



TITLE <i>The titles are in Arial 7 font</i> Office Space Allocation Policy	POLICY NUMBER DCS 02-35	
RESPONSIBLE AREA Business Operations, Office of Real Estate	EFFECTIVE DATE 10/14/16	REVISION 0

I. POLICY STATEMENT

All Department of Child Safety (DCS) facilities and buildings, including all space contained therein, are assets that belong to the Department as a whole. To promote the most efficient use of DCS space, the Office of Real Estate - through delegated authority of the DCS Director - plans, constructs, allocates, and maintains space for DCS. The Office of Real Estate reviews all space allocations, assesses space utilization, and constructs, acquires, and reallocates space as necessary to support Departmental strategic priorities and plans.

DCS manages its office space in accordance with the strategic priorities and mission of the Department. Flexibility shall be maintained in order to address changes in function, programs, and technology. This policy for assignment and management of office space has been designed to achieve optimum space utilization and respond to current and emerging needs.

II. APPLICABILITY

This policy applies to all DCS employees. This document provides general guidelines for the allocation of office space to all the units within the Department.

III. AUTHORITY

[A.R.S. § 8-453](#) Powers and duties

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Office of Real Estate or ORE: The DCS Office responsible for facilities management, building security, and physical space acquisition, allocation, and utilization.

Office Space: Includes offices, cubicles, specialty space, and conference rooms specifically assigned to support the Department's administrative and client services functions.

V. POLICY

- A. All staff shall be provided with a suitable working environment for the type of work they perform.
- B. Office space shall be provided to units to adequately support their core missions and functional needs.
- C. Office space is the property of DCS and shall be allocated to a given unit as available, in a manner that best advances DCS priorities. No unit "owns" the space to which it has been assigned.
- D. Office space allocations shall be made to units, not to individuals.
- E. Office space, like all Department resources, shall be deployed in the most efficient and effective manner to best serve programmatic and strategic goals.
- F. Each unit shall manage its office space needs within the space that has been allocated to the unit at any given time.
- G. Existing office space shall be used to the maximum functionality and efficiency.
- H. Office space that has been allocated to a unit can be reassigned to another unit in response to DCS needs and priorities.
- I. Responsibility for assignment and reassignment of office space resides with the Deputy Director of Operations, Assistant Director of Business Operations, or the Office of Real Estate Administrator. The ability to allocate and reallocate office space within a given unit resides ultimately with the individual responsible for overseeing the unit (e.g., Manager, APM, or Administrator).
- J. Individuals who manage a staff are eligible to be assigned an office. Additionally, individuals who have sufficient rank and/or job function may be assigned an office at the discretion of the Deputy Director of Operations, Assistant Director of Business Operations, and/or the Office of Real Estate Administrator.
- K. Office space vacated due to substantial reduction in program/unit size, reduction in workforce, or program elimination shall revert back to the DCS space pool. The Office of Real Estate Administrator is responsible for ensuring that a process for reassignment of vacant space is established.

- L. Office space vacated due to a unit's relocation to another building, floor, or suite shall revert back to the DCS space pool. The Office of Real Estate Administrator is responsible for ensuring that a process for reassignment of vacant space is established.

VI. PROCEDURES

- A. Offices are allocated pursuant to the following criteria:
 - 1. Full-time managers and supervisors overseeing staff;
 - 2. High-ranking staff or staff requiring a high level of privacy for working on confidential matters, subject to a dispensation to the office policy granted by the Deputy Director of Operations, Assistant Director of Business Operations and/or the Office of Real Estate Administrator;
 - 3. Active retirees or part-time staff, subject to a dispensation to the office policy granted by the Deputy Director of Operations, Assistant Director of Business Operations, and/or the Office of Real Estate Administrator.
- B. Offices may be private, shared, or in cubicles as appropriate and available. Types and sizes of offices vary due to existing building configurations and availability of appropriate space.
- C. Offices are assigned based on need, availability, and suitability for intended use.
- D. Assignment of multiple office(s) for staff is not allowed unless there is a true demonstrated need. Under such circumstances, a staff member may be assigned a secondary office (ideally in a shared arrangement). All decisions related to multiple offices are made on a case-by-case basis and require the approval of the Assistant Director of Business Operations.
- E. If a unit(s) desires to consolidate its space assignments for reasons of administrative efficiency, contiguous spaces will be provided if available. However, close proximity cannot be guaranteed depending upon the space and financial resources available at any given time.
- F. Occupancy reports tracking all office space allocations are maintained by the Office of Real Estate.
- G. Building Liaisons, agents/representatives of the Office of Real Estate, have been delegated the responsibility to ensure that all allocated space is being utilized efficiently and in a fashion consistent with the intent and/or program associated with the original space plan.

- H. To support an accurate and complete record of space allocations, units verify to their Building Liaisons on a monthly basis their office space allocation and names of personnel assigned to specific work spaces.
- I. The Office of Real Estate advises the Assistant Director of Business Operation and/or his or her designee on all matters pertaining to Department space planning in relation to strategic priorities.
- J. The Office of Real Estate periodically assigns Project Coordinators to evaluate and analyze the adequacy of a unit's office space allocation based upon criteria such as the number and types of personnel, location, functional layout, and changes in programmatic needs.
- K. Office space may not be assigned to non-DCS personnel without the prior approval of the Assistant Director of Business Operations.
- L. When entities outside of the Department provide funding (e.g. grants or federal funds) for DCS projects or programs, the Office of Real Estate ensures that space is available.