

Public Safety Administration

**OFFICE**

**PERSONNEL BRANCH NOTES**

Office of the Director

Director

1

Administrative Assistant

1

Personnel & Finance Assistant Director

1

Community Affairs Assistant Director

1

PIO

1

Assistant PIO

1

Public Safety Technology Manager

1

Support Services Manager

Finance Analyst

EMS Personnel & Finance

EMS

Finance Analysts

2

Fire Personnel & Finance

PBF

Supervisory Civilian

1

Account Clerks

3

Police Personnel & Finance

PBP

Supervisory Civilian

2

Accountants

2

Payroll Clerks

6

Admin Assistant

1

Lots of file space needed

Area to receive and distribute supplies

Accountants and Payroll Clerks are two separate units

**TOTAL ADMINISTRATION PERSONNEL**

**24**

Police Headquarters	PERSONNEL	BRANCH	NOTES
<b>OFFICE</b>			
Office of the Chief of Police		ADMIN	
Chief of Police	1		
Commander	1		
Civilians	2		
<b>Intel</b>		ADMIN	Does not have to be adjacent to the Chief's Office
Sergeant	1		
Detectives	14		
<b>Real Time Crime Center</b>		ADMIN	
Supervisor	1		
Officers	6		
Interagency	4		
<b>Crime Analysis</b>		ADMIN	Adjacent to RTCC
Civilian Supervisor	1		
Civilians	4		
<b>Office of the Deputy Chief of Police</b>		ADMIN	
Deputy Chief of Police	1		
Civilian	1		
Wellness			Needs large size office, close to building entrance and AWAY from the Chiefs' offices
Master Police Officer (MPO)	1		
<b>Office of the Assistant Chief of Investigations</b>		INVESTIGATIONS	
Assistant Chief of Police	1		
Civilian	1		
Front desk clerk	2		Rotating personnel
<b>Major Crimes</b>		INVESTIGATIONS	
Commander	1		
Lieutenant	2		
Civilian	1		
<b>Auto/Burglary/Arson (Major Crimes)</b>		INVESTIGATIONS	
Sergeant	2		Shared space
<b>Auto Squad</b>		INVESTIGATIONS	
Detectives	4		
Civilian	1		
<b>Burglary (co-located with Auto Squad)</b>		INVESTIGATIONS	
Detectives	7		
<b>Arson</b>			Presently remote location Could potentially be on the same campus
<b>Mobile Crime Unit/Computer Crimes (Major Crimes)</b>		INVESTIGATIONS	lots of special space considerations
Sergeant	2		Secure Blood Dry Room 10x15
<b>Mobile Crime Unit</b>		INVESTIGATIONS	Small meeting room between the Crime unit and Computer Crimes
Detectives	20		Evidence, storage, latent prints, AFIS, file rooms + large lab
Civilian	1		
<b>Computer Crimes (NOT co-located with MC Unit)</b>		INVESTIGATIONS	separately zoned/cooled w/ special space and air/climate control
Sergeant	1		Re-image Office (MVRs)/Chip Off Exhausted Clean and Evidence Room
Detectives	8		class, and storage rooms, server room with additional cooling system
<b>Sex Assault/Child Abuse/Family Crisis (Major Crimes)</b>		INVESTIGATIONS	Interview room, children's play area, child interview suite
Sergeant	2		counselor's office 2
Civilian	1		Interview room with Audio& Video, Soundproof, Vented/Family Room
<b>Sex Assault/Child Abuse/Family Crisis</b>		INVESTIGATIONS	
Detective	16		
<b>Megan's Law</b>		INVESTIGATIONS	
Detective	1		
<b>Domestic Violence</b>		INVESTIGATIONS	
Detective	1		
<b>Missing Persons</b>		INVESTIGATIONS	
Detectives	3		
<b>Violent Crime Unit (Major Crimes)</b>		INVESTIGATIONS	2 interview rooms, 1 large conference room, lots of file storage space
Sergeant	3		2 Interview room with Audio& Video, Soundproof, Vented/
Detectives	30		1 Large Technology Based Conference Room/
Civilian	1		Family Room/
<b>Group Violence Intervention</b>		INVESTIGATIONS	2 Small Meeting Rooms/
Sergeant	1		Very Large File Room with Rolling Track System/
Detectives	10		Detainee or Witness Bathroom
<b>Witness Protection (Major Crimes)</b>		INVESTIGATIONS	Discreet entrance, need to be away from hub of police activity
Sergeant	1		kitchenette, entertainment room, luggage storage room
Detective	6		separate bathroom, meeting/interview space
<b>Narcotics and Vice</b>		ADMINISTRATION	Separate, secure locations, adjacent to VCU
Commander	1		large file storage area, large conference room, specialty rooms
Lieutenant	2		Evidence, equipment rooms, surveillance room
MPO (Asset Forfeiture)	1		Asset Forfeiture needs large office to accommodate safe
Detectives (Equipment/Evidence)	3		large evidence area (cars, bales marijuana, raid seizures)
Civilian	1		2 cells, 2 interview rooms, 2 witness interview rooms
<b>Firearms Tracking Unit (Narcotics)</b>			
Sergeant	1		
Detectives	5		
Civilian	1		
<b>Detailed to ATF (Narcotics)</b>			Requires work space at police HQs
Detective	2		
<b>Graffiti (Narcotics)</b>			May have special storage requirements for flammable materials
Detective	2		
<b>Narcotics Investigations (Narcotics)</b>			
Sergeant	2		
Detectives	17		
<b>Strategic Investigations (Narcotics)</b>			
Sergeant	1		
Detective (DEA)	5		Requires work space at police HQs
Detective (FBI)	4		Requires work space at police HQs
Detective (US Marshal)	1		Requires work space at police HQs
<b>Narcotics Investigations (PM/PM Split) (Narcotics)</b>			
Sergeant	2		
Detective	10		
<b>Office of the Assistant Chief of Operations</b>		OPERATIONS	
Assistant Chief	1		
Commander (Watch)	1		
MPO (Youth Programs)	2		Youth programs staffing changes, can go as high as 4 MPOs
Civilian	1		Youth Programs requires large storage space (summer camp equipment)
<b>SDD Satellite office</b>		OPERATIONS	SDD Office is located in Thaddeus Stevens
Officers	4		rotating space
<b>Special Deployment Division</b>		OPERATIONS	
Canine Training Unit			No personnel will be permanently stationed here, this will be the area where the dogs are trained inside and out
Horses	10		Need stables and offices to support horses and officers
<b>Office of the Assistant Chief of Administration</b>		ADMIN	
Assistant Chief	1		
Commander	1		
Lieutenant	1		
Sergeant	1		
Civilian	1		
<b>Standards/Police/Accreditation</b>		ADMIN	
MPO	2		Should be relatively close to Assistant Chief's Office
Detective	2		Detectives and MPOs are separate offices
<b>Property Room</b>		ADMIN	Lots of security requirements, long term storage requirements for certain evidence
Sgt	1		Needs supervisor office
MPO	5		Ventilation needed for drug storage, Alarm System w/audio/visual coverage,
Police Quartermaster	1		Quartermaster area needs to be large to accommodate supplies that have to be kept on hand

TOTAL PERSONNEL PBP

264

Fire Headquarters

<b>OFFICE</b>	<b>PERSONNEL</b>	<b>BRANCH</b>	<b>NOTES</b>
Fire Chief	1	FIRE	
Assistant Chief	2		
Deputy Chief	1		
Administrative Assistant	4		
Fire Inspector	1		
Prev Ofc	1		
IT Spec	1		
SCBA	2		Presently housed in Fire Station

**TOTAL PERSONNEL PBF 13**

Emergency Management		OEMHS	
Critical Infrastructore Mgr	1		
Planners	3		
Interns	6		

**TOTAL PERSONNEL EMA 10**

EMS Headquarters

<b>OFFICE</b>	<b>PERSONNEL</b>	<b>BRANCH</b>	<b>NOTES</b>
EMS Chief	1		
Deputy Chief	1		
Assistant Chief	1		
Division Chief	3		
Patient Care Coordinator	1		
District Chief	10		
Supply	2		
Admin	1		
Clerk	1		
Laborers	2		
<b>TOTAL EMS PERSONNEL</b>	<b>23</b>		

## TRAINING

Academy	
Lieutenant	1
Sergeant	4
MPO	13
Civilian	1

PUBLIC SAFETY CAMPUS ADJACENCY MATRIX		CONFERRING CENTER	BACKUP 911 CENTER	BUREAU OF EMERGENCY MEDICAL SERVICES ADMINISTRATION	BUREAU OF FIRE ADMINISTRATION	BUREAU OF FIRE BURN TOWER	EMERGENCY MANAGEMENT ADMINISTRATION	EMERGENCY VEHICLE OPERATIONS COURSE	K-9 TRAINING FACILITY	MULTIPURPOSE TRAINING AREAS (OUTDOOR)	POLICE / FIRE / EMERGENCY MANAGEMENT TRAINING CLASSROOMS	POLICE HEADQUARTERS	PUBLIC SAFETY SATELLITE OFFICE	STABLES	ANIMAL EQUIPMENT GARAGE	EM AND POLICE FLEET MAINTENANCE	HEAVY EQUIPMENT DIVISION	INDOOR POOL / LOCKERS / MULTIPURPOSE TRAINING (INDOOR)	INDOOR SHOOTING RANGE	MOUNTED POLICE ADMINISTRATION	PUBLIC SAFETY TRAINING VILLAGE	PUBLIC SAFETY WELLNESS CENTER	SALT STORAGE SHED	SPECIAL DEPLOYMENT DIVISION - SATELLITE OFFICES	WINTER WEATHER RESPONSE EQUIPMENT STORAGE	ANIMAL CARE & CONTROL ADMINISTRATION	ANIMAL CARE & CONTROL	EVIDENCE WAREHOUSE	PUBLIC SAFETY / EM SUPPLY AND EQUIP WAREHOUSE	TACTICAL EQUIPMENT / VEHICLE STORAGE	
NAME																															
CONFERRING CENTER		Black																													
BACKUP 911 CENTER		Black																													
BUREAU OF EMERGENCY MEDICAL SERVICES ADMINISTRATION			Black	Black								Black	Black																		
BUREAU OF FIRE ADMINISTRATION			Black	Black								Black	Black																		
BUREAU OF FIRE BURN TOWER					Black																										
EMERGENCY MANAGEMENT ADMINISTRATION												Black	Black																		
EMERGENCY VEHICLE OPERATIONS COURSE								Black																							
K-9 TRAINING FACILITY									Black																						
MULTIPURPOSE TRAINING AREAS (OUTDOOR)										Black																					
POLICE / FIRE / EMERGENCY MANAGEMENT TRAINING CLASSROOMS											Black																				
POLICE HEADQUARTERS												Black	Black																		
PUBLIC SAFETY SATELLITE OFFICE												Black	Black																		
STABLES														Black																	
ANIMAL EQUIPMENT GARAGE															Black																
EM AND POLICE FLEET MAINTENANCE																Black															
HEAVY EQUIPMENT DIVISION																	Black														
INDOOR POOL / LOCKERS / MULTIPURPOSE TRAINING (INDOOR)																		Black													
INDOOR SHOOTING RANGE																			Black												
MOUNTED POLICE ADMINISTRATION																				Black											
PUBLIC SAFETY TRAINING VILLAGE																					Black										
PUBLIC SAFETY WELLNESS CENTER																						Black									
SALT STORAGE SHED																							Black								
SPECIAL DEPLOYMENT DIVISION - SATELLITE OFFICES																					Black										
WINTER WEATHER RESPONSE EQUIPMENT STORAGE																								Black							
ANIMAL CARE & CONTROL ADMINISTRATION																										Black					
ANIMAL CARE & CONTROL																											Black				
EVIDENCE WAREHOUSE																												Black			
PUBLIC SAFETY / EM SUPPLY AND EQUIP WAREHOUSE																													Black		
TACTICAL EQUIPMENT / VEHICLE STORAGE																														Black	

**Adjacency**

- Co-located
- Adjacent
- Separation Required
- Indeterminate

  

- Public Access: Freely accessible to public including media
- Limited Public Access: Accessible by public, with prior arrangement, and under supervision of Public Safety Personnel
- Controlled Access: Not an area where public would be permitted
- Secure: Accessible to limited Public Safety personnel ONLY