



# Multnomah County Sheriff's Office Hansen Operations Relocation

## PROJECT CHARTER

**Project:** Develop a new Multnomah County Sheriff's Office facility

**Date:** April 2014

### Sponsors and Stakeholders

**Sponsors:**  
Multnomah County Chair  
Multnomah County Sheriff's Office  
Multnomah County Commissioner – District 4

**Stakeholders:**  
Multnomah County Chair  
Multnomah County Board of Commissioners  
Multnomah County Facilities & Property Management  
City of Fairview  
Corbett Oregon ?  
Wood Village ?  
Troutdale  
Maywood Park ?

**Depts. for Whom Project is done:** Multnomah County Sheriff's Office

**Depts. Affected:**  
Multnomah County Sheriff's Office  
Department of County Assets

### Problem Statement

Multnomah County is committed to developing a new facility for the MCSO Sheriff's Law Enforcement operations. The Sheriff's office moved to its current location at the Hansen Building complex in 1976, the Hansen Building was built in 1956 as a County Health Clinic. Due to buildings infrastructural needs, seismic liability, lack of LE best practices security and the distance to the Sheriff's current service districts, it no longer meets the operational requirements of a modern law enforcement agency. Additionally, as A first responder agency, it is imperative the MCSO has a permanent Incident Command Center which currently isn't located at the Hansen Building.

There are many challenges to finding a site for the new facility as it needs to be open to the public, yet house highly sensitive materials and activities related to law enforcement including records storage, active investigation operations, and evidence storage.

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## **Mission**

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To develop a strategy to relocate the MCSO Operations at the Law Enforcement Division to an efficient, economical, and sustainable facility sited more closely to their largest patrol region from which they will continue to deliver critical services to the citizens of Multnomah County.

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## **Objectives**

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- A. Move Sheriff's operations out of the Hansen Site
- B. Identify an agreed upon consultant for Owner's Representative services
- C. Move Forward in a timely manner, keeping project momentum
- D. Expeditious timeline
- E. Relocate all MCSO operations from the Hansen Building Complex
- F. Explore other MCSO functions that could be relocated to the new facility.
- G. Reduction in overall operating costs
- H. Project team with representation from the Board, MCSO and Facilities.

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## **Deliverables**

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- A. Preliminary Planning Proposal
- B. Project Plan
- C. Building Design and Construction Documents
- D. New Facility

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## **Roles and Responsibilities**

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- A. Sponsor - County Chair, Multnomah County Sheriff, District 4 Commissioner
  - a. Role
    - i. Approval of Project (FAC-1)
    - ii. Provide advocacy
    - iii. Provide project funding
  - b. Responsibilities
    - i. Authorization of project phases and funding
- B. Project Leadership Team
  - a. Role
    - i. Review and provide guidance on the development of the Project
    - ii. Authorize employee time and resources for project team.
    - iii. Make recommendation to the Board of County Commissioners as appropriate.

- b. Responsibilities
  - i. Direction on project development alignment with County strategy/goals
  - ii. Provide guidance to Project Management Team
  - iii. Convene team meeting at least quarterly.

C. Project Leads – DCA Facilities and Property Management and MCSO

- a. Role
  - i. Project management
  - ii. Coordinate team members efforts in project development
  - iii. Facilitate project meetings
  - iv. Point of contact for the project
- b. Responsibilities
  - i. Successful development and execution of the project.

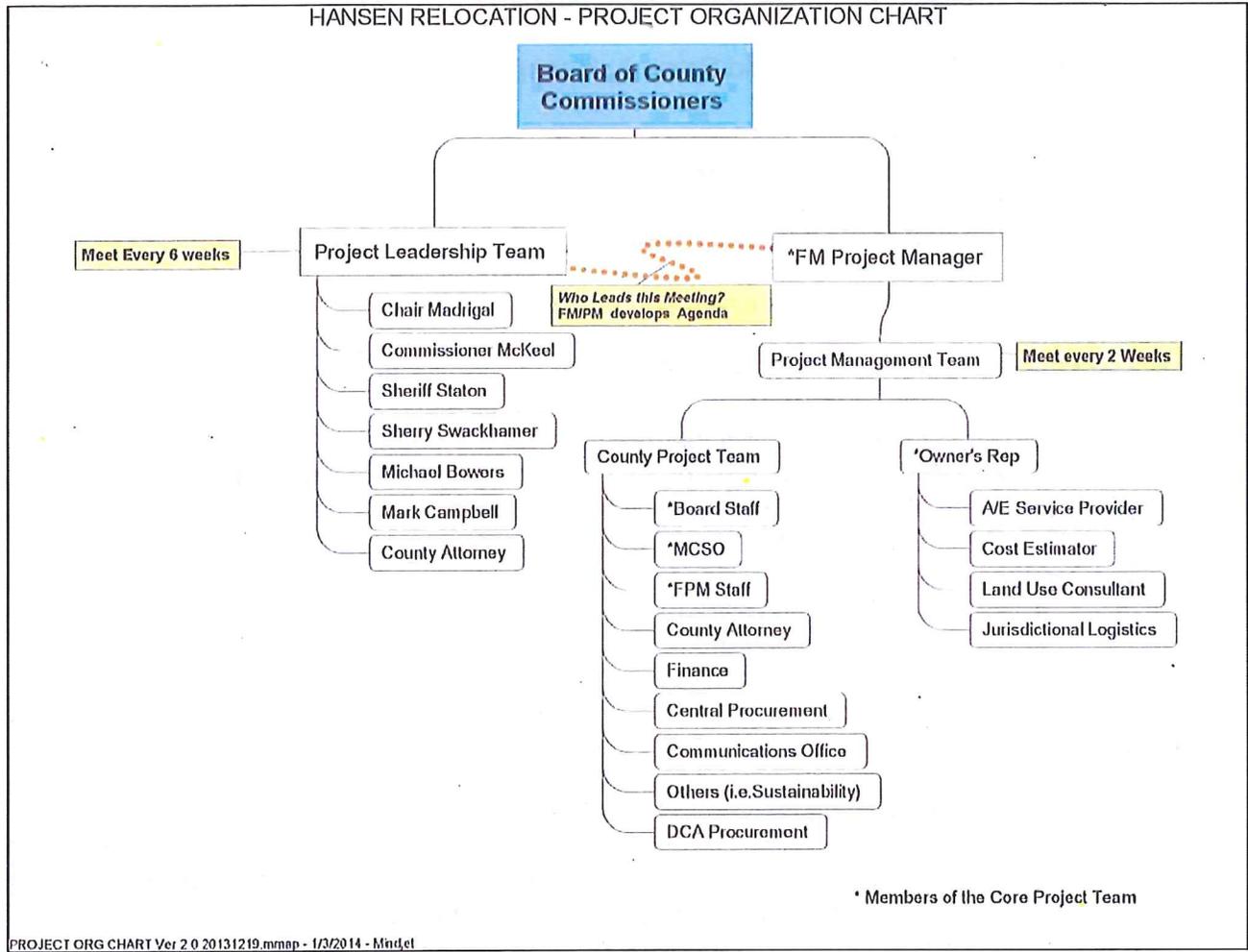
D. Project Management Team – DCA Facilities and Property Management and MCSO

- a. Role
  - i. Provide information in the members' areas of expertise
  - ii. Monitor progress of the project and complete individual tasks as defined
  - iii. Evaluate results of team recommendations
  - iv. Provide input to the project development
- b. Responsibilities
  - i. Support of project development
  - ii. Drive the project toward completion.
  - iii. Align work based upon guidance from Project Leadership Team

E. Consultants

- a. Role
  - i. Provide project deliverables outlined in the scope of work.
  - ii. Provide assistance with public process as commissioned by the project team
  - iii. Develop and design a plan to support LE operations in an emerging environment with 21<sup>st</sup> century program efforts utilized at all possible times.
- b. Responsibilities
  - i. Represent the County in expert discussions in order to assist the Project Management Team to bring a succinct plan and efficient product to the Project Leadership Team and the Board of County Commissioners
  - ii. Understand LE operations needs and County facility needs and support programming that adheres to both needs groups.

## Organization Chart



## Key Resources

*This is a list of identifying possible resources; it is only a partial list*

- A. Multnomah County Sheriff's Office
  - a. Law Enforcement Division
  - b. Administration
- B. Department of County Assets
  - a. Facilities and Property Management
- C. Owner's Representative Team
- D. County Attorney's Office
- E. Office of Communication
- F. Partnerships

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## **Project Milestone Target Dates**

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- A. December 2013 - Project Initiated
- B. October 2014 – Preliminary Planning Proposal (Phase 1)
- C. 9-12 Months – Project Plan (Phase 2)
- D. 18-24 Months – Design & Construction (Phase 3)

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## **Funding Plan**

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At this time, funding for the project has not been identified.

These are potential funding sources available to the County for a project of this scope.

- 1. One Time Only Funding
- 2. Property Disposition Revenue
- 3. Bonds
- 4. Grants
- 5. Other Options

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## **Process**

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- A. Develop Project Team
- B. Acquisition of Owner's Representation Services
- C. Project Planning and Development
- D. FAC-1 Process
  - a. Preliminary Project Proposal
  - b. Project Proposal
  - c. Project Plan
  - d. Project Design and Construction

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## **Benefits**

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The key benefits are:

- A. An efficient , modern, and responsive facility for County Sheriff operations
- B. Accessibility to Public
- C. Healthy and Safe facility for both staff and visitors
- D. Increased efficiency to jurisdiction served
- E. Operation efficiencies
- F. Lower carbon footprint

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## **Constraints**

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The key constraints are:

- A. Limited financial and personnel resources dedicated to this project

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## Assumptions

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The key assumptions are:

- A. The recommendations submitted by the project team will be reviewed by the Board of County Commissioners for approval
- B. The sponsoring departments have and will commit the necessary resources to support the project
- C. This project, at minimum, will relocate all MCSO services from the Hansen Site
- D. Project will explore inclusion of other programs in the facility
- E. *Consultants will focus recommendations and research on facilities that support the current and future MCSO operations districts.*

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## Exclusions

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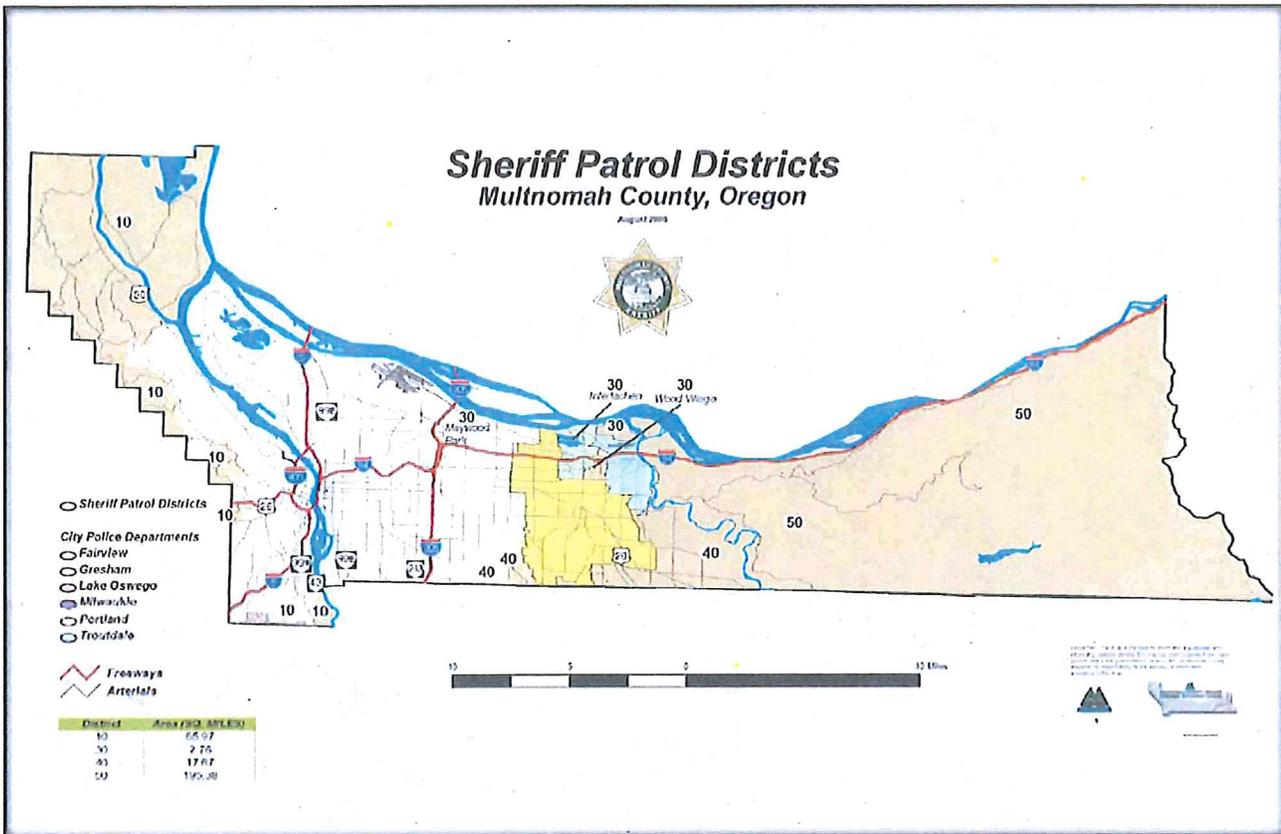
The key exclusions are:

*None identified at this time.*

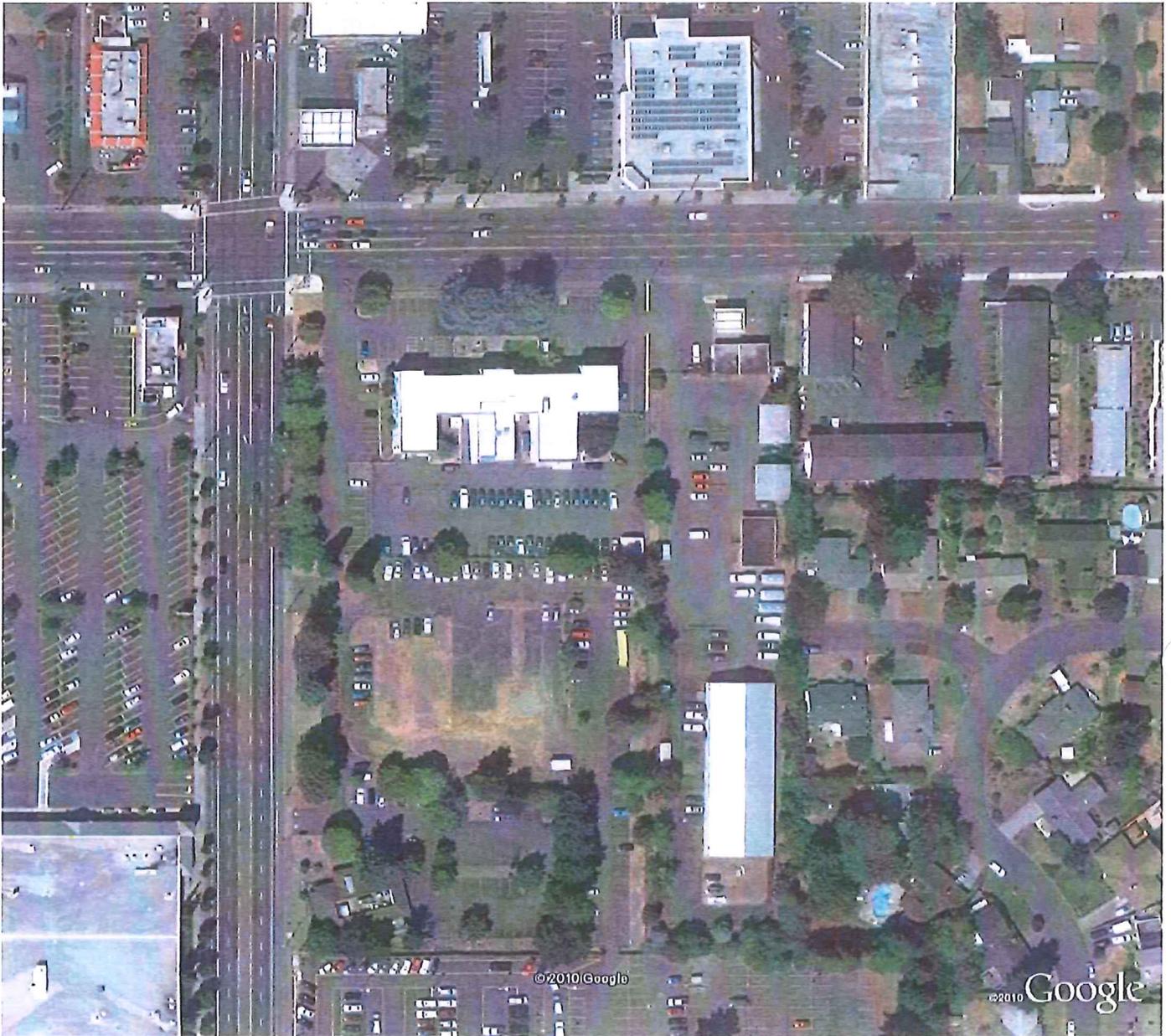
## Hansen Building – Existing Conditions

The Hansen Building is located on the SE Corner of the intersection of NE 122<sup>nd</sup> Avenue and NE Glisan Street. The 4 acre property consists of 5 buildings, housing the MCSO Law Enforcement division operations. The main building, constructed in 1956 as a County Health Clinic, houses the majority of the services at the site. The other buildings on the site contain ancillary services such as vehicle maintenance and storage for special equipment and evidence.

Sheriff's office provides 24/7 protection of life and property to residents and visitors of the unincorporated areas of Multnomah County. The following map shows the patrol areas.



**Current Location - Hansen Building Complex**



**NE 122<sup>nd</sup> Avenue and NE Glisan Street**

**Hansen Building – B313**  
**Hansen Building A – B378**  
**Hansen Building B – B319**  
**Hansen Building C – B318**  
**Hansen Building D – B379**  
12240 NE Glisan Street, Portland, OR 97230

**Hansen Station – B316**  
12338 NE Glisan Street, Portland, OR 9723

**Multnomah County Initiatives and Policies**

- A. High Performance Green Building Policy
  - a. LEED Gold Certification
  - b. Support MWESB
  - c. Solar Initiative
  - d. Architecture 2030
- B. Regional Arts & Culture Council
- C. Facilities Strategic Plan (FASP)
- D. FAC-4: Space Assignment, Design and Use

**Charter Approvals:**

Chair's Office		Date	5/30/14
Sheriff		Date	7-8-14
District 4		Date	6/18/14
DCA		Date	8/7/14
FPM		Date	9/2/2014

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