

Space Needs Analysis Report**SNA Number: 34800-33-01****Agency: TBI****County: HAMILTON City: Chattanooga****Employees: 86****SNA Date: 06-20-2024****Prepared By: ERM****Checked By:****Area Needed: 29,698****Major Circulation: 50% 14,849****Total Net Usable Needed: 44,547**

SNA Note: Field Administration office to be located on the same property as the Tennessee Dangerous Drug Task Force Warehouse. Refer to agency documents dated 2/29/24 for more detailed information.

Space Type	Standard	Description	Wall	Area	Count	Memo
P	73121	Admin. Assistant	0	49	2	For SAC Director of TDDTF and CID
P	38692	CID Regnl. SA & TFO	None	0	8	Positions will share the use of two Free Address cubicles
P	38699	CID, ASAC	H	120	2	
P	38694	CID, SAC	H	120	1	
P	00000	Comptroller Personnel	0	49	1	
P	77891	Crime Lab Regnl. Supv.	H	120	1	
P	38692	DID Regnl. SA & TFO	None	0	8	Positions will share the use of two Free Address cubicles
P	38699	DID, ASAC	H	120	2	
P	38694	DID, SAC	H	120	1	
P	73121	Intelligence Analyst	0	36	3	1 - CID, 1 - DID and 1 - TDDTF
P	00000	Interns	0	36	2	
P	38699	MFCD, ASAC	H	120	1	
P	38694	MFCD, SAC	H	120	1	
P	00000	National Guard Intel. Analyst	0	49	2	
P	38692	Polygraph Operator	H	120	1	
P	38692	Regnl. SA, Fire, HT, ICAC	None	0	7	Positions will share the use of two Free Address cubicles
P	38692	SA Crimes Against Children	0	49	1	
P	38692	SA Forensic Scientist	0	49	4	
P	38692	SA Human Trafficking	0	49	3	
P	38692	Special Agent CID	0	49	7	
P	38692	Special Agent DID	0	49	8	
P	38692	Special Agent Fire	0	49	2	
P	38692	Special Agent MFCD	0	49	4	

Space Type	Standard	Description	Wall	Area	Count	Memo
P	00000	TDDTF Contract & Other staff	None	0	5	Positions will share the use of two Free Address cubicles
P	00000	TDDTF Contract staff	0	49	6	
P	38699	TDDTF, ASAC	H	120	1	
P	38694	TDDTF, SAC	H	120	1	
P	73121	Technical Services	0	36	1	
S	A	Admin	0	100	1	1 staff. Space to include 1 workstation and 1 copier.
S	BR	Break Room	H	360	1	With base and wall cabinets, countertop with sink, dishwasher, and coffee making area.
S	DWR	Dog Wash Room	H	350	1	
S	ER	Equipment Room	H	500	1	This proposed hard wall space will be used to store technical investigative equipment. This equipment would include cellphone analytic devices (devices such as Cellebrite used to extract data off of cellphones), body wires and receivers, cameras and other surveillance equipment, portable printers, rapid DNA equipment, radio equipment, and various other digital/electronic devices utilized in investigations. These items will be stored in the robust Pelican cases, which vary in sizes, and can be placed on open shelving. This equipment is costly to purchase and needs to be in a room that is secured and not accessible or viewable to visitors in the building.
S	ER	Evidence Receiving	H	1,700	1	Zone 1. Space for 4 staff. Area to include 2 refrigerators, 1 chemical hood, and 1 vault
S	ESPR	Evidence Storage Processing Room	H	1,500	1	Used by CID and DID. The walls around this room must go from floor to bottom of roof deck. A secure flush metal door with metal frame will be required for this room. This hard wall space will be used to store a Dual chamber Air Science Safe Keeper Forensic Evidence Drying Cabinet, (60"W x 28"D x 74"H) to sort and catalog evidence before storing in Evidence Room. This room will need an exterior exhaust ventilation that will be used to dry wet field evidence.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	FSTR	Field Substance Testing Room	H	400	1	This room will be used for presumptive testing of unknown substances and will require 2 vented hoods with either and exterior exhaust ventilation system or a P100 filtered.
S	FBR	Fingerprint Background Room	H	150	1	Room off lobby with hall access
S	FBL	Forensic Biology Lab	H	3,600	1	Zone 1. Lab to include: 4- Veriti Thermocycler, 2-7500 Real Time PCR's, 3-EZ@ Extraction Robot, 2-3500 Genetic Analyzers, 2- Driftcons, 7-Chemical Hoods, 1-Chemical Hood w/filter, 5-Portable Extraction Hoods, 1-dishwasher, 2- safety showers, 2- safety eyewash, 3-refrigerator/freezer combos, 1- freezer, 2-alternate light sources.
S	FBO	Forensic Biology Office	H	1,000	1	7 workstations (343 sqft) , 1 copier (50 sqft), 2 lateral file cabinets (16 sq ft), 2 enclave table and 8 chairs (170 sqft)
S	FCL	Forensic Chemistry Lab	H	2,300	1	Zone 1. Lab to include: 4-Gas Chromatograph/ Mass Spectrometers, 2 Gas Chromatograph/Infra Red Spectrometer, 3-Fourier Transform Infrared Spectrometer, 1-Ultra-violet Visible Spectrometer, 1-Liquid Chromatograph Spectrometer, 7-balances, 1-Zero-air generator, 1-Nitrogen generator, 2-hydrogen generator, 1dishwasher,2-safety shower, 2- safety eyewash, 8- chemical hood, 1- refrigerator.
S	FAC	Free Address Cubicle	0	49	8	
S	G	Garage	H	1,650	1	
S	SR	General Office Supply Room	H	200	1	The room needs to be a hard wall space and will be used for general office supply storage for units other than TDDTF as they require their own storage area
S	IR	Interview Room	H	200	2	Zone 1. Must be sound proof walls and ceilings
S	JC	Janitorial Closet	0	50	1	This area will be used to house janitorial supplies and equipment to include carts, vacuum, mop, broom, etc.
S	LR	Lactation Room	H	50	1	Must be separate from Women's Locker Room
S	LR	Laundry Room	H	200	1	Washer and Dryer will be needed for those items in need of washing after working an investigation and towels that have been used for showering and/or K-9 clean up.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	MR	Mail Room	H	150	1	Open space to be utilized to store and sort mail, packages, office mail, supply/equipment, fax machine and copy room.
S	MR	Maintenance Room	H	500	1	For field equipment.
S	MCR	Major Case Room	H	500	1	Conference table with chairs for 10. All 10 around table, benching station for computer access, and credenza for equipment.
S	M	Mechanical	H	500	1	Room to include 1 Compressor and 1 Helium Manifold System
S	MFFR	Medicaid Fraud File Room	H	500	1	This space will be utilized to house records associated with Medicaid Fraud investigations that need to be kept separate from CID/DID files due to the confidential nature and files that include medical information. Must be within HIPPA regulations.
S	MR	Meeting Room	H	400	1	
S	MLR	Men's Locker Room	H	100	1	With shower. Locate with Men's staff restroom.
S	MR	Monitoring Room	H	200	1	Room needs to be connected to the interview rooms and will be used to observe interviews.
S	OSER	Office Supply/Equipment Printing Rm.	H	500	1	Used by TDDTF. This room needs to be a hard wall space and cannot be combined. This space will be used to store items specific to TDDTF and will be used to print, laminate, and mass publish educational brochures, training aids/guides, test packets, clandestine laboratory study manuals, policy & procedure manuals, informational signage/posters, operational maps used to brief educate law enforcement agencies across the state of Tennessee. The distribution of these items is governed by funding guidelines and OSHA standards and TDDTF policy and procedure. This room needs to have the ability to adequately accommodate an industrial 4'H x 6'W Hewlett Packard Design Jet 1055CM printer with of 4'L x 6'W Hewlett Packard Bright White/ and Color Inkjet Poster blotter, replacement blotters and multiple ink cartridges.

Space Type	Standard	Description	Wall	Area	Count	Memo
S	OR	Ordinance Room	H	500	1	This space will be used to store two (2) (36"W x 72"H x 19.25"D) agency supplied large 1-hour UL rated cabinets that each weigh 892 lbs., tactical interaction machine, submunition's ammunition, guns, ammunition, personal protective equipment, replacement parts for service weapons, gun cleaning supplies and targets.
S	SFSR	Secure File Storage Room	H	480	1	CID / DID. Space for 30 Lateral File Cabinets.
S	STR	Simulator Training Room	H	350	1	Zone 1. 1 desk and chair, rest of space is open
S	TC	Telecom. Closet	H	100	1	For telephone and computer equipment. Room must be temperature controlled.
S	T3R	Title III Room	H	1,000	1	Room to accommodate 7 workstations with assigned computers, monitors, keyboards, telephones, color printer, 3-32" mounted monitors, a case agent workstations with desk, chair computer monitors and telephone, a work table large enough to accommodate 4 chairs. Need ample electrical outlets, sound proof walls and ceilings, and receptacles at counter height.
S	TAL	Tox Alcohol Lab	H	1,000	1	Zone 1. Lab to include: 3- Headspace Gas Chromatography/ Mass Spectrometers, 5- refrigerators, 1- hydrogen generator, 1-zero air generator, 1-dishwasher, 1-safety shower, 1-safety eyewash station, 2-chemical hoods.
S	TDO	Tox Drug Office	H	1,100	1	10 workstations (490 sq ft), 1 copier (50 sqft), 4-lateral file cabinets (32 sqft), 2 enclave tables and 8 chairs (170 sqft)

Space Type	Standard	Description	Wall	Area	Count	Memo
S	TCR	Training/Conference Room	H	2,250	1	Zone 1. This space will be utilized for, Closed Quarter Combat training, Firearm Simulations training, Active Law Enforcement Ready Response Team training as well as local law enforcement training. In addition, this space will be utilized for staff and miscellaneous meetings, large scale Human Trafficking (HT) operations briefs, multiple agency tactical briefings, court preparation for state/federal cases and TDDTF training events, conferences, grant and OSHA mandated training, certification/re-certification courses, Governor's Task Force on Marijuana Eradication (GTFME), as well as a situation room for mass casualty and Hazmat response if needed. This room would need to provide space for a wall mounted 65" large screen TV at a minimum, and an HVAC system powerful enough to maintain proper temperatures for this room with the door/s closed.
S	WRR	Waiting/Reception Room	H	250	1	Area to have built-in counter with sliding pass-through drawer and bulletproof windows with intercom. Dependent on building location, bullet-resistant surface mounted panels will be needed on walls around waiting room. Will need to be accessible to public Men's and Women's restrooms.
S	WLR	Women's Locker Room	H	100	1	With shower. Locate with Women's staff restroom.
S	WR	Workout Room	H	700	1	
		Suggested Range	Min.		Max.	
		Usable:	44,600		49,100	
		Rentable:	49,100		54,000	

Room Use Summary Sheet for TBI Regional HQ Chattanooga, Hamilton County

Date: 02-12-2024

General Building Needs

- Fortified windows

Specifications for Non-Laboratory Rooms

1. Dog Washroom and Shower Area: – This space, similar to a locker room, will be for agents and K-9s to clean up after working a crime scene. This room should be at the back of the building with access directly from the secure parking area.
2. Equipment Room: This proposed hard wall space will be used to store technical investigative equipment, including cellphone analytic devices (devices such as Cellebrite used to extract data off of cellphones), body wires and receivers, cameras, other surveillance equipment, portable printers, rapid DNA equipment, radio equipment, and various other digital/electronic devices utilized in investigations. These items will be stored in the robust Pelican cases, which vary in size and can be placed on open shelves. This equipment is costly to purchase and needs to be in a room that is secure and not accessible or viewable to visitors in the building. In addition, a cabinet with ample charging outlets to store and charge those items that are not battery operated or that work off charged batteries – radios, flashlights, etc.
3. Evidence Processing Room (CID/DID): The walls around this room must go from the floor to the bottom of the roof deck. A secure, flush metal door with a metal frame will be required for this room. This hard wall space will be used to store a dual-chamber forensic evidence drying cabinet (appx. 60"W x 28"D x 74"H) with an exterior exhaust ventilation system, stainless-steel evidence packaging table, a ductless fume hood (appx. 36"W x 27"D x 36"H), upper and lower cabinets, counter space, specialty lighting and magnification, an eye wash and shower station, and additional electrical outlets. Evidence processed by any TBI SA will be evaluated, sorted, packaged, and prepared for submission utilizing this room and its contents.
4. Field Substance Testing & Evidence Check-in Room: The walls around this room must go from the floor to the bottom of the roof deck. A secure, flush metal door with a metal frame will be required for this room. This hard wall space will be used to provide temporary storage of evidence in secured lockers, a ductless vent hood for presumptive field testing substances (appx. 24"W x 27"D x 36"H), stainless steel countertops, cabinets, a work sink, an eye wash and shower station, electronics storage lockers with signal blocking and charging capabilities, and evidence lockers in a variety of sizes.
5. File Storage Room CID/DID: This space will be utilized to house records associated with criminal investigations. TBI case files are confidential by statute and contain documents received pursuant to subpoenas such as financial records, telephone records, statements, digital media files, and identifying information about victims or defendants. These documents and digital files are at times voluminous and of a sensitive nature.
6. Garage: This 2,500-square-foot, four-bay garage will include one bay for the storage of a crime scene response vehicle. One bay should have restricted access (locked cage) for the storage and processing of vehicular and/or large evidence items including a vehicle lift, storage cabinet, floor drain, and water spigot access. One bay with a floor drain and a water spigot access. The fourth bay should also have a vehicle lift and storage cabinets. Each bay should have bright, LED lighting and accessible electrical outlets with GFI protection.
7. Interview Rooms: Two separate rooms are needed to interview suspects and victims. Both must have soundproof walls and ceilings and be wired for audio and video recording with an in-use exterior light.
8. Monitoring Room: This room needs to be connected to the two interview rooms and will be used to observe interviews, monitor recordings, and oversee activities in the interview rooms.

9. Laundry Room: A turnout gear extractor and drier are needed for this room to accommodate the fire investigators' equipment needs. An industrial washer and dryer will be needed for cleaning and drying clothing and equipment after working investigations and towels used for showering, working out, and/or K-9 clean up.
10. Mail Room: This area can be an open space area to store and sort U.S. mail, shipping packages, interdepartmental mail, mail supplies, postage machines, and a copier.
11. Maintenance Room: This room should be closed space. It will house tools, parts, and supplies necessary to maintain the TDDTF equipment, such as calibration and maintenance of air monitors, and servicing presumptive field testing equipment, self-contained breathing apparatus, air-purifying respirators, level A hazardous material suits, etc.
12. Major Case Room: This should be a hard-walled room with tables, chairs, data wiring, and a mounted TV that can be connected to a laptop for meetings and investigative needs related to major casework.
13. Medicaid Fraud File Room: This space will be utilized to house records associated with Medicaid Fraud investigations that need to be kept separate from CID/DID files due to the confidential nature of the files that include medical information. Storage and handling of the records must be HIPPA compliant.
14. Office Supply/Equipment/printing Room (TDDTF): This room needs to be a hard wall space and cannot be combined. This space will be used to store items specific to TDDTF and will be used to print, laminate, and mass publish educational brochures, training aids/guides, test packets, clandestine laboratory study manuals, policy & procedure manuals, informational signage/posters, operational maps used to brief educate law enforcement agencies across the state of Tennessee. The distribution of these items is governed by funding guidelines, OSHA standards, and TDDTF policies and procedures. This room needs to have the ability to adequately store office supplies, printing supplies, postage supplies, a postage machine, accommodate a large copier, and have space for a 4'H x 6'W Hewlett Packard Design Jet 1055CM printer with 4' and 6" wide plotter paper rolls, and large ink cartridges.
15. Ordinance Room: This space will be used as an armory to store two (2) (36"W x 72"H x 19.25"D) agency-supplied large 1-hour UL-rated cabinets that each weigh 892 lbs.. The room requires a rollup or wide doorway to allow for the delivery of 48" pallets. Items to be stored include simunition, guns, ammunition, personal protective equipment, replacement parts for service weapons, gun cleaning supplies, and targets.
16. Supply Room: This area will be used to house janitorial supplies and equipment including carts, vacuums, mops, brooms, etc.
17. Telecommunication Room: This room will house the networking system and phone line equipment and must be temperature-controlled.
18. Title III Room: A Title III Room will need to accommodate seven (7) workstations with assigned desktop computers, monitors, keyboards, telephones, a color printer, three (3) – 32" wall-mounted monitors, a case agent workstations with desk, chair computer monitors and telephone. It must include a worktable large enough to accommodate four (4) chairs, ample electrical outlets at desk height and floor height, and additional data ports for the worktable area. All walls should be covered with dry-erase material, the walls and ceiling must be soundproof, and access needs to be through an external wall and internal area. This room must be secured with access given only to those approved.
19. Training/Conference Room: This space will be utilized for a variety of TBI hands-on and scenario-based training (Closed Quarter Combat, Active Law Enforcement Ready Response Team, mock trials), TBI classroom training, and local law enforcement training. The space will also be utilized for large-scale, regional meetings and multi-jurisdictional investigative operational and tactical briefs. The TDDTF will host multi-agency training events, multi-disciplined conferences, grant meetings, OSHA-mandated

training, certification/re-certification courses, Governor's Task Force on Marijuana Eradication (GTFME) training, meetings, and briefings. It can also serve as a situation room for mass casualty, large-scale searches, and Hazmat response if needed.

The proposed training/conference room would allow the TBI/TDDTF to meet logistical and budgetary requirements and allow flexibility when providing training free of charge to local law enforcement agencies across the state. The TBI/TDDTF currently borrows space from agencies across the region and state to accommodate attendees and facilitate mandated and OSHA-regulated training. An in-house training/conference room will provide for the professional development and training of TBI personnel, local law enforcement, and other TBI and TDDTF partners. The room should accommodate 75 people in a classroom setup and include one or two wall-mounted 65" large screen TVs (minimum size), a permanently mounted projector, smart board integration, and darkening shades on the windows. It should have an HVAC system powerful enough to maintain proper temperatures in the room with the door/s closed.

20. Waiting/Reception Room: This area will require an intercom system, a built-in counter with a sliding pass-through drawer, bulletproof glass windows (to resist .223 caliber), and bullet-resistant surface mounted panels on the walls around the waiting room. The counter and pass-through should be to an adjoining room for a TBI police officer's work area. There should be public restrooms (male and female or unisex) accessible from the waiting area/reception.
21. TDDTF Warehouse, Garage and Additional Parking/Storage Area: The TBI-Tennessee Dangerous Drugs Task Force TDDTF is requesting additional space in the form of a warehouse, garage, and parking/storage area. **See Warehouse, Garage, and Additional Parking/Storage justification document for details.
22. Women's and Men's Staff Restrooms and Showers: This area will require individual restrooms, showers, and lockers for both men and women.
23. Workout Room: This room will contain mats, workout equipment, and exercise machines.
24. Fingerprint & Background Room: This room will assist personnel with completing pre-employment, background, and arrest fingerprints and any photographs that need to be taken. It should be located near the lobby or interview rooms.
25. Lactation Room: A small, private lactation room with a chair and electrical outlets must be separate from the staff restrooms and showers.
26. Simulator Training Room: This is a hard-walled room with one bright white painted wall, multiple electrical outlets, data ports, and soundproofing that will contain a firearms simulation training unit and any other virtual reality or computer-based training simulators TBI may purchase for the professional development of its personnel.
27. Break Room and Kitchen: This area will require an eating area with tables and chairs, a stove, with vented hood, a refrigerator, a microwave, a sink, a dishwasher, cabinets, a water dispenser, and coffee making area.

Laboratory Areas and Workspaces:

1. Regional Lab Workspace: A working area will be needed for lab staff that will require adequate venting and exhaust capabilities. (3 different areas (drug, tox, DNA – Thx Mike L!). Above-counter electrical for equipment (data/power). Specify vent/exhaust. Anti-static flooring....
2. Regional Lab Evidence Storage: This room will be used to store lab evidence. The hard walls around this room must go from floor to bottom of the roof deck. A secure flush metal door with a metal frame will be required for this room. Needs a chemical hood; revise to include chem.

3. Regional Lab File and Supply Storage: This space will be utilized to house records associated with lab testing and needs to be kept separate from other files. A separate lab supply storage area is required as well. Mobile storage cabinets (high density) – trac system (@ TBI expense)?