

Space Needs Assessment *for the* **Newtown Police Department** **Newtown, CT**



August 2008

J H

JACUNSKI HUMES

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Space Needs Assessment
for the
Newtown Police Department
Newtown, CT

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GENERAL INFORMATION

Date: August 2008

Department: Newtown Police Department
Address: 3 Main Street
Newtown, CT 06470

Telephone No.: 203-270-4360
Fax No.: 203-270-4247

Primary Contact: Michael K. Kehoe, Chief of Police

Original Structure: 1950, originally a retail establishment for farm and construction equipment.

Last Renovation: 1980, only building improvements and additions over time.

Total Building Area: 18,528 s.f.
(8,624 main, 9,904 lower)

Building Lot: 1.2 acres

Community Area: 60.3 square miles
264 road miles

GROWTH ESTIMATES

Population Statistics:

Year	1970	1980	1990	2000	2007	2015	2025
	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>projected</i>	<i>projected</i>
Newtown, CT	16,860	19,107	22,220	25,031	26,990	29,450	33,470

source: Annual Report, CERC Report, Town Clerk

Calls for Service and Crime Statistics:

Year	1971	1980	1990	2000	2007	2015	2025
Calls for Service	5,398	14,922	11,621	12,463	18,711	23,280	28,800
Investigations	1,102	1,060	2,707	2,584	3,158	3,500	4,000
Arrests - Adult	210	430	330	292	472	566	685
Juvenile Offenses	NR	NR	46	72	44	80	120
Traffic Accidents	352	776	900	857	1,055	1,500	1,800
DWI / DUI	NR	NR	81	54	82	120	160

NR = No Report

Staff Statistics:

Year	1971	1980	1990	2000	2007	2015	2025
Sworn Positions	17	25	31	38	47	56	63
Avg. Sworn / Per 1000	1.0	1.31	1.39	1.52	1.74	1.9	1.9
Civilian Positions	6	8	9	12	16	22	23
Avg. Civilian/Sworn Per 1000	1.36	1.72	1.8	1.99	2.33	2.6	2.5

Note: The average current staffing levels of Connecticut Towns with Populations between 25,000 – 49,000 is 1.9 sworn per 1000 and 2.3 civilians per sworn per 1000.

Police Department Motor Vehicles:

Year	1992	2000	2008	2020	2030
Administrative Vehicle	2	2	3	3	3
Cruisers (marked)	6	8	10	12	13
Detectives	2	2	4	4	5
Traffic Car	0	0	0	2	2
Sergeant Vehicle	1	1	1	2	2
K-9 / DWI Car	0	0	2	2	2
Mobile Command Van	0	1	1	1	1
D.A.R.E. Vehicle	0	0	1	1	1
Motorcycles	0	0	1	2	2

Other:

Patrol Bicycles	0	0	2	2	2
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Total Motor Vehicles	11	14	25	29	33
Total Other	0	0	2	2	2

STAFF PROJECTIONS

Police Personnel

Year	1980	1991	2001	2008	2020	2030
------	------	------	------	------	------	------

Sworn Personnel:

Chief of Police	1	1	1	1	1	1
Captain	0	1	1	1	1	2
Lieutenants	2	2	2	2	3	4
Sergeants - Patrol	5	5	6	6	8	8
Sergeants -Detective	0	0	1	1	1	1
Sergeants –Admin.	0	0	0	1	1	1
Detectives (SNTF)	2	4	4	4	5	6
Youth Officer (DARE)	0	1	1	1	1	1
Traffic Officer	0	0	0	2	4	4
School Resource Officer	0	0	0	2	2	2
Patrol Officers	15	17	21	26	30	32

Civilian Personnel:

Animal Control Officer	1	1	1	1	2	2
Clerical – Admin.	1	1	1	2	3	3
Records Manager	0	1	1	1	1	1
Records Clerk	2	2	2	2	2	3
Technology Coordinator	0	0	0	0	1	1

Dispatch Personnel:

Director of Comm.	0	0	0	1	1	1
Dispatchers	5	5	7	10	14	14

Support Personnel:

Animal Control (part time)	0	0	0	2	3	4
Auxiliary Officers.	15	2	2	2	0	0
School Crossing Guards	1	1	3	3	4	5

Total Positions (Sworn)	25	31	38	47	57	63
Total Positions (Civ.)	9	10	13	19	27	29
Total Positions (Support)	16	3	5	7	7	9

(SNTF) = Statewide Narcotics Task Force

STAFF PROJECTIONS *(continued)*

Personnel Statistics:

Year	1980	1991	2001	2008	2020	2030
Sworn Personnel	25	31	38	47	57	63
Civilians	9	10	13	19	27	33
Full Time Positions	34	41	51	66	84	96
Part-Time Positions	1	3	4	5	7	9

Gender Statistics (for planning purposes only):

Year	1980	1991	2001	2008	2020	2030
Sworn Personnel (Male)	25	30	34	42	49	52
Sworn Personnel (Female)	0	1	4	5	8	11
Civilian Personnel (Male)	3	3	6	11	17	20
Civilian Personnel (Female)	6	7	7	8	10	13

SPACE NEEDS ASSESSMENT

		Proposed Square Footage (Net)
1. Public		
a.	<u>Vestibule</u>	<u>80</u>
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Automatic opening doors	
	4. Electronic lock-down capability door controls to Main Desk	
	5. 24 / 7 / 365 access to facility for services	
b.	<u>Lobby / Reception / Waiting</u>	<u>375</u>
	1. Access to Main Desk / Dispatchers	
	2. Access to Records Clerk	
	3. House Telephone	
	4. Public seating for 8-10	
	5. Display Case	
	6. Pamphlet Rack	
	7. Tackboard	
	8. Electric water cooler / drinking fountain	
c.	<u>Public Toilets Two (2) at 75</u>	<u>150</u>
	1. Handicap accessible	
	2. Male and Female restrooms to support Training Room occupancy	
d.	<u>Interview Rooms One (1) @ 65 One (1) @ 85</u>	<u>150</u>
	1. Public Fingerprinting, (AFIS machine)	
	2. Public and internal access	
	3. No windows to Lobby	
	4. Electric door controls, doors controlled from Main Desk / Records	

2. *Training Classroom*

- | | | |
|----|--|-------|
| a. | <u>Location / Function</u> | |
| | <ol style="list-style-type: none"> 1. Direct access for public from Public Lobby 2. Access to public restroom facilities 3. Dual use as Emergency Operation Center, no natural light 4. Accommodate meetings of Police Commission, community outreach functions, station meetings, advancement ceremonies, etc. | |
| b. | <u>Classroom</u> | 1,500 |
| | <ol style="list-style-type: none"> 1. Seating for one hundred (100) in chairs 2. Projection screen with overhead video projection 3. Smart board technology in front of room 4. Independent sound system, wireless microphones, amplifier 5. Lighting on dimmers, varied lighting levels 6. Cable TV service 7. Dual use as redundant Emergency Operations Center
emergency generator power
data jacks and radio communications remote console jack
telephone jacks 8. Video input and output locations for cable broadcast 9. Internet access, docking station for laptops 10. COLLECT terminal location (restricted access) 11. Movable tables and chairs | |
| c. | <u>Kitchenette</u> | 65 |
| | <ol style="list-style-type: none"> 1. Adjacent to Training Classroom 2. Refrigerator / Freezer 3. Microwave 4. Sink 5. Casework storage | |
| d. | <u>Furniture Storage</u> | 120 |
| | <ol style="list-style-type: none"> 1. Adjacent to Training Classroom 2. Table / chair storage on portable racks 3. Sound system amplifier head end | |

3. *Main Desk*

- | | | |
|----|---|----|
| a. | <u>Main Desk / Complaints and Information</u> | 65 |
| | <ol style="list-style-type: none"> 1. Computer workstation for one (1) 2. Bullet resistant transaction window to Public Lobby, fixed style 3. Intercom to Public Lobby 4. Visual contact to Dispatch Center / console positions | |

4. *Communications Dispatch Center*

a. Location

1. Adjacent Main Desk / Public Lobby
2. Restricted access to police personnel

b. Dispatch Center

475

1. Console positions: three (3) active (2 active and 1 supervisory console), one (1) future console for regionalization
2. Supervisory console with operable glass partition to Dispatch Center
3. Redundant console design with monitors, telephone, data, radio, door controls, intercoms, and systems monitoring.
4. Ergonomic console design with environmental controls
5. Central Dispatching of Police, Fire, EMS
6. Monitoring of municipal fire and burglar alarms
7. E911 service to be provided to three (3) console positions
8. Monitoring of CCTV surveillance / building security systems
9. Locker storage for dispatchers (full height lockers)
10. Independent HVAC unit
11. Lighting on dimming controls
12. Bookshelving / Manuals storage
13. Window treatments on windows
14. Acoustic treatment on walls, floors and ceiling
15. NFPA 1221 recommendations preferred
16. Markerboard / Tackboard
17. Raised access flooring for wire management to consoles
18. Digital voice recorders
19. Console positions to have intercom to Main Desk transaction window
20. Video / Audio contact with detention facilities
21. Paper shredder
22. Photocopy machine / fax machine / scanner
23. Cable TV access at console positions

c. Director of Communications

225

1. Workstation for one (1) with radio capabilities
2. Coat closet
3. Remote location from Dispatch Center
4. Shared interview / meeting space within department
5. File storage
6. Visitor's chairs for two (2)
7. Bookshelving / Manual storage
8. Markerboard
9. Copy machine (small)

d.	<u>Restroom</u>	<u>75</u>
	1. Handicap accessible	
	2. Within secured Communications Dispatch Center area	
e.	<u>Kitchenette</u>	<u>80</u>
	1. Refrigerator / Freezer	
	2. Apartment sized stove / range / exhaust hood	
	3. Microwave	
	4. Sink / Disposal	
	5. Seating area for four (4)	
	6. Casework storage	
	7. Floor drain	
f.	<u>Communications Equipment Room</u>	<u>300</u>
	1. E911 equipment / UPS	
	2. Demarcation point for telephone system	
	3. Access control head end	
	4. Halo ground loop	
	5. Conduits to Communications Dispatch Center for wire management	
	6. Rack mounted data equipment	
	7. Dedicated HVAC system	
	8. Emergency power supply	
	9. UPS system	
	10. FM-200 fire suppression system in lieu of wet system	

5. *Records Division*

a.	<u>Public Information Counter</u>	<u>w/I Public Lobby</u>
	1. Bullet resistant transaction window to Public Lobby, sliding type with deal tray	
	2. Intercom to Public Lobby	
	3. Computer workstation	
	4. Casework storage and countertop	
	5. Adjacent to Public Lobby	
b.	<u>Police Information Counter</u>	<u>w/in Police Corridor</u>
	1. Utilize for staff inquiries to Records Division	
	2. Counter work area	
	3. Glass transaction window, sliding type	
	4. Adjacent to files and photocopy area	

c.	<u>Office / Work Area</u>	<u>400</u>
	1. Workstations for four (4); three (3) clerks and one (1) manager	
	2. Coat closet	
	3. Casework storage	
	4. Central work counter	
	5. Photocopy machine, paper storage, paper shredder	
	6. Restricted access to staff	
	7. Adjacent to Public and Police Information Counters, files	
d.	<u>File Storage</u>	<u>200</u>
	1. File storage equal to 2X current filing capacity	
	2. Utilize for both active and archive file storage	
	3. Adjacent to Office / Work Area	
	4. Utilize high density file storage system	

6. *Administration*

a.	<u>Chief of Police</u>	<u>280</u>
	1. Workstation for one (1)	
	2. Coat closet	
	3. Natural light	
	4. Visitor's chairs for three (3) at table	
	5. Bookshelving / Manual storage	
	6. Cable TV service	
	7. File storage	
	8. Adjacent to Conference Room	
b.	<u>Captain</u> <u>Two (2) @ 250</u>	<u>500</u>
	1. Workstation for one (1)	
	2. Coat closet	
	3. Natural light	
	4. Visitor's chairs for two (2)	
	5. Bookshelving / Manual storage	
	6. Cable TV service	
	7. File storage	
	8. Adjacent to Conference Room	
c.	<u>Conference Room</u>	<u>225</u>
	1. Seating for eight (8) at conference table	
	2. Projection screen	
	3. Cable TV service	
	4. Shared use with department, access to corridor	
	5. Adjacent to Chief of Police	

- d. Administrative Clerical / Reception 350
1. Executive Assistant workstation for one (1) adjacent to Chief of Police
 2. Administrative Assistant workstation for one (1) within open work area
 3. Coat closet
 4. File storage cabinets, personnel files adj. to Exec. Asst.
 5. Work area and counter
- e. Workroom 225
1. Copy / Fax Machine
 2. Office supply storage cabinets
 3. Sink
 4. Microwave
 5. Undercounter refrigerator
 6. Paper shredder
 7. Work counter
 8. Adjacent to Administrative Clerical, Administrative Offices
- f. Toilet 75
1. Toilet, sink
 2. Adjacent to Administrative Offices

7. *Administrative Lieutenant*

- a. Administrative Lieutenant 225
1. Workstation for one (1)
 2. Coat closet
 3. Natural light
 4. Visitor's chairs for two (2)
 5. Bookshelving / Manual storage
 6. File storage
 7. CAD monitor and full radio capabilities
 8. Adjacent to Administrative Offices

8. *Operational Lieutenant*

- a. Operational Lieutenant 225
1. Workstation for one (1)
 2. Coat closet
 3. Natural light
 4. Visitor's chairs for two (2)
 5. Bookshelving / Manual storage
 6. File storage
 7. CAD monitor and full radio capabilities
 8. Adjacent to Administrative Offices

9. *Administrative Sergeant*

a.	<u>Administrative Sergeant</u>	175
1.	Workstation for one (1)	
2.	Coat closet	
3.	Natural light	
4.	Visitor's chairs for two (2)	
5.	Bookshelving / Manual storage	
6.	File storage	
7.	Training / Accreditation file storage	
8.	Adjacent to Traffic Unit	

10. *Detective Division*

a.	<u>Detective Lieutenant</u>	225
1.	Workstation for one (1)	
2.	Coat closet	
3.	Natural light	
4.	Visitor's chairs for two (2)	
5.	Bookshelving / Manual storage	
6.	File storage	
7.	CAD monitor and full radio capabilities	
8.	Vision panel from Office to Work Area	
9.	Adjacent to Detective Sergeant	
b.	<u>Detective Sergeant</u>	175
1.	Workstation for one (1)	
2.	Coat closet	
3.	Natural light	
4.	Visitor's chairs for two (2)	
5.	Bookshelving / Manual storage	
6.	File storage	
7.	Vision panel from Office to Work Area	
8.	Adjacent to Detective Division Work Area	
c.	<u>Clerical / Reception</u>	175
1.	Workstation for one (1) at entry location to Detective Division	
2.	Waiting area for three (3)	
3.	File storage	
4.	Vision panel to Work Area	
5.	Acoustic separation from Work Area	

d.	<u>Work Area</u>	<u>1,000</u>
	1. Workstations for ten (10)	
	2. NCIC / COLLECT computer workstation	
	3. Coat rack	
	4. File storage, min. one (1) per workstation	
	5. Bookshelving / Manual storage	
	6. Counter work area	
	7. Visitor's chairs, one (1) per workstation	
e.	<u>Interview Rooms</u> Two (2) @ 65	<u>130</u>
	1. Table seating for three (3)	
	3. One-way vision panel to Monitoring Room	
	4. Video / audio concealed recording equipment	
	5. "IN-USE" indicator light outside of rooms	
	6. No vision panels in doors	
f.	<u>Monitoring Room</u>	<u>50</u>
	1. Positioned between Interview Rooms (2)	
	2. One-way vision panels to Interview Rooms (2)	
	3. Lighting controls on dimmers	
	4. No natural lighting or vision panels on doors	
	5. Visual / audio monitoring equipment and recorders	
	6. Casework storage for equipment	
g.	<u>Equipment Storage Room</u>	<u>120</u>
	1. Secured storage of Detective Division equipment and supplies	
	2. Power supply for recharging of electronic equipment	
	3. Adjustable shelving	
	4. Adjacent to Detective Division	

11. Traffic Unit

a.	<u>Traffic Unit</u>	<u>275</u>
	1. Workstations for two (2)	
	2. File storage	
	3. Computer workstation for one (1)	
	4. Adjacent to Administrative Sergeant	
b.	<u>Equipment Storage</u>	<u>50</u>
	1. Secured storage of fleet equipment, supplies	
	2. Adjustable shelving	
	3. Adjacent to Traffic Unit	

12. Crime Prevention Office

- a. Crime Prevention Office 150
 - 5. Workstation for one (1)
 - 6. File storage
 - 7. Computer workstation for one (1)
 - 8. Adjacent to Detective Division
- b. Equipment Storage 50
 - 1. Secured storage of marketing materials, pamphlets, flyers, etc.
 - 2. Adjustable shelving
 - 3. Adjacent to Crime Prevention Office

13. Technology Coordinator

- a. Technology Coordinator 200
 - 1. Workstation for one (1)
 - 2. Computer workstation for one (1)
 - 3. Coat closet
 - 4. File storage
 - 5. Visitor's chairs for one (1)
 - 6. Bookshelving / Manual Storage
 - 7. Adjacent to Computer Equipment Server Room

14. Computer Equipment Server Room

- a. Types of Computers
 - 1. Central file server with patch panels to remote terminals
 - 2. UPS system
 - 3. Networked System of terminals / printers / copiers / scanners
- b. Computer Equipment Server Room 250
 - 1. Networked file server, rack mounted with patch panels
 - 2. Computer backup tape storage, fire rated storage
 - 3. FM-200 fire suppression in lieu of wet system
 - 4. Dedicated HVAC system
 - 5. No natural light
 - 6. Adjacent to Technology Coordinator, access controlled
- c. Networked Data Rooms 65
 - 1. Rack mounted patch panel locations on all floors
 - 2. Conduit connections to all data rooms and Server Room
 - 3. Conduit connections to Communications Equipment Room
 - 4. Stacked configuration on each floors preferred

15. *Patrol Functions*

a.	<u>Patrol Lieutenant</u>	<u>225</u>
	1. Workstation for one (1)	
	2. Coat closet	
	3. Natural light	
	4. Visitor's chairs for two (2)	
	5. Bookshelving / Manual storage	
	6. File storage	
	7. CAD monitor and full radio capabilities	
	8. Adjacent to Patrol Sergeants	
b.	<u>Patrol Sergeants</u>	<u>800</u>
	1. Workstations for eight (8)	
	2. File storage, min. one (1) per workstation	
	3. Key cabinet	
	4. Visual monitoring of Briefing / Roll Call room	
	5. Adjacent to Briefing / Roll Call	
c.	<u>Patrol Sergeant Storage</u>	<u>100</u>
	1. Secured storage of patrol equipment	
	2. Adjustable shelving	
	3. Adjacent to Patrol Sergeants work area	
d.	<u>Briefing / Roll Call</u>	<u>300</u>
	1. Accommodate fourteen (14) at training tables and chairs,	
	2. Podium area at front of room	
	3. Recharge rack area for spare equipment, tasers, radio charger stations	
	4. Markerboard / Tackboard	
	5. Cable TV service	
	6. CCTV monitor	
	7. Projection screen with overhead video projection	
	8. Casework storage	
	9. Patrol mailboxes for distribution of mail / correspondence, lockable	

e.	<u>Locker Rooms</u>	1,950
	1. Male Locker Room to accommodate up to sixty (60) lockers	
	2. Female Locker Room to accommodate up to fifteen (15) lockers	
	3. Locker sizes:	
	a. 36" w. x 24" d x 72" h.	
	b. Wooden bench with operable drawer under (36" x 36" x 18")	
	4. Male showers:	
	a. Three (3) minimum, individual shower compartments	
	b. One (1) designed for handicap accessibility	
	5. Female showers:	
	a. Two (2) minimum, individual shower compartments	
	b. One (1) designed for handicap accessibility	
	6. Sink area with mirrors / soap / paper towel dispensers	
	7. Toilet area with toilet partitions and toilet accessories	
	8. Robe hooks at shower areas	
	9. Shoe shine area	
	10. Wet garment drying area	
	11. Full height mirrors at locker locations	
f.	<u>Physical Training Room</u>	400
	1. Designed for stationary equipment, no free weights	
	2. Ceiling clearance for weightlifting	
	3. Drinking fountain	
	4. Mirrored wall surfaces	
	5. Rubber gym flooring	
	6. Adjacent to Male and Female Locker Rooms	
8.	<u>Lunch Room / Day Room</u>	300
	1. Range with exhaust hood	
	2. Microwave	
	2. Sink with disposal	
	3. Refrigerator / Freezer with ice maker	
	4. Storage cabinets	
	5. Vending machines: two (2) minimum	
	6. Lounge area seating for ten (10)	
	7. Locate adjacent to Patrol Functions	
h.	<u>Laundry Service</u>	65
	1. Drop off / Pick-up area near staff entry location	
	2. Clothes bar and shelving	
	3. Clothes hamper location	
	4. Access controlled	

i.	<u>Quartermaster Storage</u>	65
	1. Secure storage of uniforms, leather goods, supplies, spare equipment	
	2. Adjustable shelving	
	3. Access controlled	
j.	<u>Report Preparation</u>	200
	1. Computer workstations for up to five (5)	
	2. Networked printers and copiers	
	3. Forms storage shelving	
	4. Copy machine	
	5. Paper shredder	
	6. Research library shelving	
	7. Markerboard / Tackboard	
	8. CCTV monitors, wall mounted	
	9. Adjacent to Patrol Functions, Patrol Sergeants	

16. Union Space

a.	<u>Union Space</u>	65
	1. Workstation for one (1)	
	2. File storage	
	3. Independent telephone line	
	4. Tackboard adjacent and within staff area	

17. Indoor Firearms Training Range

a.	<u>Indoor Firearms Training Range</u>	1,500
	1. Length of range: 75' minimum training distance	
	2. Number of stalls: Four (4) minimum	
	3. No floor drains	
	4. Security baffles at ceiling	
	5. Varied lighting levels on dimmers	
	6. Acoustic separation from adjacent spaces	
	7. Independent HVAC system with filtering and humidity controls	
	8. Rubber style, inclined backstop	
	9. Individual shooting stanchions with range controls and intercom / audio	
b.	<u>Ready Room</u>	175
	1. Countertop area	
	2. Visual monitoring of indoor firearms training range	
	3. Acoustical separation from range	
	4. Adjacent to Indoor Firearms Training Range and Armory	

c.	<u>Control Room</u>	120
1.	Visual monitoring of training range and ready room	
2.	Audio intercom system to firing line	
3.	Lighting controls for training range	
4.	Computer console for range controls, networked to shooting stanchions	
5.	Console counter area	
6.	Adjacent to Indoor Firearms Training Range and Ready Room	

18. *Armory / Arsenal*

a.	<u>Armory / Arsenal</u>	150
1.	Storage of department issued firearms / ammunition, lockable	
2.	Gun cleaning counter	
3.	Canopy exhaust hood with light at gun cleaning area	
4.	Secured access to room	
5.	Floor drain	
6.	Storage cabinets	
7.	Equipment storage	
8.	Gun cleaning supply storage	
9.	Adjacent to Indoor Firearms Training Range	

19. *Sally Port*

a.	<u>Sally Port</u>	900
1.	Accommodate two (2) vehicles, drive through configuration preferred	
2.	Ambulance accessible	
3.	Door leading to Prisoner Processing	
4.	Door leading to Juvenile Processing area	
5.	Floor drains with grease / oil separator	
6.	CCTV and audio monitoring	
7.	Interlocked doors at exterior and prisoner processing	
8.	Hose bibb	
9.	Overhead coiling doors controlled through Dispatch	
10.	Service sink within Vehicle Processing area	
11.	Pistol lockers at points of entry into facility	
12.	Carbon Monoxide detection system with exhaust fan	
13.	Eye wash and emergency shower	
14.	No washing of vehicles anticipated	
b.	<u>Road Supply Storage</u>	150
1.	Flare storage	
2.	Cones, barricade storage	
3.	Road supply storage	
4.	Traffic control equipment storage	
5.	Wire mesh partitioning from Sally Port area	

20. *Prisoner Processing*

a.	<u>Prisoner Processing</u>	<u>500</u>
	1. Secured door to Sally Port	
	2. Secured door to Corridor	
	3. Pistol lockers at points of entry	
	4. Holding room for booking purposes, wire mesh enclosure	
	5. Booking counter with computer workstation, mugging camera	
	6. AFIS fingerprinting station adjacent to Holding Room	
	7. CCTV and audio surveillance of all areas, minimize blind spots	
	8. Duress alarms at varied locations	
	9. Eliminate hard corners and edges	
	10. Hose bibb (secured)	
	11. Personal property lockers (one per cell)	
b.	<u>Toilet Room</u>	<u>50</u>
	1. Security penal fixture with remote flush capability	
	2. Lighting and water controls outside of room	
	3. Reverse door swing	
	4. Shower (industrial type) with tempered water	
	5. Floor drain	
c.	<u>Intoximeter Room</u>	<u>80</u>
	1. Deep counter with intoximeter equipment, adjacent bench area	
	2. Inaccessible power and data outlets	
	3. Dual use as Interview Room	
	4. Table seating for two (2)	
d.	<u>Prisoner / Visitor Booth</u>	<u>75</u>
	1. Reverse swing on door	
	2. Eliminate hardware on interior side of door	
	3. Fixed transaction window with bullet resistant glass and contraband baffle	
	4. Secure bench bolted to floor	
	5. Impact resistant lighting with lighting controls outside of room(s)	
e.	<u>Prisoner Release Area</u>	<u>N/A</u>
	1. Utilize Public Lobby for prisoner release area	

21. Detention

- a. Designed to National Accreditation Standards

- b. Detention Cells 360
 - 1. Detention Cells: Five (5) required, grouping of two (2) one (1), and one (1), sight and sound separation between groupings.
 - 2. Handicapped accessible detention cell: One (1) required, sight and sound separation between handicap cell and other cells.
 - 3. Cell features:
 - a. Secured bunk with closed base
 - b. Security penal fixture with integral sink, remote flush capabilities
 - c. Impact resistant lighting and institutional type fire suppression
 - d. Two way audio communication
 - e. CCTV surveillance
 - f. No floor drains
 - g. 50 SF (min)
 - h. Solid fronts (suicide prevention)
 - i. Sliding doors
 - j. Independent supply and return air, negative pressure within cells

- c. Detention Area 210
 - 1. Floor drains
 - 2. Hose bibb (secured)
 - 3. Exhaust fan
 - 4. Impact resistant lighting
 - 7. Blanket storage cabinet

- d. Matron Room 65
 - 1. Visual monitoring of cells through CCTV monitor
 - 2. Dual use as Interview Room

22. *Evidence and Property*

a.	<u>Evidence Receiving</u>	150
	1. Adjacent to Prisoner Processing / Detention / Patrol Areas	
	2. Temporary evidence lockers (varied sizes), through-wall configuration preferred	
	3. Refrigerated temporary evidence locker	
	4. Computer workstation for one (1)	
	5. Countertop work area	
	6. Casework storage cabinets for equipment storage	
b.	<u>Evidence Processing / Forensics Lab</u>	225
	1. Secure access to room	
	2. Fume hood with base cabinet, direct exhaust	
	3. Epoxy resin countertop with integral sink	
	4. Storage cabinets	
	5. Evidence drying cabinet	
	6. Fuming chamber, countertop model	
	7. Biohazard disposal containers	
	8. Adjacent to Evidence Storage / Evidence Receiving	
c.	<u>Evidence Storage</u>	400
	1. Secure access to room	
	2. CCTV monitoring	
	3. One means of entry only	
	4. Refrigerated storage	
	5. High density storage shelving for firearms, evidence containers, valuables	
	6. Double locking of firearms and ammunition	
	7. Double locking of valuables	
	8. No storage of narcotics, off-site location	
d.	<u>Bulk evidence storage</u>	400
	1. Accessibility from exterior	
	2. Secured access	
	3. CCTV monitoring	
	4. Double door entry	
	5. Industrial type adjustable shelving	
	6. Floor drain	
e.	<u>Vehicle processing</u>	See Sally Port
	1. See Sally Port	

23. *Toilets and Custodial Services*

a.	<u>Custodial Office</u>	<u>150</u>
	1. Work area for two (2) custodial staff	
	2. Service sink	
	3. Workbench	
	4. Equipment storage	
b.	<u>Janitor Closets</u>	<u>Two (2) @ 50</u>
	1. One per floor (minimum)	
	2. Floor sink	
	3. Custodial supply storage	
	4. Cart storage	
	5. Equipment storage	
c.	<u>Toilet Facilities</u>	<u>Two (2) @ 75</u>
	1. Civilian Staff / Official visitor's facilities to be provided, one per sex per floor, handicap accessible	
	2. Public facilities within Public Lobby	
	3. Patrol staff facilities within Locker Rooms	
	4. Administrative staff facilities within Administrative Area	
	5. Dispatch staff facilities within Communications Dispatch Center	
	6. Detained persons facilities within detention cells and Prisoner Processing	

24. *Bulk Storage*

a.	<u>Bulk Storage</u>	<u>250</u>
	1. Storage of vehicle parts, vehicle equipment, operational equipment, spare parts, child car seats, homeland security equipment	
	2. Accessible from exterior	
	3. Double door access	
	4. Access controlled	

25. *Storage Bays*

a.	<u>Storage Bays</u>	1,000
1.	Storage of department motorcycles, two (2) minimum	
2.	Storage of patrol bicycles, two (2) minimum	
3.	Storage of Mobile Command Van, one (1) minimum	
4.	Storage of speed trailer, one (1) minimum	
5.	Power for recharging of equipment	
6.	Overhead door access	
7.	Access control at points of entry	
8.	Adjacent to staff vehicle parking, staff entry locations	

26. *Circulation*

a.	<u>Stairs</u>	
1.	Code required minimum, two per floor	
2.	48" clear width (min.)	
b.	<u>Elevators</u>	
1.	Access controlled to secure floors	
2.	Public use, access controlled	
3.	Sized to accommodate stretcher dimensions	
4.	Automatic recall	
5.	Elevator machine room adjacent to shaft	

27. *Mechanical*

a.	<u>Boiler Room</u>	500
1.	Two boilers (min), preferred	
2.	Dual-fuel burners if utilities exist	
3.	Hot water storage	
4.	Floor drains	
5.	Chimney breaching	
b.	<u>HVAC Equipment</u>	800
1.	Ducted supply and returns	
2.	High efficiency filters, pumps, and motors	
3.	VAV boxes with DDC controls	
4.	Zoned systems throughout facility	
5.	Host computer for monitoring and diagnosis of systems	

- c. Emergency Electrical Room 150
 - 1. Automatic transfer switch
 - 2. Emergency power panels and circuits
 - 3. Diesel fired generator on exterior pad mount (see site needs)

- d. Fire Suppression 150
 - 1. Fully sprinkled facility according to NFPA 13 standards
 - 2. FM 200 fire suppression within data and communications equip. rooms
 - 3. Institutional type sprinklers in high risk / detention areas
 - 4. Sprinkler control valve assembly and backflow preventor
 - 5. Fire Department siamese connection at designated location

SPACE NEEDS SUMMARY

Summary Sheet	Square Ft. required
Public	755
Training Classroom	1,685
Main Desk	65
Communications Dispatch Center	1,155
Records Division	600
Administration	1,655
Administrative Lieutenant	225
Operational Lieutenant	225
Administrative Sergeant	175
Detective Division	1,875
Traffic Unit	325
Crime Prevention Office	200
Technology Coordinator	200
Computer Equipment Server Room	315
Patrol Functions	4,405
Union Space	65
Indoor Firearms Training Range	1,795
Armory / Arsenal	150
Sally Port	1,050
Prisoner Processing	705
Detention	635
Evidence and Property	1,175
Toilets / Custodial Services	400
Bulk Storage	250
Storage Bays	1,000
Circulation	net to gross
Mechanical	1,600
Total Net Square Footage	22,685
Net to Gross Factor	x 1.30
Total Gross Square Footage Required	29,500

SITE NEEDS ASSESSMENT

1. Site Needs

- | | | |
|----|---|--------|
| a. | <u>Public Parking</u> | 21,120 |
| | 1. Total number of spaces required = 65 preferred | |
| | 2. Vehicle drop off area | |
| b. | <u>Official Vehicle and Staff Parking</u> | 22,000 |
| | 1. Official vehicle parking = 28 | |
| | 2. Carport shelter for cruiser parking = 13 min. | |
| | 3. Staff vehicle parking =40 min. preferred | |
| | 4. Motorcycle parking required = up to four (4) | |
| | 5. Motorcycle parking on concrete pad | |
| | 6. Fenced enclosure of official vehicle and staff parking | |
| | 7. Restricted access | |
| c. | <u>Vehicle Impound</u> | 1,200 |
| | 1. Total vehicle capacity = three (3) vehicles, maximum | |
| | 2. Fenced enclosure with access control | |
| | 3. CCTV monitoring of impounded vehicles | |
| | 4. Lockable gates | |
| d. | <u>Flagpoles</u> | |
| | 1. USA | |
| | 2. State | |
| | 3. Internal halyard | |
| | 4. Located at public entry | |
| e. | <u>Signs</u> | |
| | 1. Department identification | |
| | 2. Located at roadside | |
| | 3. Located on building | |
| | 4. Illuminated | |
| | 5. Conforms to Local Zoning | |
| f. | <u>Lighting</u> | |
| | 1. Lighting in public areas | |
| | 2. Lighting in all parking areas | |
| | 3. Illuminated walkways | |
| | 4. Illuminated entry locations | |
| | 5. Lighting coordinated with CCTV locations | |

- h. CCTV Cameras
 - 1. Monitoring of all points of entry, staff vehicles, impound locations
 - 3. Color cameras
 - 4. Pan -tilt- zoom cameras at critical areas of surveillance
 - 5. Weatherproof housings
 - 6. Pole mounted away from structure
- i. Handicap accessibility
 - 1. Entire facility to be designed for handicap accessibility
- j. Plant Material
 - 1. Minimize maintenance
 - 2. Avoid creating hiding places
 - 3. Eliminate large ground cover
- k. Trash Storage 175
 - 1. Number of dumpsters required = one (1)
 - 2. Dumpster enclosure with concrete pad
 - 3. Approach zone for waste retrieval
- l. Snow Storage w/in Landscape Setback
 - 1. Provide snow storage capacity at parking areas / site design
 - 2. Coordinate fencing locations with snow removal requirements
- m. Exterior Hose Bibb Locations
 - 1. Provide varied locations around building for maintenance requirements
 - 2. Lockable access
 - 3. Car wash location at official vehicle parking / Sally Port approach
- n. Communications Antenna
 - 1. Roof mounted antennas only anticipated
 - 2. Radio signal transferred to repeater network throughout town250

SITE NEEDS SUMMARY

Site Requirements	Area Estimate (square feet)
Visitor Drop Off / Approach	800
Visitor Parking	21,120
Cruiser Parking (Carport)	2,600
Official Vehicle Parking	8,960
Staff Vehicle Parking	12,800
Vehicle Impound Area	1,200
Dumpster Enclosure	175
Sally Port Approach	1,000
Other: Communications Antenna	250
SUBTOTAL	48,905
Building Footprint (two story)	15,000
Landscaped Setbacks	30,000
Future Expansion Potential	5,000
Other: _____	
TOTAL SITE AREA	98,905

DIVIDED BY 43,560 = 2.5 ACRES (MINIMUM REQUIRED)

Serving the Public Safety Community

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