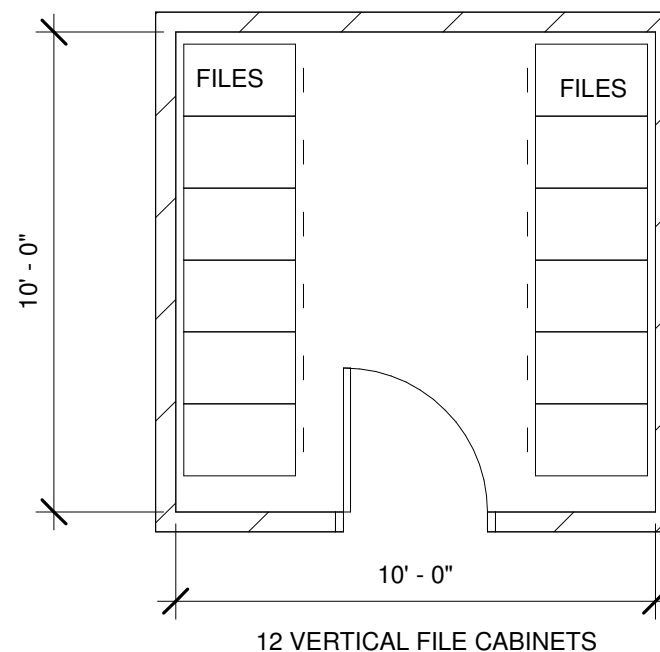
64 SQ.FT.

REF. NO.

FS-S



8 LATERAL FILE CABINETS



12 VERTICAL FILE CABINETS



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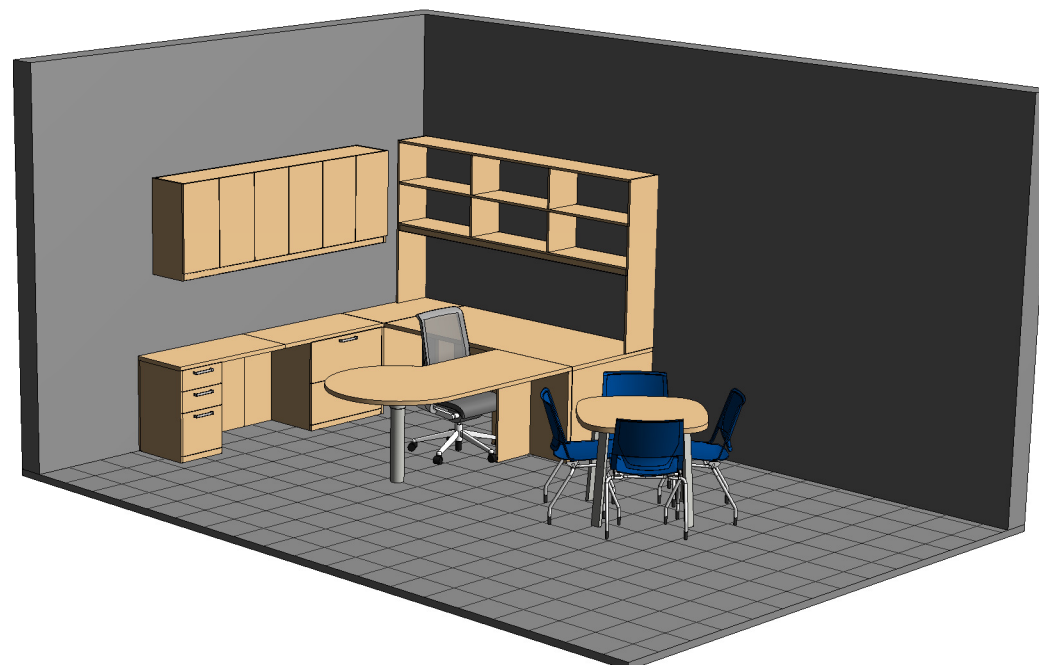
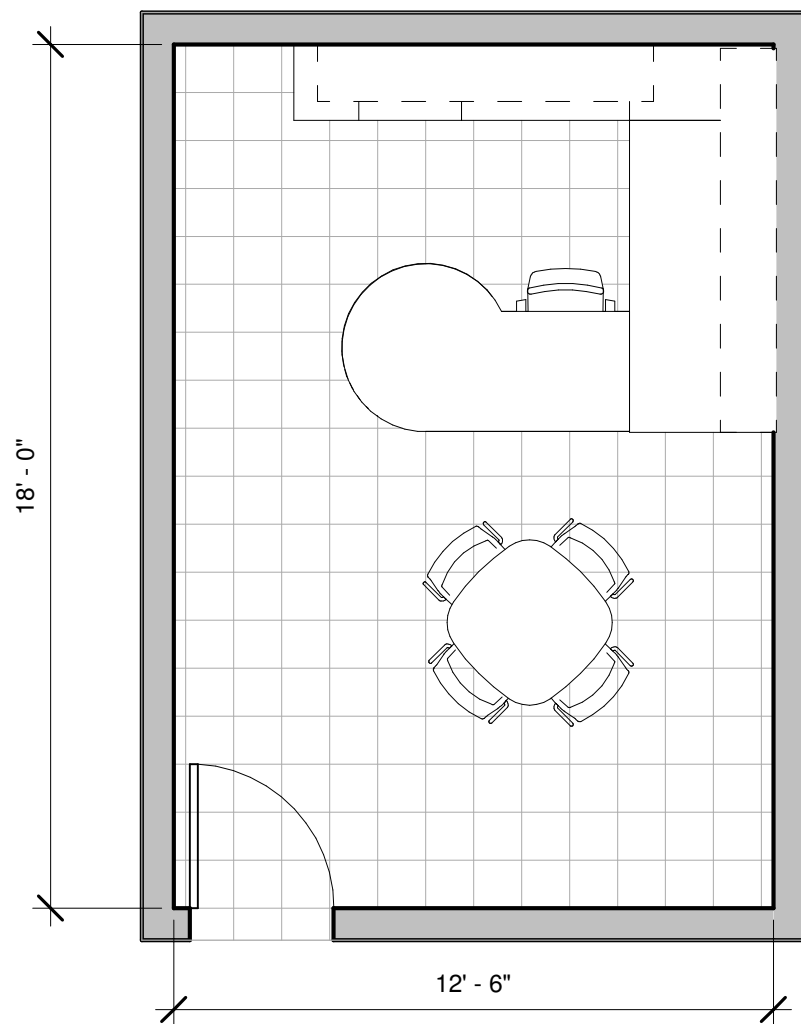
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SIZE

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REF. NO.

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DESCRIPTION

OFFICE

TYPE

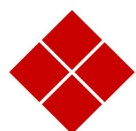
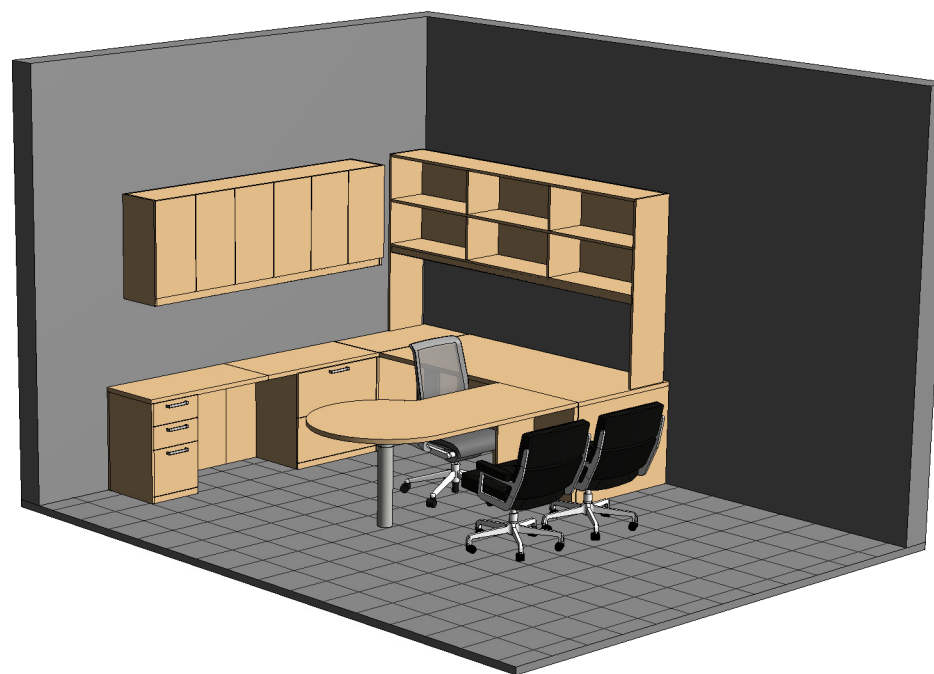
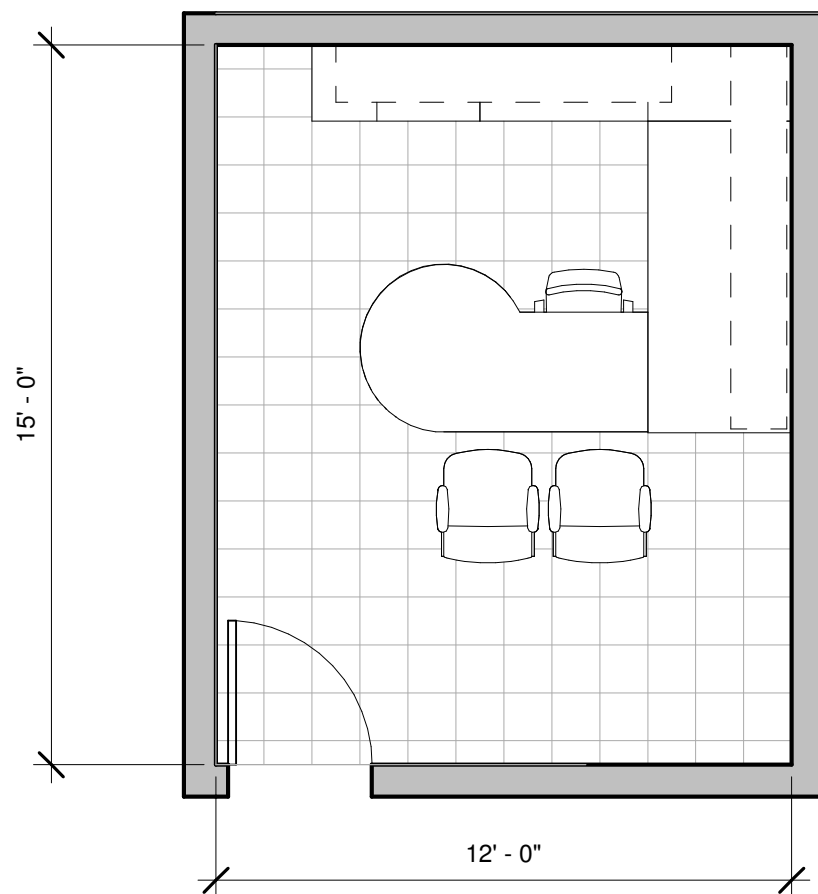
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REF. NO.

O-B



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DESCRIPTION

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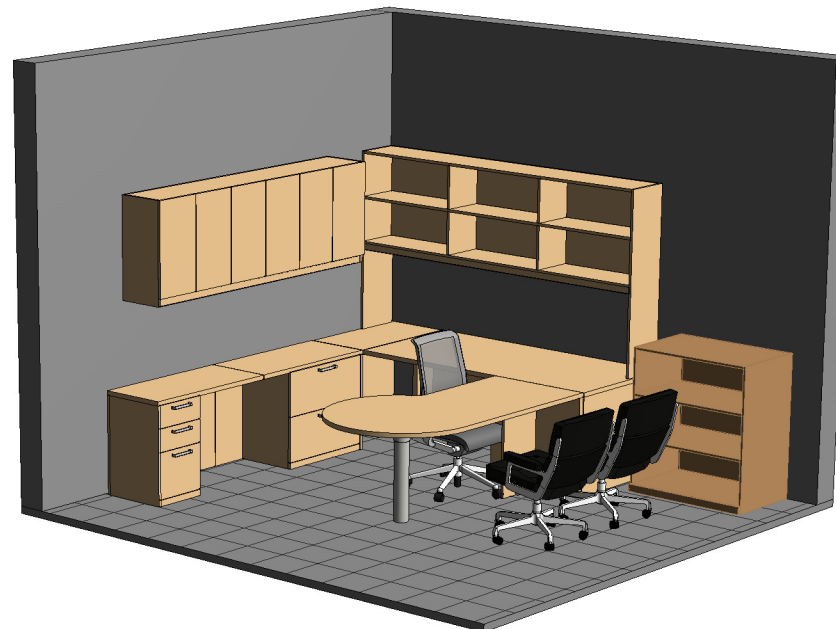
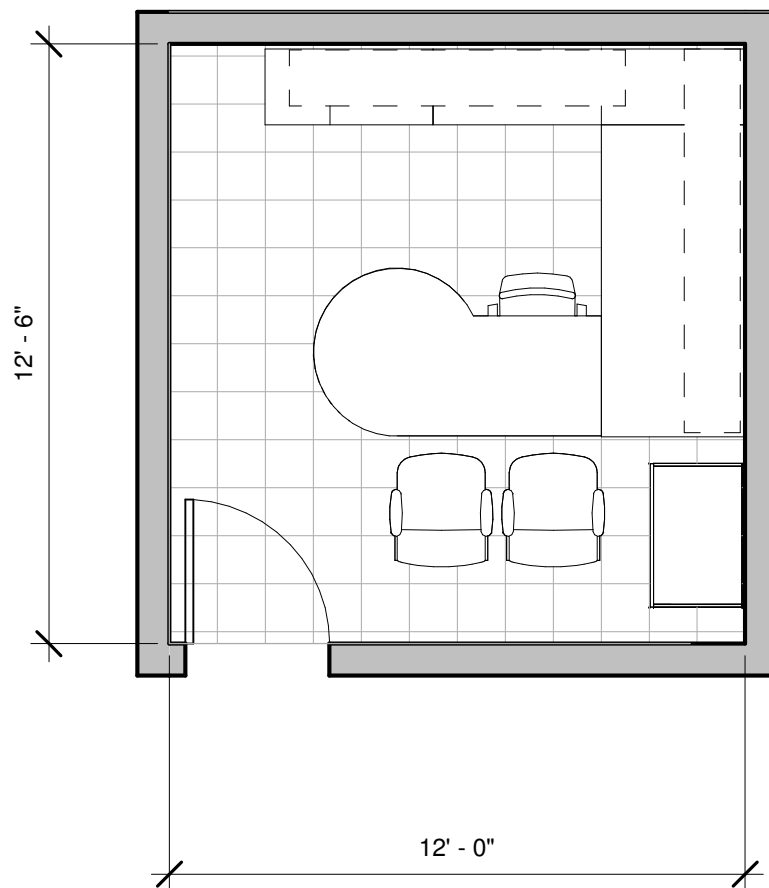
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REF. NO.

O-C



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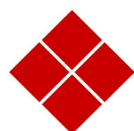
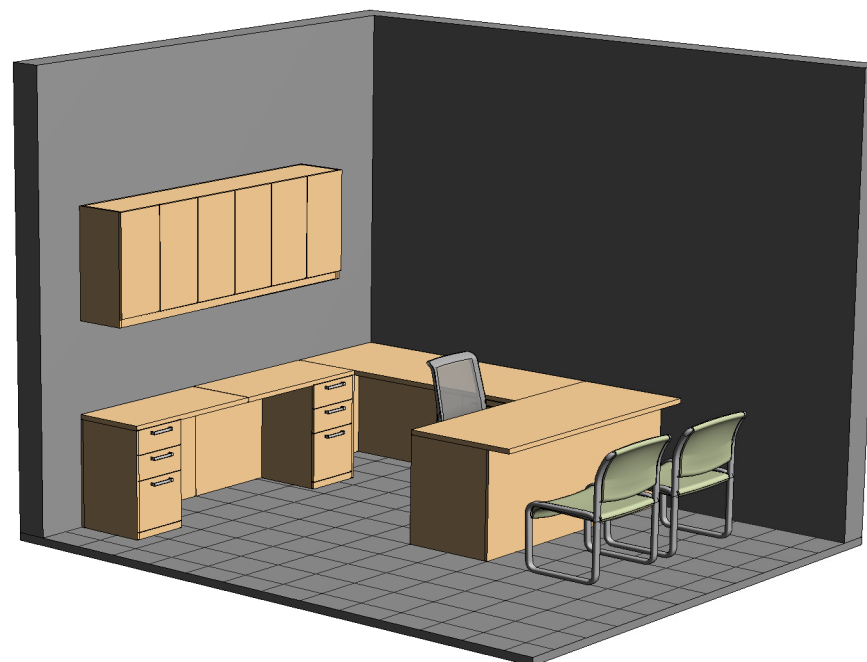
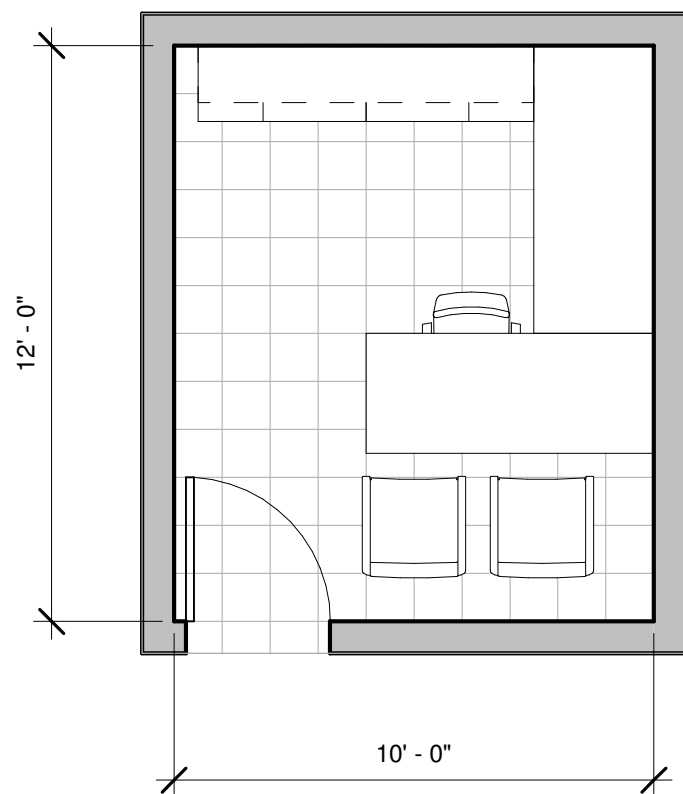
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O-D



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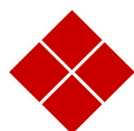
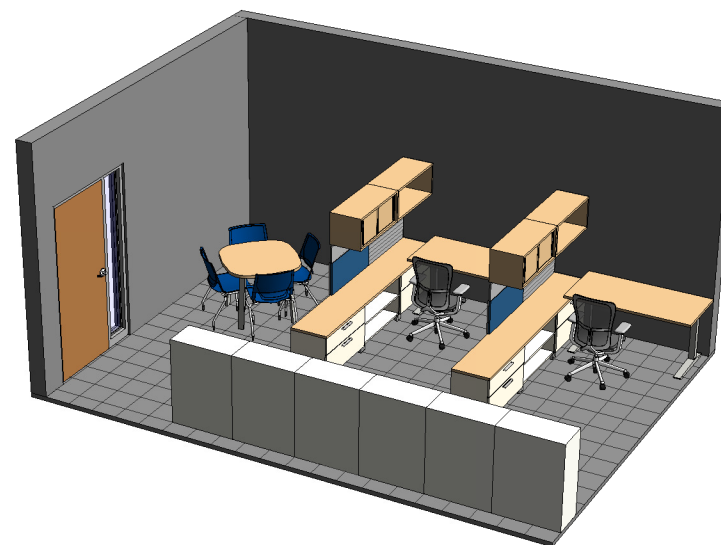
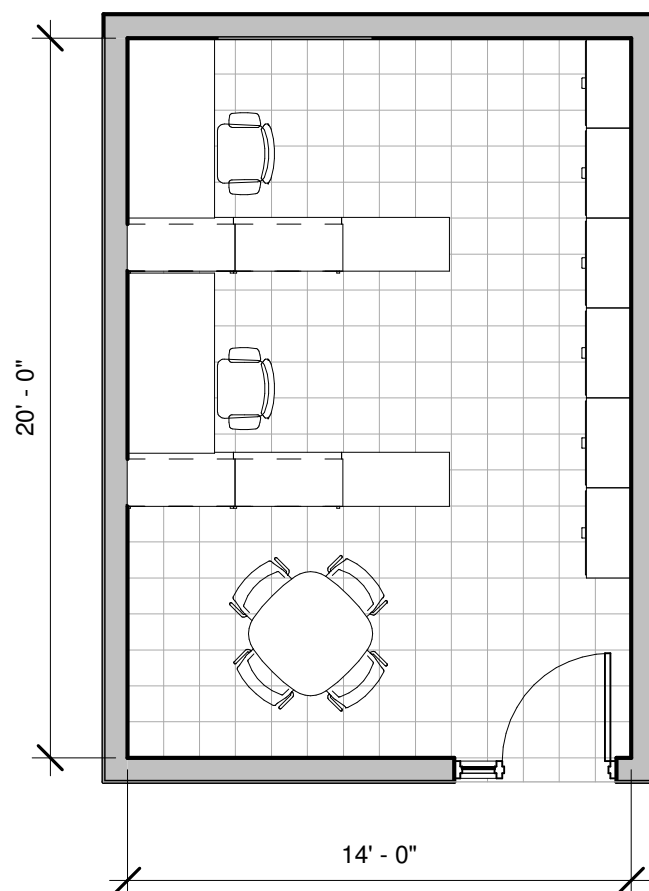
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SIZE

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REF. NO.

O-E



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DESCRIPTION

OFFICE

TYPE

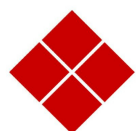
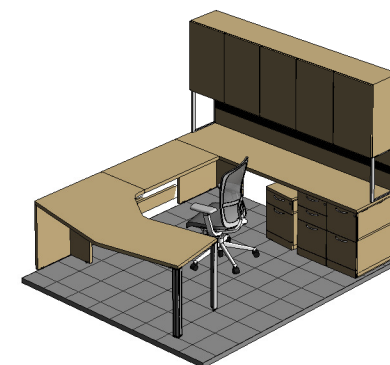
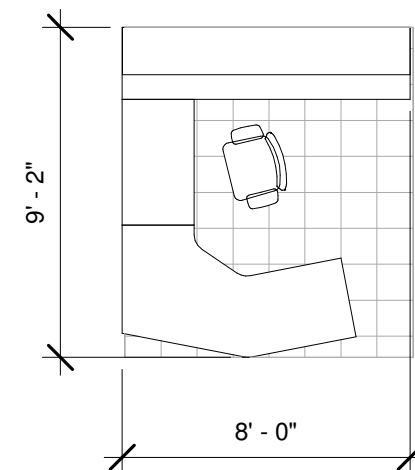
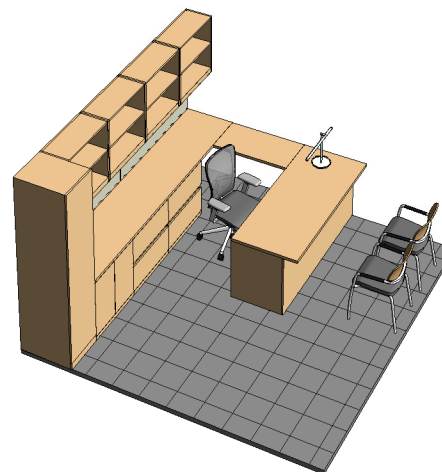
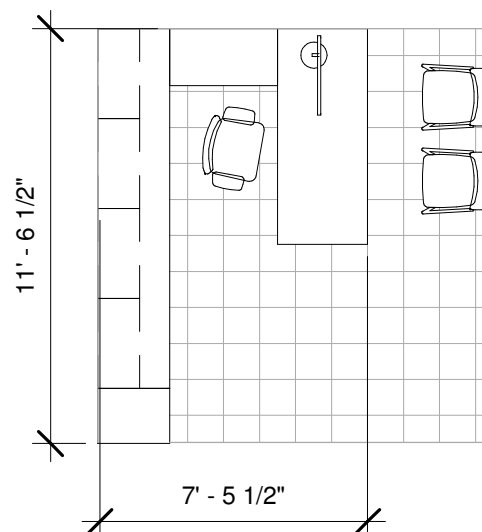
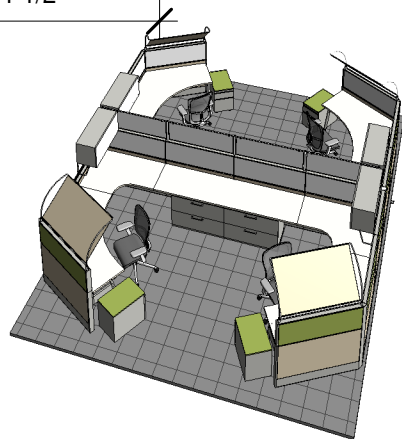
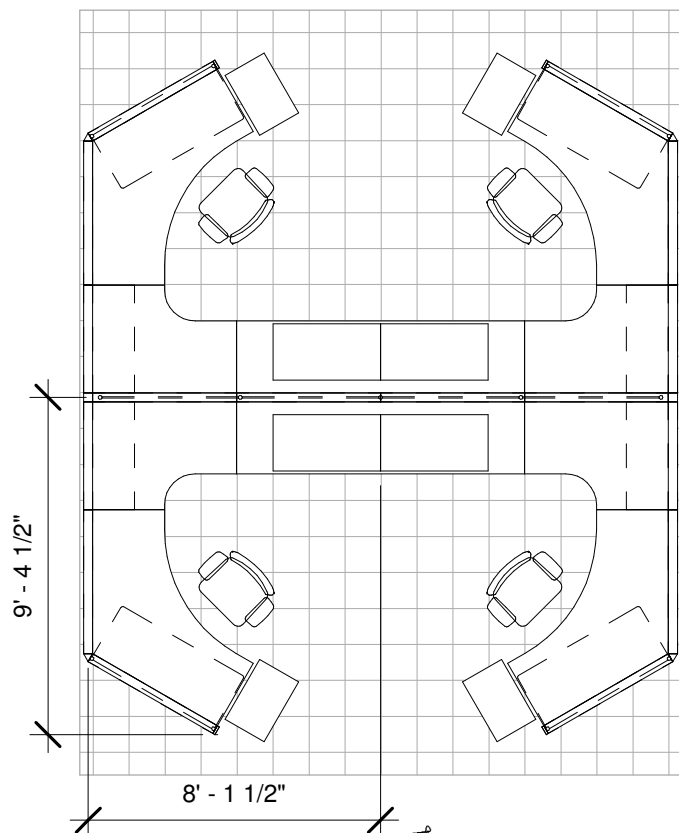
SHIFT COMMAND OFFICE -2 DESK

SIZE

280 SQ.FT.

REF. NO.

O-G2



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DESCRIPTION

WORKSTATION

TYPE

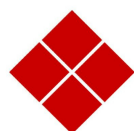
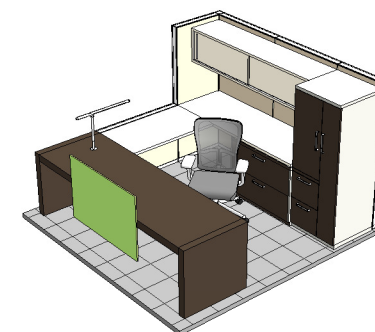
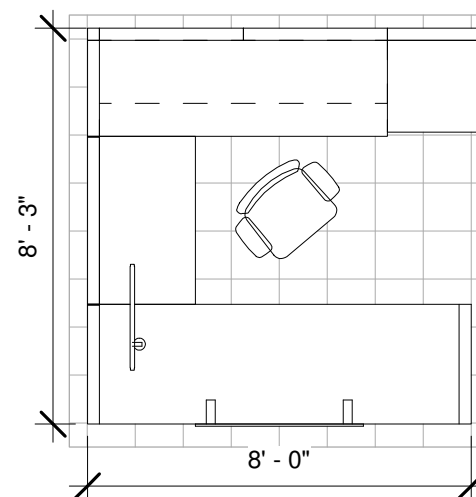
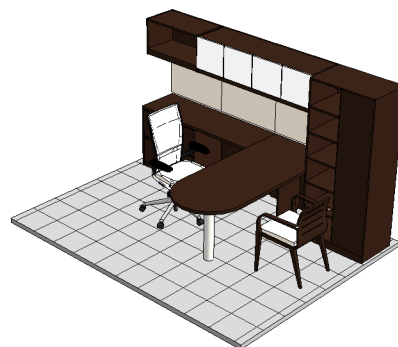
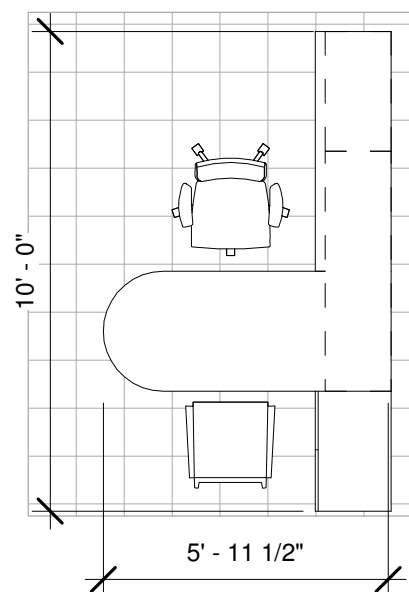
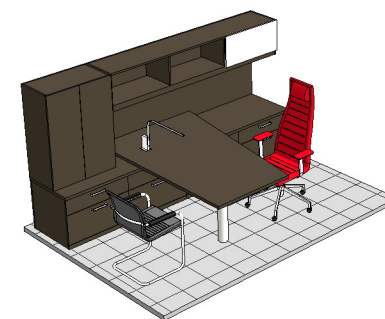
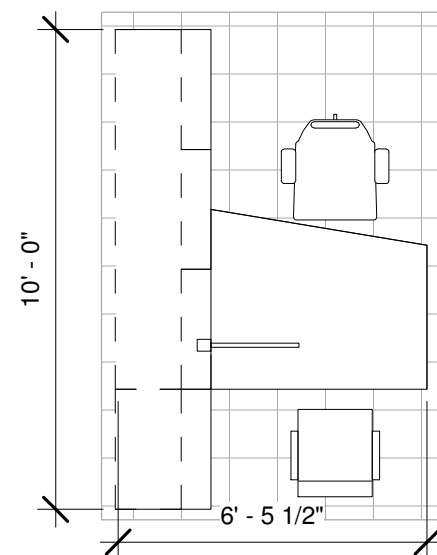
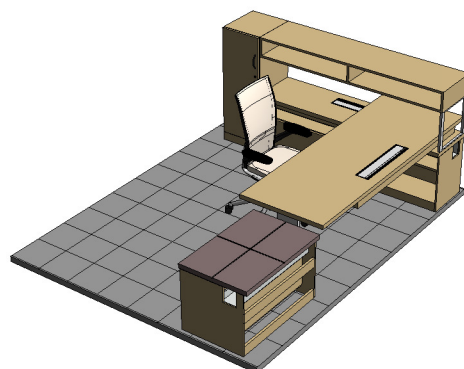
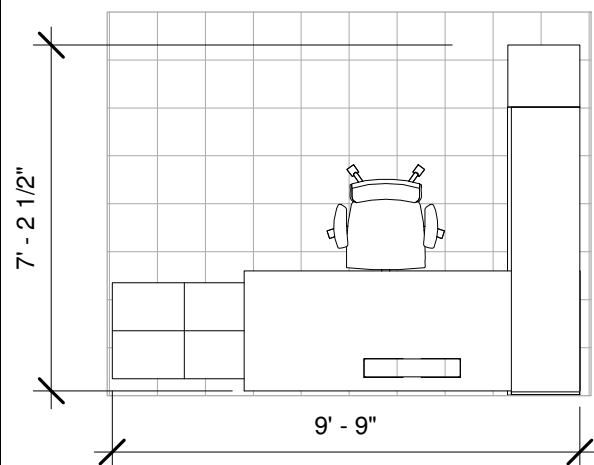
LARGE "B"

SIZE

approx. 72 SQ.FT.

REF. NO.

W-B



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DESCRIPTION

WORKSTATION

TYPE

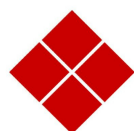
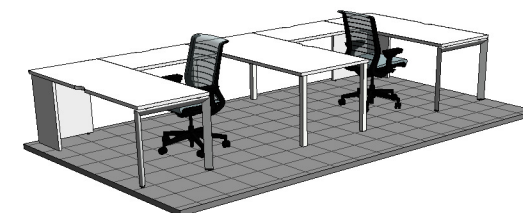
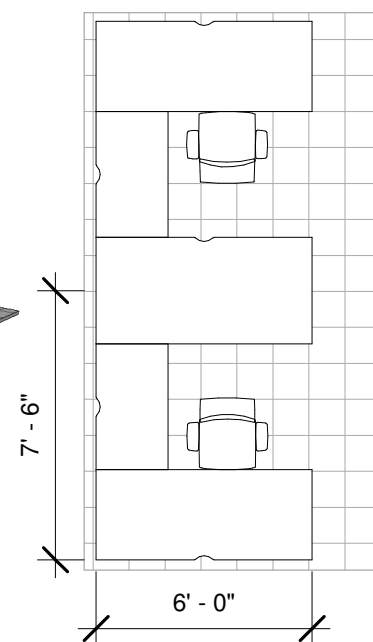
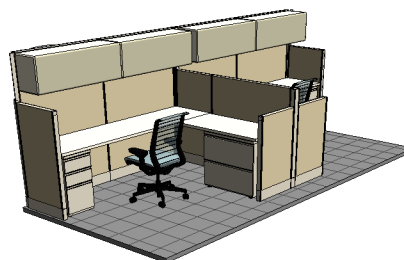
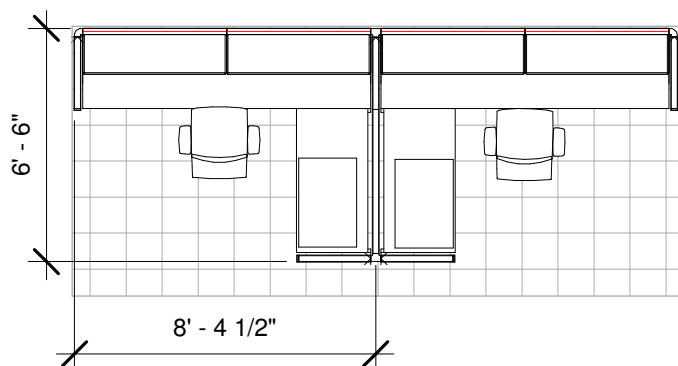
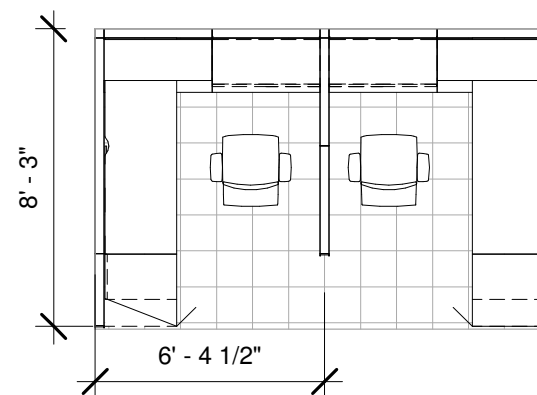
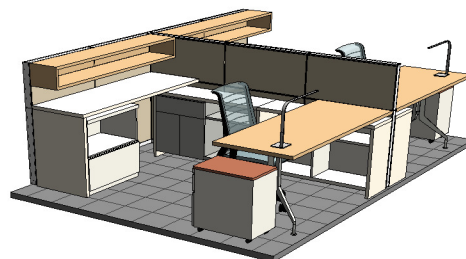
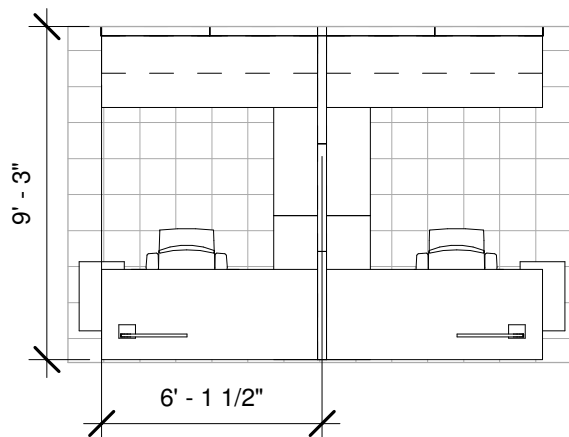
MEDIUM "C"

SIZE

approx. 64 SQ.FT.

REF. NO.

W-C1



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DESCRIPTION

WORKSTATION

TYPE

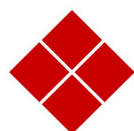
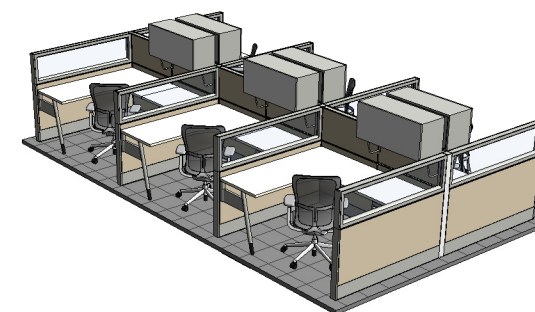
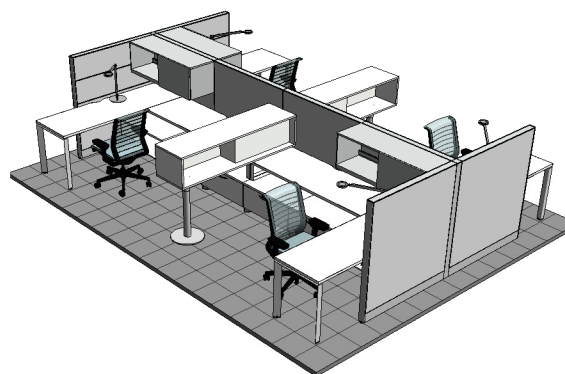
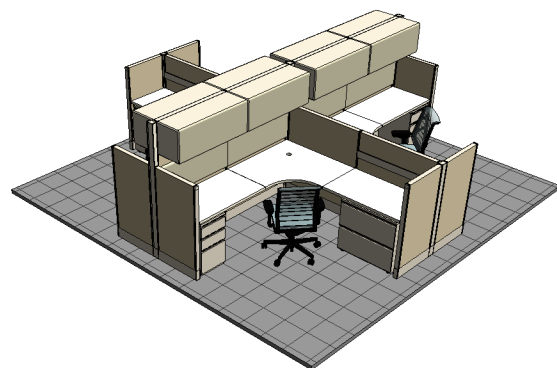
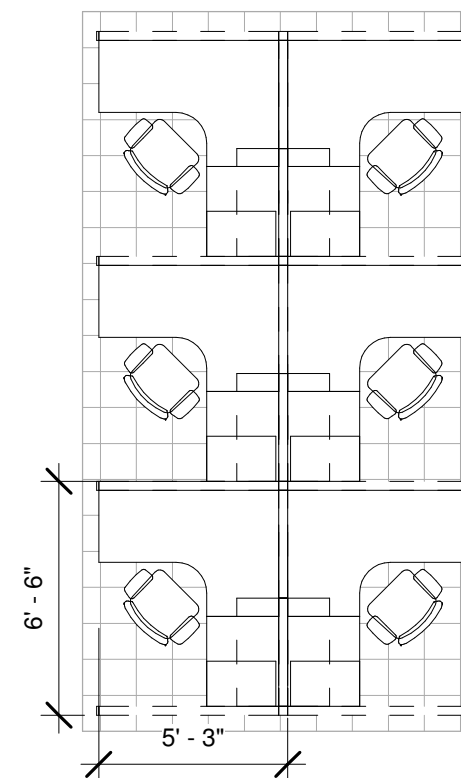
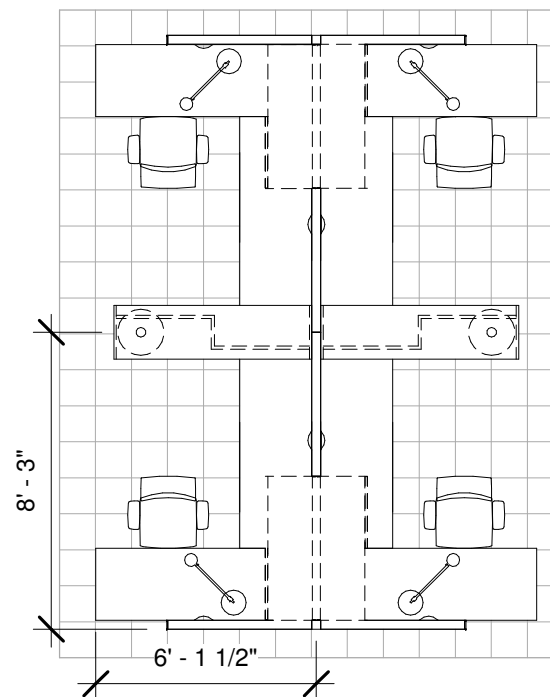
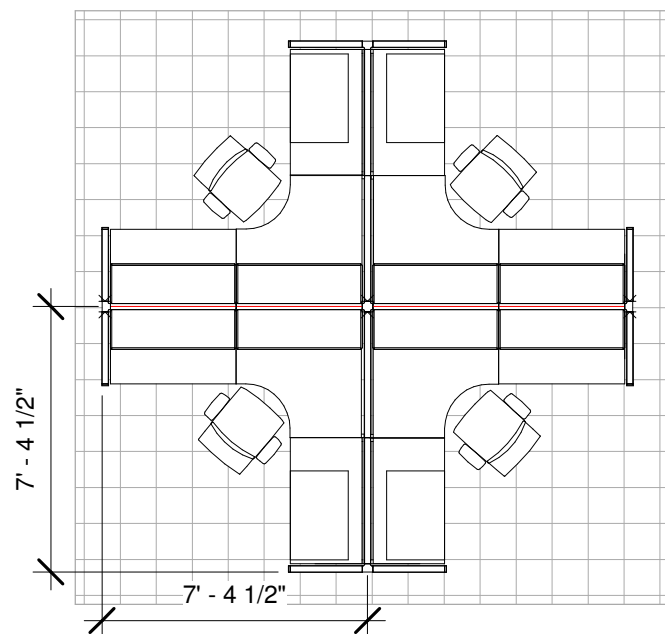
SMALL "D"

SIZE

approx. 48 SQ.FT.

REF. NO.

W-D2



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DESCRIPTION

WORKSTATION

TYPE

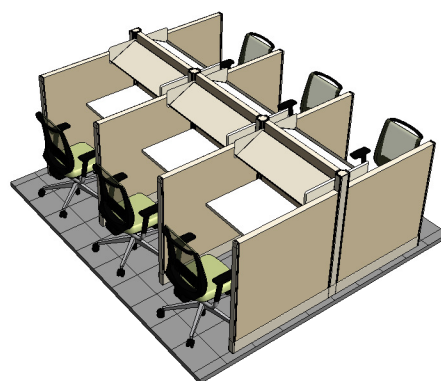
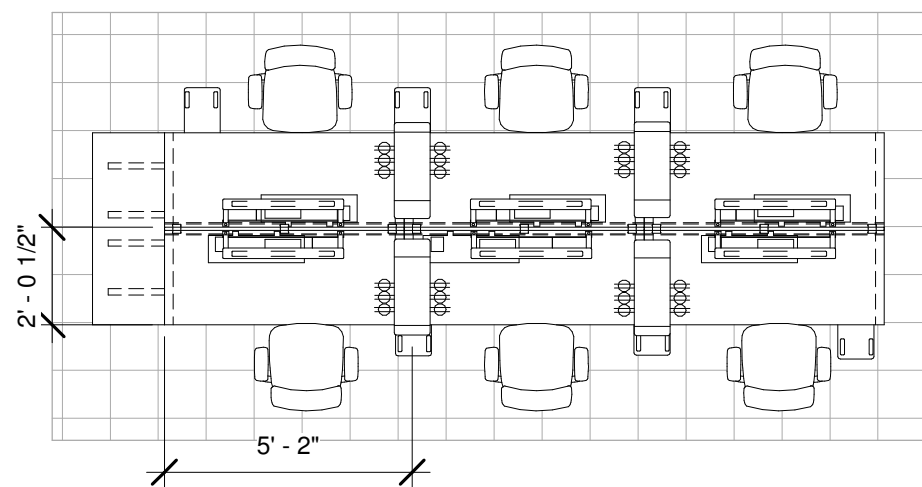
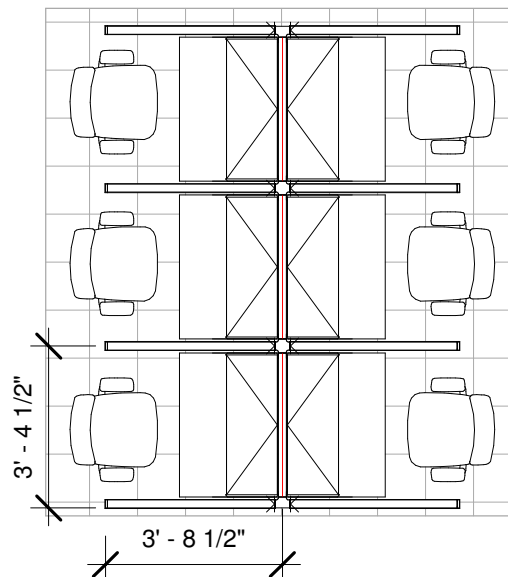
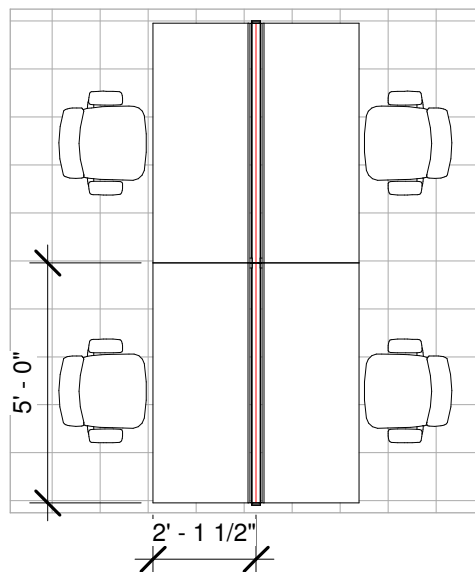
SMALL "D"

SIZE

approx. 48 SQ.FT.

REF. NO.

W-D3



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DESCRIPTION

WORKSTATION

TYPE

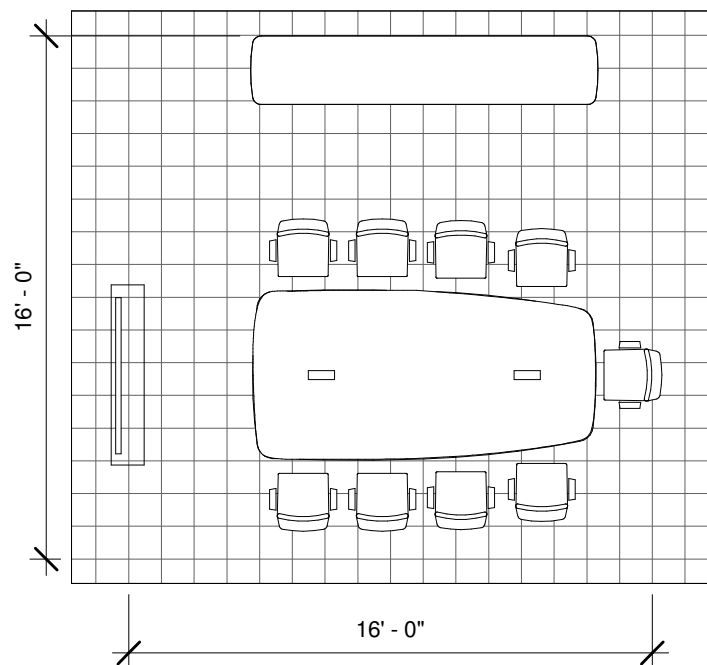
CARREL/TERMINAL "F"

SIZE

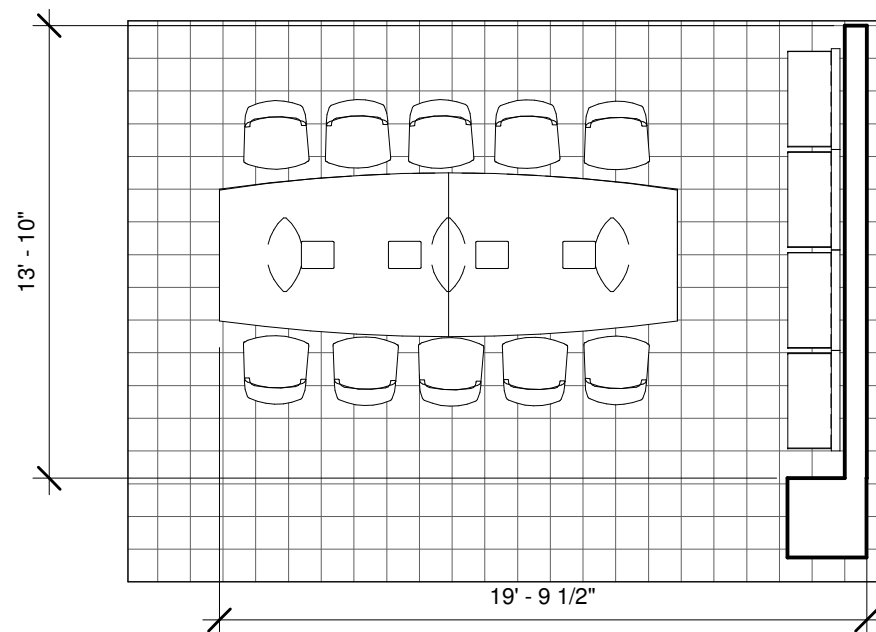
approx. 24 SQ.FT.

REF. NO.

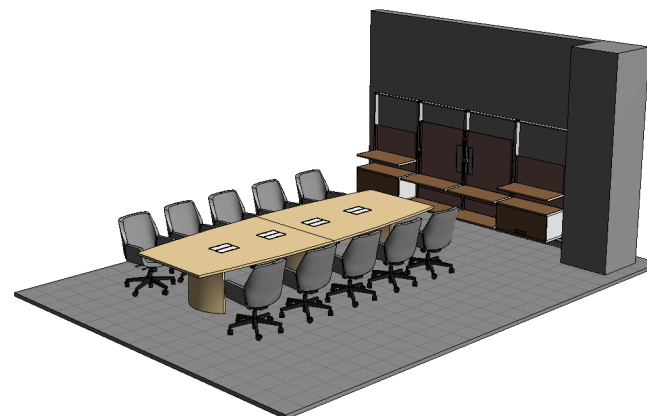
W-F



9-PERSON CONFERENCE ROOM



10-PERSON CONFERENCE ROOM



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DESCRIPTION

CONFERENCE ROOM

TYPE

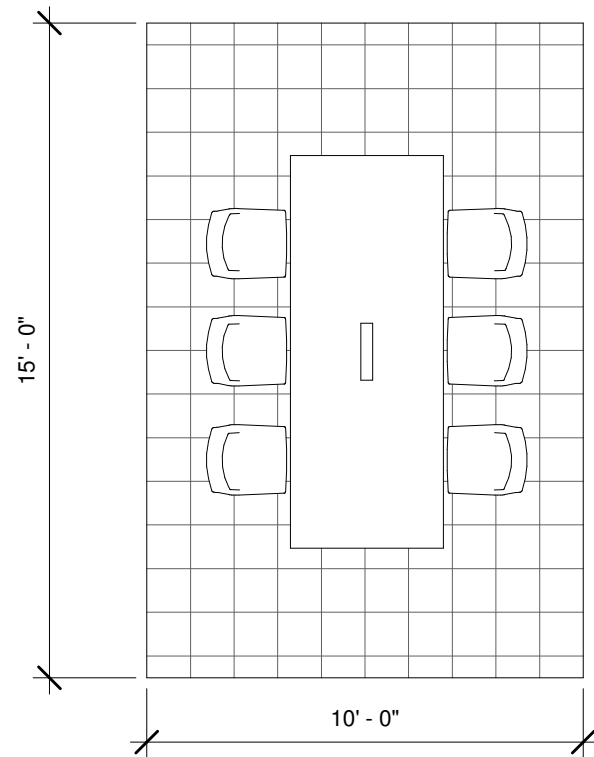
MEDIUM "C"

SIZE

approx. 250 SQ.FT.

REF. NO.

CR-C



6-PERSON CONFERENCE ROOM



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DESCRIPTION

CONFERENCE ROOM

TYPE

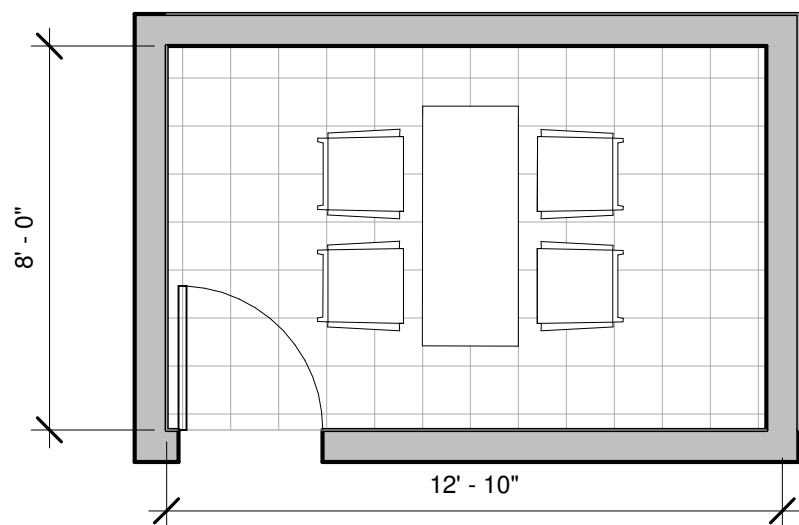
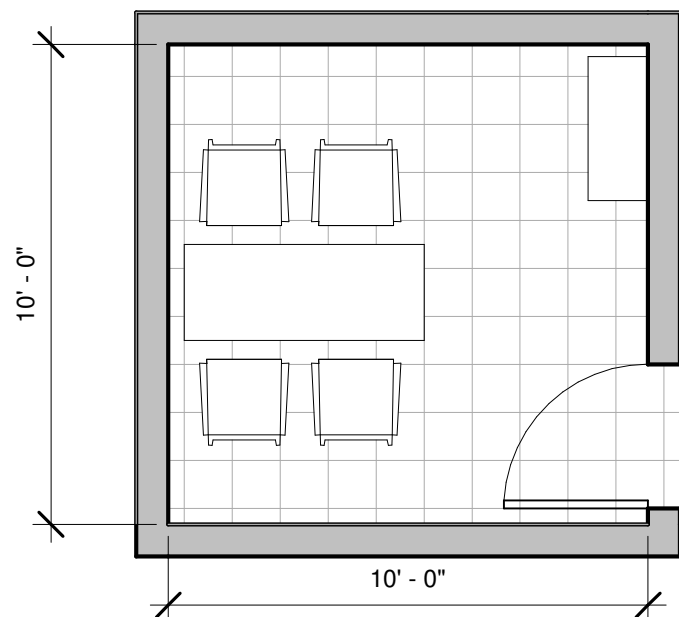
SMALL "E"

SIZE

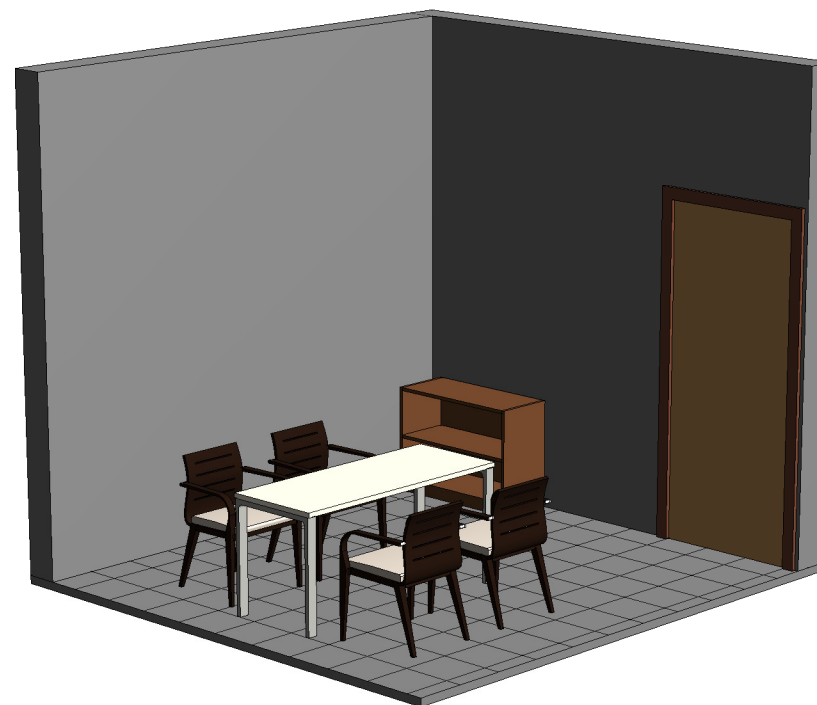
150 SQ.FT.

REF. NO.

CR-E



4-PERSON CONFERENCE ROOM



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DESCRIPTION

CONFERENCE ROOM

TYPE

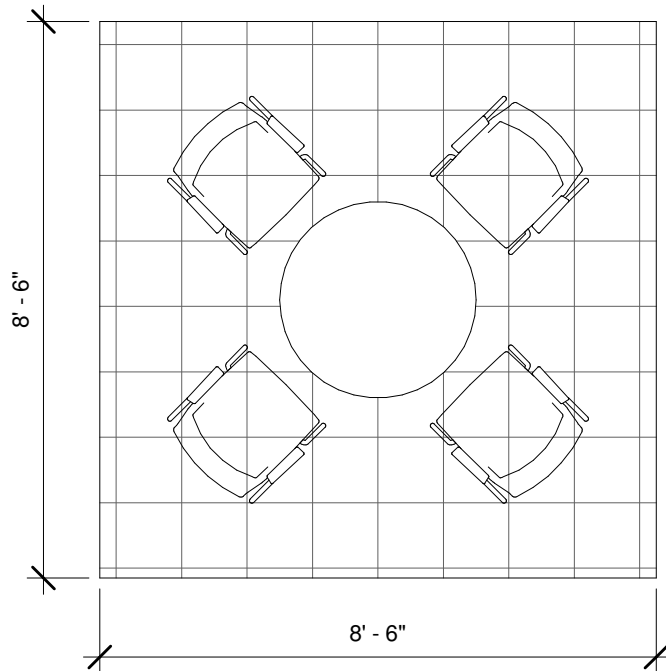
MINIMUM "F"

SIZE

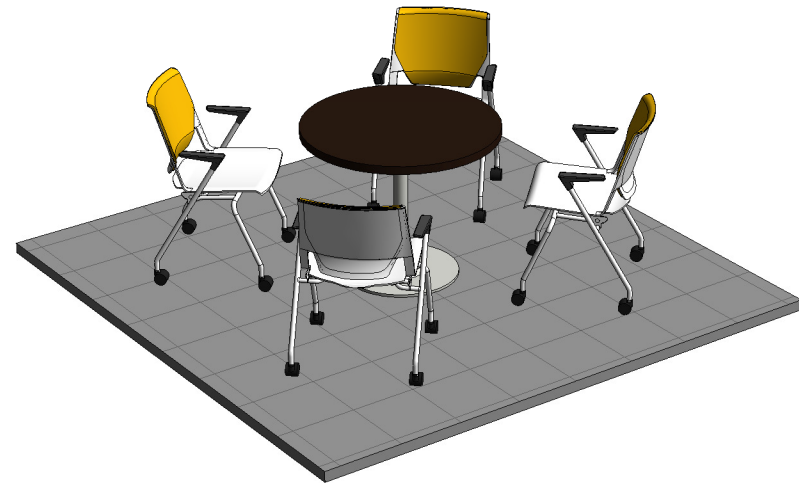
100 SQ.FT.

REF. NO.

CR-F



4-PERSON CONFERENCE AREA



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DESCRIPTION

CONFERENCE ROOM

TYPE

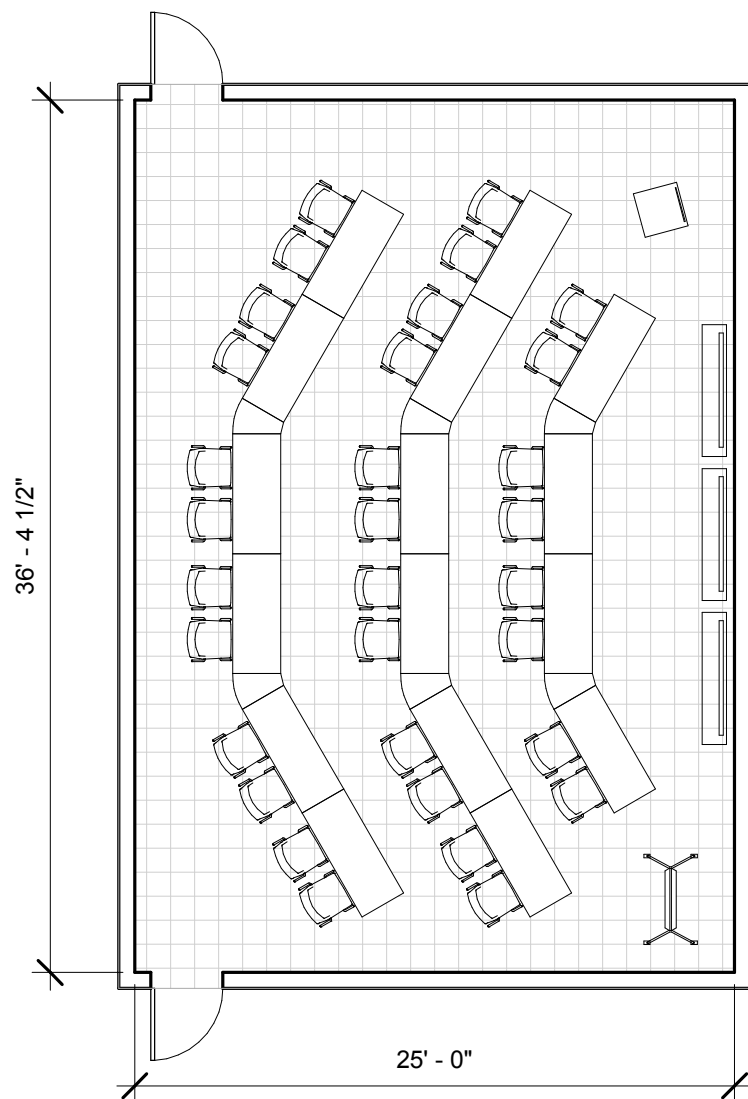
MINIMUM "G"

SIZE

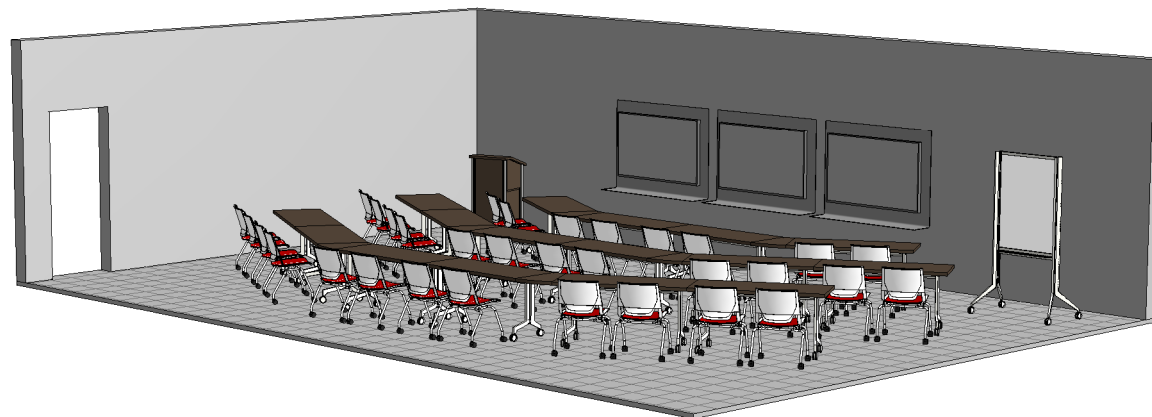
72 SQ.FT.

REF. NO.

CR-G



32-PERSON TRAINING ROOM - WITH TABLES



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DESCRIPTION

TRAINING ROOM

TYPE

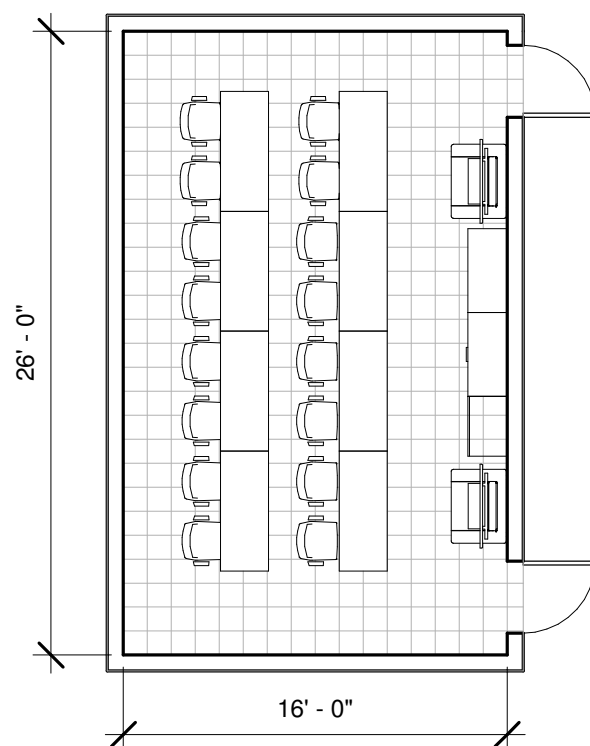
MEDIUM "D"

SIZE

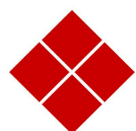
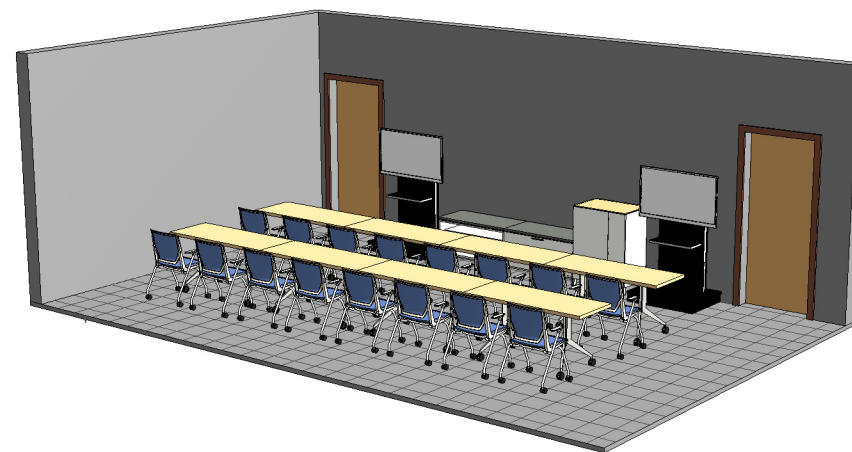
900 SQ.FT.

REF. NO.

TR-D



16-PERSON TRAINING ROOM



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DESCRIPTION

TRAINING ROOM

TYPE

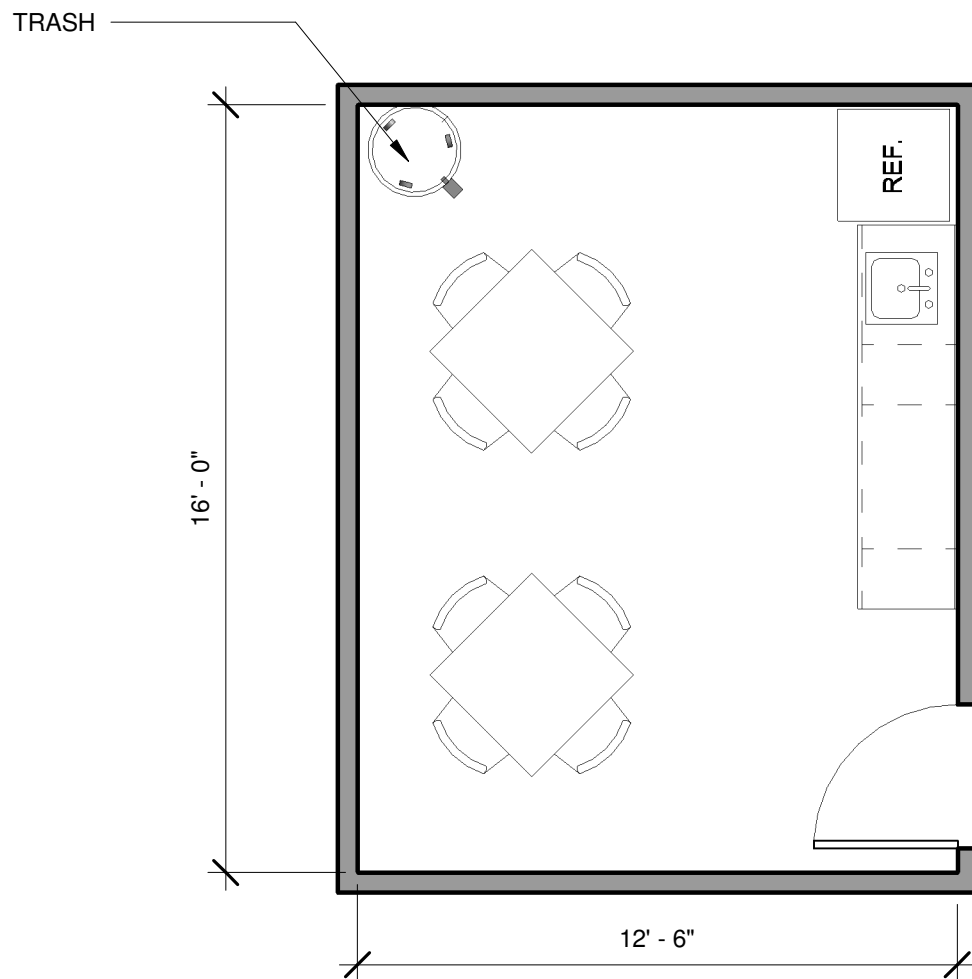
SMALL "G"

SIZE

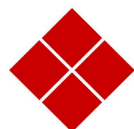
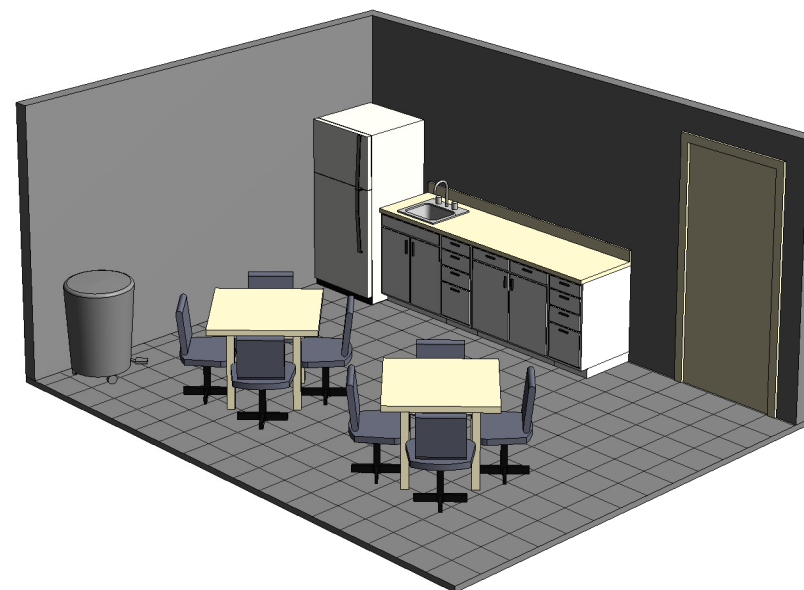
416 SQ.FT.

REF. NO.

TR-G



8 PERSON BREAK ROOM



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DESCRIPTION

BREAK ROOM

TYPE

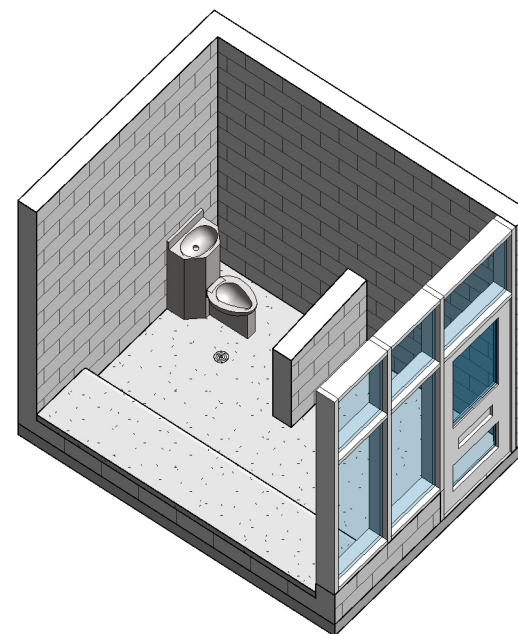
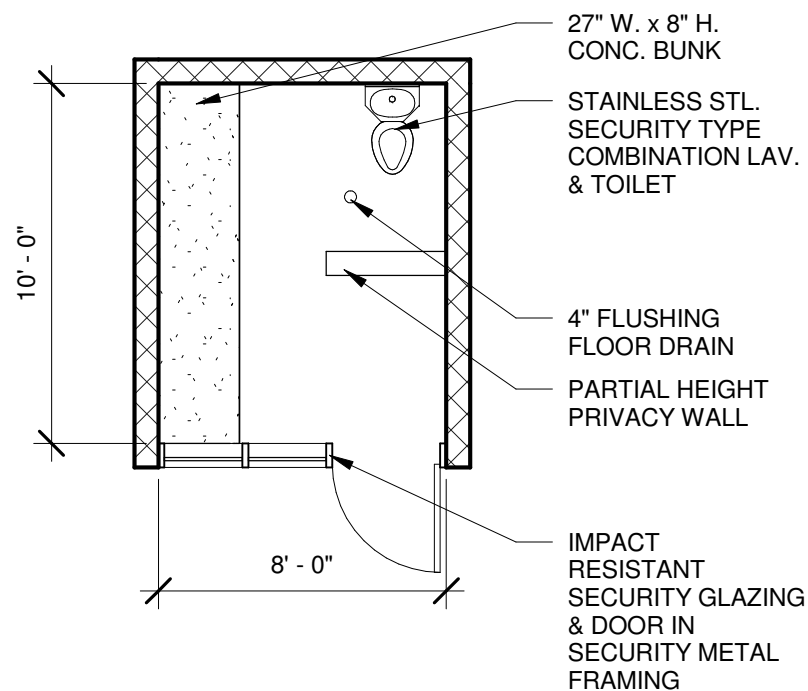
SMALL "C"

SIZE

200 SQ.FT.

REF. NO.

BR-C



HOLDING TANK FOR (1) PRISONER

THIS LAYOUT IS PARTIALLY BASED ON THE
"CONSTRUCTION HANDBOOK FOR JAILS AND LOCKUPS"
ISSUED BY MICHIGAN DEPARTMENT OF CORRECTIONS



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DESCRIPTION

HOLDING CELL

TYPE

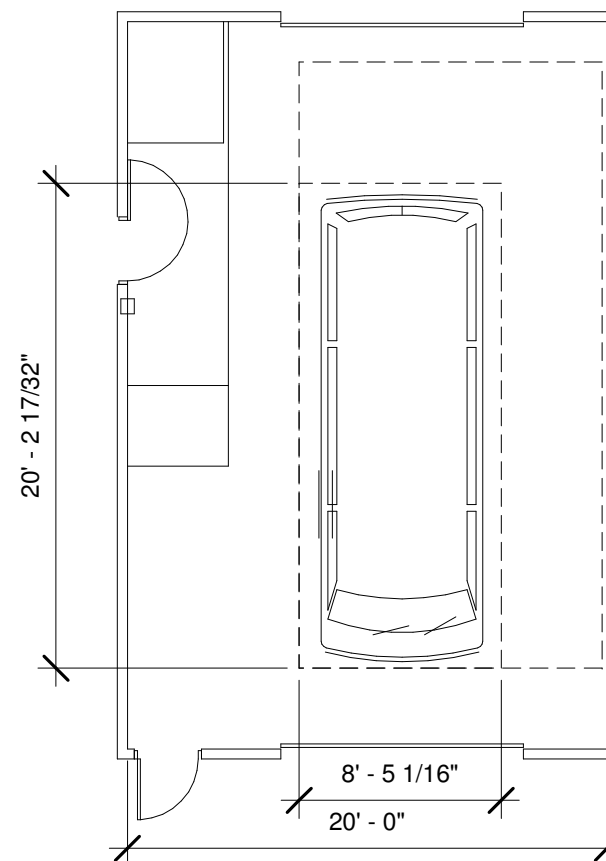
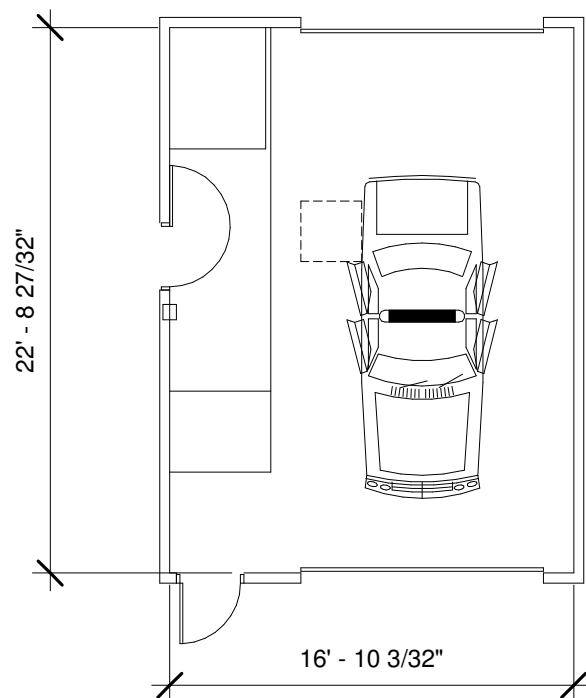
LARGE "C"

SIZE

80 SQ.FT.

REF. NO.

HC-C



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DESCRIPTION

SALLY PORT

TYPE

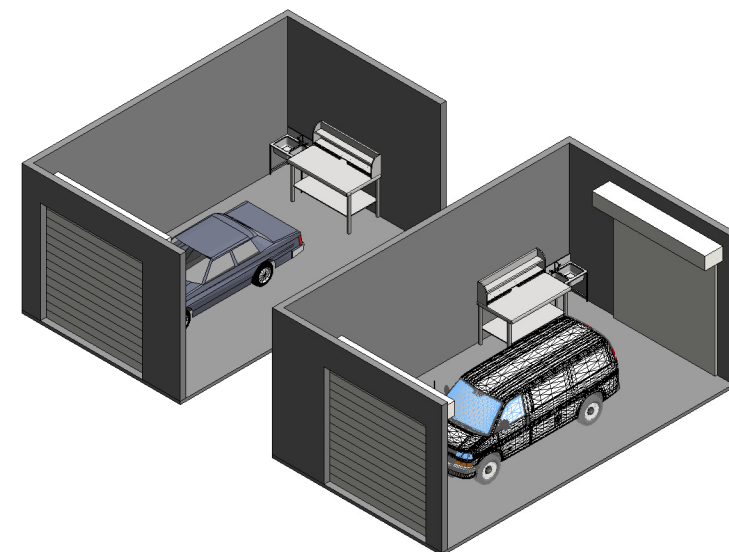
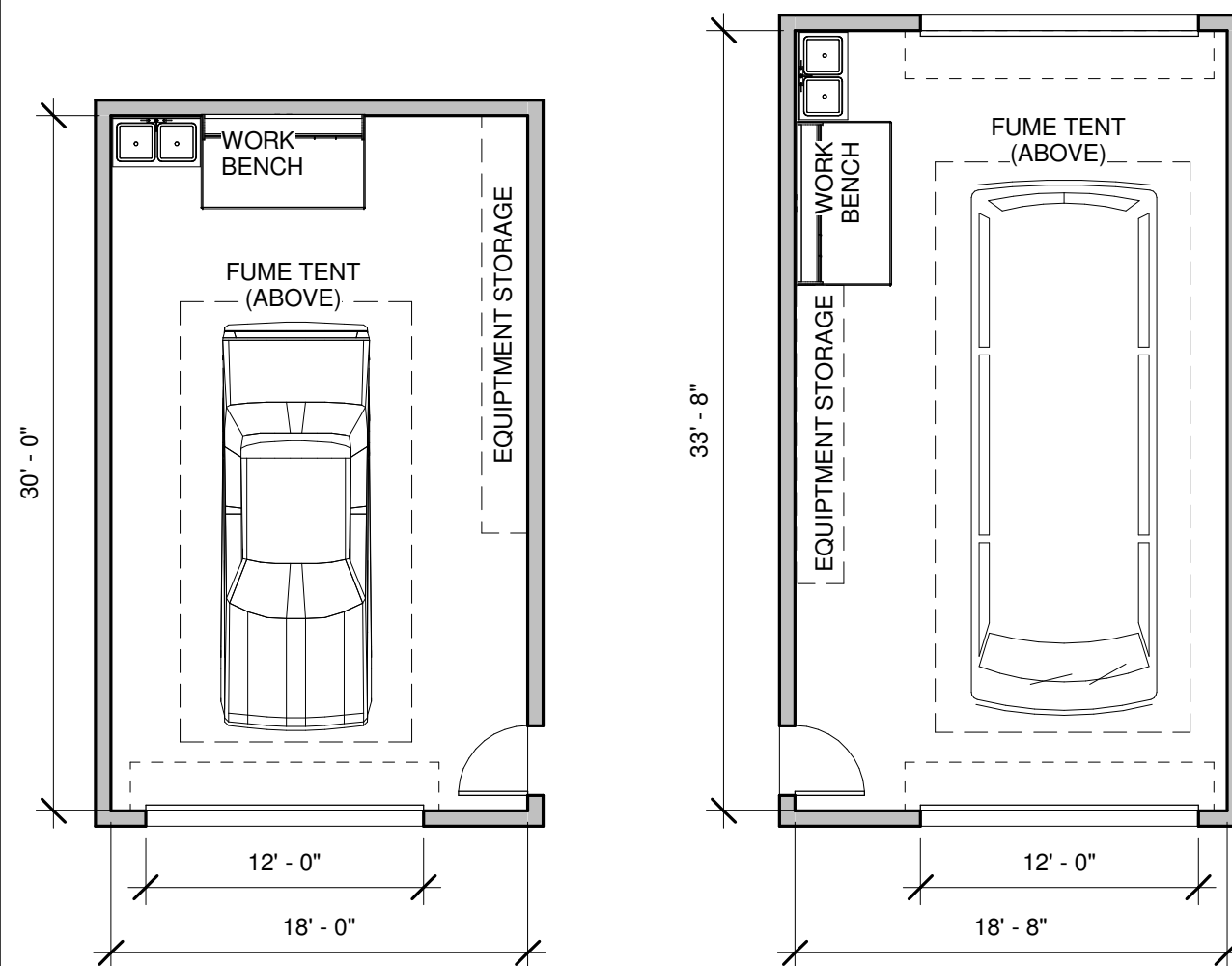
ONE-CAR

SIZE

VARIOUS

REF. NO.

SP-O



1-CAR FORENSIC GARAGE



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DESCRIPTION

FORENSIC GARAGE

TYPE

ONE-CAR

SIZE

VARIOUS

REF. NO.

FG-O