

Space Needs Assessment
for the
Bethel Police Department
Bethel, CT



July 2004

Revised: January 2014

Revised: June 2014

Prepared By:

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GENERAL INFORMATION

Date: January 2014
June, 2014, (s.f. of existing facility inserted)

Department: Bethel Police Department
Address: 49 Plumtrees Road
P.O. Box 142
Bethel, CT 06801

Telephone No.: (203)-743-5500

Fax No.: (203)-748-1333

Primary Contact: Mr. Jim Wright, Detective Sergeant

Original Structure: 1974

Last Renovation: 1989 – Addition to existing structure to include administrative offices

Total Building Area: 9,262 gross s.f.

Community Area: 17 square miles

GROWTH ESTIMATES

Year	1970	1980	1990	2000	2010	2025
<u>Population Statistics:</u>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>projected</i>

Bethel, CT	10,945	16,004	17,541	18,067	18,584	18,267
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source: CT State Data Center, University of Connecticut

Year	2009	2010	2011	2012	2013	2025
<u>Calls for Service:</u>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>projected</i>	<i>projected</i>
Calls for Service	14,068	12,950	13,331	13,998	14,871	18,000

Year	2009	2010	2011	2012	2013	2025
<u>Crime Statistics:</u>						
Alarms	917	916	977	891	842	1,000
Parking Violation	188	173	191	134	211	250
Suspicious Persons / Veh.	939	923	1,060	887	862	1,000
Motor Vehicle Complaint	335	332	348	275	303	500
Animal Complaints	560	457	480	446	500	600
Motor Vehicle Accidents	673	603	695	646	606	800
Police Assist.-Ambulance	957	938	929	959	1,004	1,200
Building Check	214	239	254	188	80	300
911 Hang-ups	433	540	479	194	128	250
Larceny	209	165	257	258	154	300
Police Assist.-Fire	144	148	202	170	199	200
Criminal Mischief	149	113	91	106	82	150
Disturbance	599	614	565	561	491	500
Harassment	127	131	117	153	173	200
Motor Vehicle Stop	4,774	3,938	3,173	4,322	4,963	5,000
Public Assist	1,186	1,161	1,279	1,054	1,410	1,500

source: Bethel Police Department, Crime Reporting Statistics (2009-2013)

MOTOR VEHICLE STATISTICS

Year	1980	1990	2003	2014	2020	2035
<u>Police Department Vehicles:</u>						
Cruisers (marked)	6	6	10	14	15	16
Unmarked Cars	4	4	6	7	9	10
Crime Van (Utility truck)	0	0	1	1	1	1
D.A.R.E. Vehicle	0	0	1	0	0	0
Animal Control Van	1	1	1	1	1	1
Motorcycles	0	0	0	0	1	1
Patrol Bicycles	0	0	4	4	6	6
Total Vehicles	11	11	19	23	27	29
Total Bicycles	0	0	4	4	6	6

source: Bethel Police Department

STAFF PROJECTIONS

Police Personnel – Bethel Police Department

Year	1980	1990	2003	2013	2020	2035
Chief of Police	1	1	1	1	1	1
Captain	0	1	1	1	1	1
Lieutenants	1	2	2	2	3	3
Sergeants - Patrol	4	4	4	6	6	6
Sergeants –Administrative	0	0	1	0	1	2
Sergeants –Detective	1	1	1	1	1	1
Detectives	2	2	3	3	4	5
Youth Detective	1	1	1	1	1	1
School Resource Officer	0	0	1	2	2	2
Patrol Officers	13	15	20	20	24	26
Animal Control Officer*	1 FT (s) 1 PT (c)	1 FT (s) 1 PT (c)	1 FT 2 PT	1 FT 2 PT	1 FT 2 PT	1 FT 2 PT
Clerical - Administrative*	1	1	1	1	1	1
Clerical – Detective Bureau	0	0	0	0	0	1
Records Clerks*	1	2 FT 1 PT	2 FT 1 PT	2 FT	3	3
Technology Specialist*	0	0	0	0	contract	1
Communications / Dispatch*	7	7	9	8	9	12
Special Officers*	15 PT	15 PT	5 PT	3 PT	0	0
Custodial	contract	contract	contract	contract	1	1
Total Sworn Officers	24	28	35	37	44	48
Total Civilian Personnel	9 FT 1 PT	10 FT 2 PT	13 FT 3 PT	12 FT 5 PT	14 FT 2 PT	19 FT 2 PT
Total Personnel (sworn/civilian)	34	40	51	54	60	69
Total Special Officers	15	15	5	3	0	0

* indicates civilian positions

SPACE NEEDS ASSESSMENT

Proposed Square Footage
(Existing Square Footage)

1. *Public Lobby*

a.	<u>Vestibule</u>	<u>120</u>
		(0)
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Power assisted doors	
b.	<u>Lobby / Reception / Waiting</u>	<u>300</u>
		(147)
	1. Access to Dispatch transaction window	
	2. Access to Records transaction window	
	3. Public seating for 6-8	
	4. Public telephone / House phone	
	5. Display Case	
	6. Pamphlet Rack	
	7. Tackboard	
	8. Water cooler	
	9. ATM machine (future)	
c.	<u>Public Toilets</u> <u>Two (2) @ 275</u>	<u>550</u>
		(0)
	1. Handicap accessible	
	2. Male and Female	
	3. Multiple fixtures per toilet room, multiple occupancy	
d.	<u>Interview Rooms</u> <u>Two (2) required</u>	<u>240</u>
		(0)
	1. Public Fingerprinting station within one (1) room	
	2. Workstation for one (1)	
	3. Visitor's chairs for three (3)	
	4. Public and internal access preferred	
	5. No windows to Lobby	
	6. Access controlled from Main Desk	

2. *Training Classroom*

a.	<u>Location</u>	
	1. Direct access from Public Lobby	
b.	<u>Classroom</u>	1,000
		(0)
	1. Seating for forty (40) at training tables and chairs	
	2. Projection screen	
	3. Video projection	
	4. Independent sound system	
	5. Lighting on dimmers, varied lighting levels	
	6. Cable TV service	
	7. Video input and output locations	
	8. Tiered seating for portion of room	
	9. Large presentation area with level floor surface	
	10. Movable tables and chairs for presentation area	
	11. Coat storage at point of entry	
	12. Kitchenette area adjacent - microwave, sink, refrigerator	
c.	<u>Furniture Storage</u>	100
		(0)
	1. Storage of portable tables and chairs	
d.	<u>Equipment Storage</u>	100
		(0)
	1. Storage of audio-visual equipment	
	2. Storage of training files / supplies / equipment	
e.	<u>Kitchenette</u>	50
		(0)
	1. Sink	
	2. Microwave	
	3. Countertop	
	4. Refrigerator	
	5. Lockable	
	6. Adjacent to Training Classroom	

3. *Communications Center*

a.	<u>Location</u>	
	1. Adjacent Public Lobby and Staff Corridor	
	2. No natural light	
b.	<u>Dispatch Center</u>	600
		(215)
	1. Console positions: three (2) active	
	2. Central Dispatching / E911 service	
	3. Monitoring of CCTV surveillance / security systems	
	4. Restricted access to police staff.	
	5. Locker storage for dispatchers, one (1) per dispatcher	
	6. Independent HVAC unit	
	7. Lighting on dimming system	
	8. Bookshelving / Manuals storage	
	9. NFPA 1221 recommendations	
	10. Tackboard	
	11. Surge suppression	
	12. Video / Audio contact with detention facilities	
c.	<u>Toilet</u>	80
		(0)
	1. Handicap accessible	
	2. Radio dispatch / telephone connections	
d.	<u>Kitchenette</u>	50
		(0)
	1. Refrigerator	
	2. Microwave	
	3. Sink	
	4. Casework storage	
e.	<u>Communications Equipment Room</u>	120
		(50)
	1. E911 system	
	2. Digital recording devices	
	3. Telephone system	
	4. Future conduits to dispatch center	
	5. Video racks	
	6. Dedicated HVAC system	
	7. Emergency power supply	
	8. UPS system	

4. *Administrative Sergeant*

- | | | |
|----|---|------------|
| a. | <u>Administrative Sergeant</u> | 150
(0) |
| 1. | Workstation for one (1) | |
| 2. | File storage | |
| 3. | Visitor's chairs for two (2) | |
| 4. | Locate adjacent to Dispatch console positions | |
| 5. | Public Relations / Recruitment / Communications | |

5. *Records Division*

- | | | |
|----|--|-----------------------------|
| a. | <u>Public Information Counter</u> | w/in Public Lobby
(0) |
| 1. | Transaction window to Public Lobby | |
| 2. | Bullet resistant vision panel (sliding type) | |
| 3. | Deal plate | |
| 4. | Intercom to Lobby | |
| 5. | Computer terminal location adjacent to window | |
| b. | <u>Police Information Counter</u> | w/in secure corridor
(0) |
| 1. | Transaction window to secure corridor | |
| 2. | Counter work area | |
| 3. | Adjacent to Public transaction window | |
| c. | <u>Office / Work Area</u> | 400
(225) |
| 1. | Workstations for three (3), one (1) to be supervisory workstation | |
| 2. | Coat closet | |
| 3. | Storage closet | |
| 4. | Central work area | |
| 5. | Central photocopy machine, paper storage | |
| d. | <u>Active and Archive Files</u> | 300
(0) |
| 1. | High density file storage system to accommodate active and archive files | |
| 2. | Adjacent to work area | |

6. *Administration*

a.	<u>Chief of Police</u>	275
		(290)
	1. Workstation for one (1)	
	2. File storage	
	3. Credenza	
	4. Bookshelving	
	5. Coats and supply closet	
	6. Natural light	
	7. Conference table seating for four (4)	
	8. Cable TV service	
	9. Adjacent to Patrol Functions / away from Public Lobby	
b.	<u>Captain Office</u>	225
		(120)
	1. Workstation for one (1)	
	2. File storage	
	3. Credenza	
	4. Bookshelving	
	5. Coats and supply closet	
	6. Natural light	
	7. Visitor's chairs for three (3)	
c.	<u>Lieutenant Office / Accreditation / Professional Standards</u>	175
		(105)
	1. Workstation for one (1)	
	2. File storage	
	4. Bookshelving	
	5. Coat closet	
	6. Natural light	
	7. Visitor's chairs for two (2)	
d.	<u>Lieutenant Office</u>	175
		(112)
	1. Workstation for one (1)	
	2. File storage	
	3. Bookshelving	
	4. Coat closet	
	5. Natural light	
	6. Visitor's chairs for two (2)	

e.	<u>Lieutenant Office</u>	175
		(120)
	1. Workstation for one (1)	
	2. File storage	
	3. Bookshelving	
	4. Coat closet	
	5. Natural light	
	6. Visitor's chairs for two (2)	
f.	<u>Chief's Secretary</u>	225
		(150)
	1. Workstation for one (1) at entry location to Administrative Offices	
	2. Coat closet	
	3. File storage	
	4. Facsimile machine	
g.	<u>Workroom</u>	120
		(0)
	1. Adjacent to Chief's secretary	
	2. Copy machine	
	3. Casework storage for office supplies	
	4. Sink	
	5. Microwave	
	6. Work counter	
	7. Paper shredder	
h.	<u>Conference Room</u>	250
		(416)
	1. Conference table and seating for twelve (12)	
	2. Markerboard	
	3. Projection screen	
	4. Cable TV service	
	5. Adjacent to Administrative offices / Chief's secretary	
	6. Shared use with department	
i.	<u>Toilet / Shower</u>	100
		(0)
	1. Toilet room with shower	
	2. Adjacent to Administrative offices	

7. *Detective Bureau*

- a. Location:
1. Adjacent to Youth Bureau / Staff entry / Lab / Copy Room
- b. Supervisor's Office Rank: Sergeant 150
(121)
1. Workstation for one (1)
 2. File storage
 3. Bookshelving
 4. Visitor's chairs for two (2)
 5. Coat closet
 6. Vision panel to Squad Room
 7. Locate within Bureau
- c. Squad Room 400
(143)
1. Workstations for four (4)
 2. File storage: one (1) per workstation
 3. Visitor's chair(s) – one (1) per workstation
 4. Supplies storage
 5. Bookshelving / manual storage shelving
 6. Pistol locker
 7. Central work area / work counter with sink
 8. NCIC computer workstation
 9. Facsimile machine
- d. Interview Room (s) One (1) @ 125, One (1) @ 75 200
(98)
1. Total number required: Two (2) interview rooms with one (1) monitoring room between
 2. One (1) interview room for three (3) occupants
 3. One (1) interview room for "soft interview", living room setting, TV
 4. One-way vision panel between rooms
 5. Video input and output within monitoring room
 6. Video equipment storage within monitoring room
- e. Tactical Planning Room 175
(0)
1. Conference table seating for eight (8), dual use for outside agencies
 2. Markerboard / Tackboard
 3. Cable TV access
 4. Video input and output
 5. No natural light
 6. Adjacent to Detective Bureau and Youth Officers

f.	<u>Computer Forensics Lab</u>	275 (66)
	1. Server workstations for two (2)	
	2. Computer diagnostic stations for two (2)	
	3. Markerboard	
	4. Work table for computer diagnostics	
	5. Cabinet storage for spare parts / equipment storage	
g.	<u>Equipment storage room</u>	80 (0)
	1. Storage of Detective Bureau equipment	
	2. Locate adjacent to Detective Bureau	
	3. Lockable	

8. *Youth Bureau*

a.	<u>Location:</u>	
	1. Adjacent to Detective Bureau / Staff entry / “Soft” interview room	
b.	<u>Youth Bureau</u>	150 (126)
	1. Work stations for one (1), shared w/ school resource officer	
	2. File storage for juvenile files / records	
	3. Bookshelving / manual storage shelving	
	4. Visitor’s chair(s) – one (1) per workstation	
c.	<u>Equipment storage room</u>	80 (0)
	1. Storage of Youth Bureau equipment	
	2. Locate adjacent to Youth Bureau	
d.	<u>Maintain sight and sound separation between youth and adult offenders</u>	

9. *Patrol Functions*

a.	<u>Patrol Sergeants</u>	500 (256)
	1. Workstations for six (6)	
	2. Radio recharge area	
	3. File storage, one (1) per workstation	
	4. Key cabinet	
	5. Adjacent to Patrol entry / Patrol Functions	
	6. Work counter with sink	
b.	<u>Equipment Storage Room</u>	80 (50)
	1. Storage of Patrol equipment and supplies	

c.	<u>Briefing / Roll Call</u>	<u>350</u> (0)
	1. Accommodate fifteen (15) at table and chairs	
	2. Podium area	
	3. Radio / flashlight recharge rack area	
	4. Markerboard	
	5. Tackboard	
	6. Projection screen	
	7. Mailboxes: one (1) per staff position, lockable	
d.	<u>Locker Rooms</u>	<u>2,000</u> (422)
	1. Male Locker Room: Lockers for forty-two (46) sworn officers, no civilian access.	
	2. Female Locker Room: Lockers for eight (8) sworn officers, no civilian access	
	3. Locker sizes:	
	a. Sworn staff: 36w. x 24d x 72h.	
	4. Male showers:	
	b. individual: Three (3) total	
	c. handicap accessible: One (1) minimum	
	5. Female showers:	
	a. individual: Two (2) total	
	b. handicap accessible: One (1) minimum	
	6. Continuous locker benches	
	7. Sink area	
	8. Toilet area	
	9. Robe hooks	
	10. Shoe shine area	
	11. Full height mirrors	
e.	<u>Physical Training Room</u>	<u>400</u> (0)
	1. Locate adjacent to locker rooms	
	2. Ceiling clearance for weightlifting	
	3. Electric water cooler	
	4. Mirrors on wall surfaces	
	5. Exercise equipment (free weights and stationary equipment)	
	6. Mat and stretching area	
f.	<u>Lunch Room / Day Room</u>	<u>250</u> (236)
	1. Microwave(s)	
	2. Sink	
	3. Refrigerator	
	4. Storage cabinets	
	5. Vending machines: two (2) total	
	6. Lounge area with couch and TV	
	7. Locate adjacent to Patrol Functions	

g.	<u>Quartermaster Storage</u>	100
		(0)
	1. Secure storage of uniforms / leathersgoods / department issue equipment	
	2. Lockable	
	3. Adjacent to Captain's office	
h.	<u>Report Preparation</u>	120
		(0)
	1. Work counter for four (4) computer workstations	
	2. Typing and word processing	
	3. Forms storage shelving	
	4. Copy machine	
	5. Paper shredder	
	6. Research library bookshelving	
	7. Tackboard	

10. *Sally Port*

a.	<u>Sally Port</u>	900
		(625)
	1. Accommodate two (2) vehicles	
	2. Ambulance accessible	
	3. Floor drain with oil separator	
	4. CCTV and audio monitoring	
	5. Interlocked doors at exterior and prisoner processing	
	6. Hose bibb	
	7. Overhead coiling doors	
	8. Pistol lockers at entry to Prisoner Processing	
	9. Ramped entry to prisoner processing (no railings)	
	10. Carbon Monoxide detection system	
	11. Exhaust fan	
	12. Eye wash and emergency shower	
	13. Wet gear drying area	
	14. Wire mesh partitions between bays to secure vehicle for processing (see Vehicle Processing for additional requirements)	

11. *Prisoner Processing*

- | | | |
|----|---|-------|
| a. | <u>Location:</u> | |
| | 1. Adjacent to Sally Port | |
| b. | <u>Prisoner Processing</u> | 450 |
| | | (143) |
| | 1. Secured door to Sally Port | |
| | 2. Secured door to staff corridor | |
| | 3. Pistol lockers at points of entry | |
| | 4. Three (3) individual booking rooms with detention grade doors, food pass | |
| | 5. Booking counter with booking computer and mugging camera | |
| | 6. Stainless steel countertop (fingerprinting) | |
| | 8. Holding bench within holding room | |
| | 9. Drunk walk line on floor | |
| | 10. CCTV and audio surveillance | |
| | 11. Panic buttons on walls | |
| | 12. Eliminate hard corners and edges | |
| | 13. Hose bibb (secured) | |
| | 14. Personal property lockers (two ½ height per cell) | |
| | 15. Long term storage area for personal property | |
| c. | <u>Shower Room</u> | 50 |
| | | (0) |
| | 1. Security shower fixture | |
| | 2. Reverse door swing | |
| | 3. Lighting controls outside of room | |
| | 4. Water controls outside of room | |
| | 5. Floor drain | |
| d. | <u>Interview Room</u> | 120 |
| | (Two (2) @ 88) | (176) |
| | 1. Hard interview room with CCTV surveillance | |
| | 2. Intoximeter within room on secured counter / bench adjacent | |
| | 3. Table and chairs for three (3) | |
| | 4. Dual use as Prisoner / Visitor area, speaking panel with bullet resistant glazing and contraband baffle to visitor's booth | |
| | 5. Dual use as Matron Room | |
| | 6. Acoustic material on walls and ceilings | |
| e. | <u>Visitor Booth</u> | 40 |
| | | (0) |
| | 1. Observation area on non secure side of bullet resistant glazing | |
| | 2. Speaking panel with bullet resistant glazing and contraband baffle | |
| | 3. Video input and output | |
| | 4. Impact resistant lighting | |

- f. Prisoner Release Area w/in circulation
1. Separate from Public Lobby
 2. Direct access to exterior from processing area

12. Detention

- a. Comply with National Accreditation Standards
- b. Detention Cells 420
- (Five (5) @ 42) (210)
1. Male: four (4) required
 2. Female: two (2) required
 3. Handicapped: one (1) required
 4. Coat closet
 - a. Secured bunk with closed base
 - b. Security prison toilet fixture
 - c. Impact resistant lighting and 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. Negative air pressure with individual supply and exhaust air
- c. Detention Area (area outside of detention cells) 300
- (112)
1. Floor drains
 2. Hose bibb (secured)
 3. Impact resistant lighting
 4. Linen storage / blanket storage / mattress storage
- d. Monitoring / Observation 100
- (0)
1. Jailer's watch room for monitoring of cell areas
 2. Computer workstation with viewing monitors
 3. Cable TV access

13. *Evidence and Property*

b.	<u>Evidence Receiving</u>	100
		(0)
	1. Adjacent to Evidence storage / Prisoner Processing / Detective Bureau	
	2. Temporary evidence lockers (varied sizes), through-wall configuration	
	3. Refrigerated locker unit	
	4. Work counter area	
	5. Casework storage for bags and tags adjacent to lockers	
c.	<u>Evidence Processing / Forensics Lab</u>	175
		(117)
	1. Casework storage and area of stainless steel countertop	
	2. Fume hood	
	3. Fuming chamber	
	4. Evidence drying cabinet	
	5. Sink – deep well stainless steel double sink	
	6. Refrigerator	
	7. Biohazard materials storage	
d.	<u>Evidence Storage</u>	400
		(105)
	1. Workstation for one (1), bar-coding computer	
	2. Secure access	
	3. One means of entry only	
	4. Refrigerator	
	5. High density storage shelving	
	6. Double locking of firearms and ammunition	
	7. Double locking of narcotics	
	8. Double locking of valuables	
d.	<u>Bulk evidence storage</u>	350
		(0)
	1. Accessible from Sally Port	
	2. Provide for temporary bulk evidence storage	
	3. Wire mesh partitions	
	4. Department access to temporary storage area	
	5. Secure access to bulk evidence storage area	
e.	<u>Vehicle processing</u>	see Sally Port
		(0)
	1. Wire mesh partitioning of Sally Port	
	2. Service sink	
	3. Drop lights	
	4. Power cords	
	5. Equipment storage	

f.	<u>Found Property Storage</u>	350
		(0)
1.	Storage of Found Property	
2.	Locate within exterior enclosure on site	
3.	Lockable	

14. Forensics Lab

a.	<u>Forensics Lab</u>	see Evidence Processing
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15. Firearms Training Range

a.	<u>Firearms Training Range</u>	1,800
		(976)
1.	Length of range: 25 yard training length (75')	
2.	Width of range: accommodate up to five (5) training stalls	
3.	Full ballistic range for down range training	
4.	Down range live-fire video capabilities	
5.	No floor drains	
6.	Security baffles at ceilings for full tactical use	
7.	Varied lighting levels	
8.	Locate at ground floor with vehicle access doors to exterior	
9.	Granulated rubber backstop	
10.	Maintain required air changes per hour across shooters	
11.	Target equipment to be determined by Owner	
b.	<u>Ready Room</u>	250
		(0)
1.	Gun counter for gun cleaning with canopy exhaust hood	
2.	Table and chairs for instructional use	
3.	Markerboard	
4.	Tackboard	
5.	Acoustical separation from range	
c.	<u>Control Room</u>	100
		(0)
1.	Visual monitoring of range	
2.	Audio system to firing line	
3.	Lighting controls	

16. *Armory / Arsenal*

a.	<u>Armory / Arsenal</u>	120
		(120)
	1. Storage of department firearms and ammunition	
	2. Storage of rifles / shotguns / spare pistols with automated dispensing equipment.	
	3. Storage of spare parts	
	4. Cabinet storage of ammunition	
	5. Storage of outdoor range supplies	
	6. Storage of gas munitions	
	7. Storage of less lethal munitions	
	8. Storage of indoor range targets	
	9. Secure access to area	
	10. Locate adjacent to Ready Room	

17. *Homeland Security Storage*

a.	<u>Homeland Security Storage</u>	120
		(0)
	1. Storage of equipment and supplies	
	2. Locate adjacent to Armory / Ready Room	

18. *Emergency Services Unit Storage*

a.	<u>Emergency Services Unit Storage</u>	100
		(0)
	1. Securable closet storage	
	2. Special weapons storage	
	3. Separate room with secured access	
	4. Locate adjacent to Armory / Ready Room	

19. *Central Copy Room*

a.	<u>Copy Room</u>	120
		(0)
	1. High speed copier	
	2. Centralized printer / scanner / facsimile machine	
	3. Paper storage	
	4. Coat closet	
	5. Locate central to all personnel	

20. *Computer Equipment Server Room*

- a. Types of Computers
 - 1. Main server
 - 2. Personal computers at workstations
 - 3. Networked system
 - 4. Shared printers / modems

- b. Computer Server Room 120

(112)
 - 1. Workstation for one (1)
 - 2. UPS system
 - 3. Manual storage shelving
 - 4. Dedicated HVAC system
 - 5. Access control computer location

21. *Circulation*

- a. Stairs (if multiple-floors) w/in net to gross
 - 1. Code required minimum, two per floor
 - 2. 48" clear width (min.)

- b. Elevators (if multiple-floors) w/in net to gross
 - 1. Access controlled for public use
 - 2. Staff use
 - 3. Automatic recall
 - 4. ADA accessible

22. *Toilets and Janitorial Services*

- a. Janitor Closets 80

(21)
 - 1. One per floor (minimum)
 - 2. Floor sink
 - 3. Janitorial supply storage
 - 4. Cart storage
 - 5. Equipment storage

- b. Toilet Facilities Two (2) @ 80

160
(100)
 - 1. Civilian Staff and Visitor's use
 - 2. Male and Female

23. *Mechanical*

a.	<u>Boiler Room</u>	<u>300</u>
		(168)
	1. Two boilers (min) preferred	
	2. Dual-fuel burners preferred	
	3. Floor drains	
	4. Chimney breaching	
b.	<u>HVAC Equipment</u>	<u>350</u>
		(0)
	1. Ducted supply and returns	
	2. High efficiency filters	
	3. VAV boxes	
	4. Individual temperature controls	
	5. Zoned systems	
	6. Host computer	
c.	<u>Emergency Generator</u>	<u>exterior pad mounted</u>
		(126)
	1. Transfer switch	
	2. Diesel fired generator	
	3. Muffler system	
	4. Day tank	
	5. Acoustic control	
d.	<u>Fire Suppression</u>	<u>120</u>
		(0)
	1. Fully sprinkled facility	
	2. High security sprinklers in high risk areas	
	3. Code designed minimum	

24. *Storage Bays*

a.	<u>Storage Bays</u>	200
		(418)
	1. Storage of Patrol Bicycles, four (4) total	
	2. Storage of Speed Trailer	
b.	<u>Road Supply Storage</u>	200
		(See Above)
	1. Storage of radar guns	
	2. Storage of tasers / less lethal munitions	
	3. Storage of shields, helmets, riot gear	
	4. Flare storage	
	5. Road supply storage	
	6. Hazardous material storage	
c.	<u>Medical Supply Storage</u>	100
		(See Above)
	1. Oxygen tank storage	
	2. Medical supplies storage	

SPACE NEEDS SUMMARY

Summary Sheet	Square Ft. Existing	Square Ft. Proposed
Public Lobby	147	1,210
Training Classroom	0	1,250
Communications Center	265	850
Administrative Sergeant	0	150
Records Division	225	700
Administration	1,313	1,720
Detective Bureau	428	1,280
Youth Bureau	126	230
Patrol Functions	964	3,800
Sally Port	625	900
Prisoner Processing	319	660
Detention	322	820
Evidence and Property	222	1,375
Forensics Lab	0	w/in Evid. & Prop.
Firearms Training Range	976	2,150
Armory / Arsenal	120	120
Homeland Security Storage	0	120
Emergency Services Unit Storage	0	100
Central Copy Room	w/in server room	120
Computer Equipment Server Room	112	120
Circulation	w/in net to gross	w/in net to gross
Toilets / Janitorial	121	240
Mechanical	294	770
Storage Bays	418	500
Total Net Square Footage	6,997	19,185
Net to Gross Factor	x 1.32	x 1.35
Total Gross Square Footage	9,262	25,900

EXTERIOR CONSIDERATIONS

- a. Public Parking 18,000
1. Visitor parking for thirty-five (35) vehicles
 2. Handicap accessible parking, two (2) minimum
 3. Bus drop off area
- b. Police Vehicle and Staff Parking 30,000
1. Total number of spaces required for official vehicles: Twenty-eight (28)
 2. Total number of spaces required for staff vehicles: Fifty (50) (anticipates shift changes)
 3. Motorcycle parking for four (4) on concrete pad
 4. Fenced enclosure
 5. Restricted access
 6. Card activated pass gates at entry points
 7. Two points of entry / exit preferred
- c. Vehicle Impound 3,500
1. Total vehicle capacity = 10-12
 2. Tow truck / flat bed access
 3. Fenced enclosure
 4. CCTV monitoring
 5. Lockable gates
 6. Drive through configuration preferred
- d. Flagpoles
1. USA
 2. State
 3. Internal halyard design
 4. Illuminated
- e. Department Signage
1. Located on building
 2. Located at roadway
 3. Public entry identifiable
 4. Illuminated
 5. Conforms to local zoning regulations

- f. Lighting
1. Lighting in public areas
 2. Lighting in all parking areas
 3. Illuminated walkways
 4. Illuminated entry locations
 5. Lighting coordinated with CCTV design
- g. CCTV Cameras
1. Color cameras
 2. Fixed focus lenses
 3. Weatherproof housings
 4. Pole mounted away from structure
 5. Control all points of entry
- h. Handicap accessibility
1. Entire facility handicap accessible
 2. Wheelchair access to public entry
- i. Plant Material
1. Minimize maintenance
 2. Avoid creating hiding places
 3. Eliminate large ground cover
- j. Trash Storage 120
1. Number of dumpsters required = One (1), 6 yd. capacity
 2. Dumpster enclosure
 3. Concrete pad
 4. Fenced enclosure
- k. Communications Antenna 200
1. Ground mounted antenna
 2. Concrete pad as per manufacturer's recommendations
 3. Fenced enclosure
- l. Outdoor Canine Run 300
1. One (1) fenced pen area for run
- m. Emergency Generator 280
1. Pad mounted with sound attenuation enclosure
 2. Day tank and muffler

SITE NEEDS ASSESSMENT

1. Designated Requirements	Area Estimate (square feet)
Visitor Parking	18,000
Police Vehicle and Staff Parking	30,000
Vehicle Impound	3,500
Driveways	15,000
Dumpster Enclosures	120
Communications Antenna	200
Canine Run	300
Emergency Generator	280
Sally Port Approach	900
SUBTOTAL	68,300
Building Footprint (two story)	14,500
Undesignated Open Space	14,500
Future Expansion Potential	10,000
TOTAL SITE AREA	107,300

**DIVIDED BY 43,560= +/-2.5 ACRES
(MINIMUM REQUIRED)**

Serving the Public Safety Community

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