

City of Columbia Police Headquarters Renovation and Addition
Columbia, South Carolina

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Project Completed..... February 1996

As a result of the implementation of Community Based Policing, several district and substations had been occupied by the City of Columbia Police Department. The Headquarters building, which includes all administrative and other functions that support the entire police department, required renovation and expansion to meet the long term needs of the police department. A program plan was developed to renovate 15,485 square feet in the existing police department building, along with a 17,500 square foot addition. The headquarters space includes administrative offices, evidence storage, major crimes investigations, crime analysis laboratory, and the undercover investigations unit.



Summary of Space Program City of Columbia Police Department				
Component Areas	Forecast 2005 # of Staff	Net Square Feet	Dept. Grossing Factor	Gross Square Feet
1.000 Chief of Police	5	1,709	20%	2,051
2.000 Office of Major	2	260	20%	312
3.000 Planning and Research	2	317	20%	380
4.000 Victim Services	2	312	20%	374
5.000 Investigations Support Unit	8	1,657	20%	1,988
6.000 Investigations - Crime Scene Unit (Crime Lab)	10	1,528	20%	1,834
7.000 Admin. Services Bureau (Court Liaison & Crime Analysis Unit)	5	1,270	20%	1,524
8.000 Narcotics Investigation	18	1,539	20%	1,847
9.000 Major Crimes Unit	14	1,450	20%	1,740
10.000 Telephone Response Unit	12	1,251	20%	1,501
11.000 Computer Services	2	540	20%	648
12.000 Special Events	1	192	20%	230
13.000 Traffic Unit	0	420	20%	504
14.000 Fleet Vehicle Maintenance	1	270	20%	324
15.000 Community Services	9	674	20%	809
16.000 Records Unit	12	1,551	20%	1,861
17.000 Personnel Unit	5	848	20%	1,018
18.000 Evidence/Property Unit	6	3,690	20%	4,428
19.000 Administrative Services - Equipment	1	1,302	20%	1,562
20.000 Administrative Services - Maintenance Unit	2	500	20%	600
21.000 Administrative Services - Lobby/Building Support	0	2,885	20%	3,462
Total for All Components	117	24,165		28,998
Building Gross Square Feet -- with grossing factor of 15%				33,348

Source: Chinn Planning, Inc.