Space Needs Assessment
for the
Lakeville Police Department
Lakeville, MA

February 2017

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# Space Needs Assessment for the Lakeville Police Department
Lakeville, MA

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<td>3. Found Property Storage</td>
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GENERAL INFORMATION

Date: February 2017

Department: Town of Lakeville Police Department
Address: 296 Bedford Street
          Lakeville, MA 02347

Telephone No.: (508) 947-4242

Primary Contact: Frank B. Alvilhiera, Chief of Police

Total Building Area: +/- 5,784 gross square feet

Existing Lot Size: 1.02 acres

Community Area: 36.1 square miles (total)
                 29.6 square miles (land)
                 6.6 square miles (water)
**GROWTH ESTIMATES**

**Population Statistics:**

<table>
<thead>
<tr>
<th>Year</th>
<th>1990</th>
<th>2000</th>
<th>2010</th>
<th>2015</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>census</td>
<td>census</td>
<td>census</td>
<td>projected</td>
<td>projected</td>
<td>projected</td>
</tr>
<tr>
<td>Lakeville, MA</td>
<td>7,785</td>
<td>9,821</td>
<td>10,602</td>
<td>10,936</td>
<td>11,591</td>
<td>12,166</td>
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</table>

source: United States Census; UMASS, Donahue Institute, Population Estimates Program

<table>
<thead>
<tr>
<th>Year</th>
<th>2000</th>
<th>2010</th>
<th>2016</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
</table>

**Crime Statistics:**

<table>
<thead>
<tr>
<th></th>
<th>2000</th>
<th>2010</th>
<th>2016</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calls for Service (total)</td>
<td>6,022</td>
<td>7,094</td>
<td>25,371</td>
<td>27,000</td>
<td>30,000</td>
</tr>
<tr>
<td>Citations</td>
<td>1,400</td>
<td>301</td>
<td>1,116</td>
<td>1,250</td>
<td>1,500</td>
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<tr>
<td>Criminal Arrests</td>
<td>362</td>
<td>163</td>
<td>399</td>
<td>450</td>
<td>500</td>
</tr>
<tr>
<td>Court Summons</td>
<td>97</td>
<td>57</td>
<td>254</td>
<td>300</td>
<td>400</td>
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**Police Department Vehicles:**

<table>
<thead>
<tr>
<th></th>
<th>1990</th>
<th>2000</th>
<th>2017</th>
<th>2025</th>
<th>2035</th>
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</thead>
<tbody>
<tr>
<td>Cruisers (marked)</td>
<td>5</td>
<td>5</td>
<td>7</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Unmarked Cars</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pick-up Truck</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Speed trailer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Patrol Bicycles</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Utility Trailer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>A.T.V.’s</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Boats / trailers</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Total Motor Vehicles</td>
<td>7</td>
<td>7</td>
<td>11</td>
<td>14</td>
<td>15</td>
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<tr>
<td>Total Other</td>
<td>0</td>
<td>2</td>
<td>1</td>
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### STAFF PROJECTIONS

#### Police Personnel:

<table>
<thead>
<tr>
<th>Year</th>
<th>1990</th>
<th>2000</th>
<th>2017</th>
<th>2025</th>
<th>2035</th>
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</thead>
<tbody>
<tr>
<td><strong>Sworn Personnel:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief of Police</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lieutenants</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Investigations (Sergeant)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Court Prosecutor (Sergeant)</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Patrol Sergeants</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Youth Officer / S.R.O.</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Patrol Officers</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>12</td>
<td>13</td>
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</table>

**Support Services:**

<table>
<thead>
<tr>
<th></th>
<th>1990</th>
<th>2000</th>
<th>2017</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin. Asst. / Records</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1 F.T.</td>
<td>2</td>
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</table>

**Other:**

<table>
<thead>
<tr>
<th></th>
<th>1990</th>
<th>2000</th>
<th>2017</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Officers</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Specials</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Custodial</td>
<td>1 P.T.</td>
<td>1 P.T.</td>
<td>1 P.T.</td>
<td>1 P.T.</td>
<td>1 P.T.</td>
</tr>
</tbody>
</table>

**Total Positions (Sworn):** 14 14 18 20 23

**Total Positions (Civilian):** 5 4 6 F.T. 11 F.T. 12 F.T.

**Total Positions (Other):** 6 6 13 13 13

- Anticipates the implementation of Central Dispatching by the year 2025

#### Gender Statistics (for planning purposes only):

<table>
<thead>
<tr>
<th>Year</th>
<th>1990</th>
<th>2000</th>
<th>2017</th>
<th>2025</th>
<th>2035</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sworn (Male)</td>
<td>14</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>18</td>
</tr>
<tr>
<td>Sworn (Female)</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Support Services (Male)</td>
<td>3</td>
<td>2</td>
<td>4</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Support Services (Female)</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>
# SPACE NEEDS ASSESSMENT

## POLICE HEADQUARTERS

<table>
<thead>
<tr>
<th>Proposed Square Footage</th>
<th>(Existing Square Footage)</th>
</tr>
</thead>
</table>

1. **Public**

   a. **Vestibule**

      1. Air-lock vestibule
      2. Walk off mat
      3. Door access control to Dispatch for emergency lock-down capabilities
      4. Public access to Lobby at all times (24/7/365)

   b. **Lobby / Reception / Waiting**

      1. Access to Dispatch with transaction window / package pass
      2. House Telephone
      3. Public seating for up to eight (8)
      4. Display Case
      5. Poster Case
      6. Pamphlet Rack
      7. Drinking Fountain
      8. Medical Returns drop-box

   c. **Public Toilet Rooms**

      Two (2) @ 50

      1. Handicap accessible
      2. Male and Female facilities
2. **Training Classroom / Meeting Room / Emergency Operations Center**

a. **Location**
   1. Direct access from Public Lobby for community use
   2. Secondary access to facility for staff use

b. **Training Classroom / Meeting Room**
   1. Seating for forty (40) at training tables and chairs
   2. Wall mounted monitor(s)
   3. Video projection capability
   4. Independent sound system
   5. Lighting on dimmers, varied lighting levels
   6. Dual use as secondary Emergency Operations Center
      - Emergency generator power
      - Radio communications hookup
      - Additional telephone / data lines
      - Remote dispatch console capability
   7. Video input and output locations
   8. Movable tables and chairs

c. **Furniture Storage**
   1. Storage of tables and chairs
   2. Audio visual equipment rack
   3. Lockable

3. **Interview Room / Public Permitting**

a. **Interview Room / Public Permitting**
   1. Interview Room for Police / Public statements, bonding, probation
   2. Computer workstation for one (1)
   3. Conference table seating for up to eight (8)
   4. Acoustic separation from adjacent spaces
   5. Public and Staff entry in secured location
   6. Interview room recording devices (audio / visual)
   7. AFIS fingerprinting station for use with public permitting
   8. Photo backdrop for public permitting
   9. Adjacent to Public Lobby
4. **Communications Dispatch Center**

a. **Location**
   1. Adjacent to Public Lobby
   2. No natural light

b. **Dispatch Center**
   
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bullet resistant transaction window to Public Lobby with package pass</td>
</tr>
<tr>
<td>2.</td>
<td>Console positions: three (3) active, ergonomic design with “sit / stand” feature, redundant designs</td>
</tr>
<tr>
<td>3.</td>
<td>Central Dispatching / E911 PSAP location</td>
</tr>
<tr>
<td>4.</td>
<td>Monitoring of CCTV surveillance / security systems</td>
</tr>
<tr>
<td>5.</td>
<td>Restricted access to police staff</td>
</tr>
<tr>
<td>6.</td>
<td>Redundant HVAC system</td>
</tr>
<tr>
<td>7.</td>
<td>Lighting on dimming system</td>
</tr>
<tr>
<td>8.</td>
<td>Bookshelving / Manuals storage centrally located</td>
</tr>
<tr>
<td>9.</td>
<td>Acoustic control on walls and ceiling</td>
</tr>
<tr>
<td>10.</td>
<td>Monitor display area on walls</td>
</tr>
<tr>
<td>11.</td>
<td>Tackboard / Markerboard</td>
</tr>
<tr>
<td>12.</td>
<td>Surge suppression and static controlled surfaces</td>
</tr>
<tr>
<td>13.</td>
<td>Video / 2-way audio contact with detention facilities</td>
</tr>
<tr>
<td>14.</td>
<td>Door access controls at monitors and transaction window</td>
</tr>
<tr>
<td>15.</td>
<td>Position all monitors to restrict public viewing</td>
</tr>
<tr>
<td>16.</td>
<td>Lost and Found / Evidence retrieval storage adjacent to transaction window</td>
</tr>
<tr>
<td>17.</td>
<td>Locker storage for dispatchers within locker rooms (box type)</td>
</tr>
<tr>
<td>18.</td>
<td>Adjacent to Detention Cells for cell checks</td>
</tr>
</tbody>
</table>

c. **Restroom**
   
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Handicap accessible</td>
</tr>
<tr>
<td>2.</td>
<td>Directly adjacent to Dispatch Center</td>
</tr>
<tr>
<td>3.</td>
<td>Provide with radio / phone functions</td>
</tr>
</tbody>
</table>

d. **Kitchenette**
   
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Refrigerator</td>
</tr>
<tr>
<td>2.</td>
<td>Microwave</td>
</tr>
<tr>
<td>3.</td>
<td>Sink</td>
</tr>
<tr>
<td>4.</td>
<td>Storage cabinets</td>
</tr>
</tbody>
</table>

e. **Communications Equipment Room**
   (see Data Equipment)
   
   see Kitchen
5. Administration

a. Chief of Police
   1. Workstation for one (1)
   2. Conference table seating for 4-5
   3. Seating area with soft furniture
   4. Coat closet
   5. Natural light
   6. Bookshelving
   7. File storage
   8. Adjacent to exterior exit, Administrative Assistant, Lieutenant

b. Lieutenant (Admin. / Investigative / Dispatch)
   1. Workstation for one (1)
   2. Visitor’s chairs for two (2)
   3. Coat closet
   4. Natural light
   5. Bookshelving
   6. File storage
   7. Adjacent to Chief of Police


c. Lieutenant (Operations / Patrol)
   1. Workstation for one (1)
   2. Visitor’s chairs for two (2)
   3. Coat closet
   4. Natural light
   5. Bookshelving
   6. File storage
   7. Adjacent to Patrol Sergeants, Armory


d. Administrative Assistant
   1. Waiting area for two (2)
   2. Coat closet for visitors and staff use
   3. Workstation for one (1)
   4. File storage
   5. Work area and counter
   6. Bookshelving
   7. Natural light
   8. Adjacent to Chief of Police, Copy Room, File Storage
e. Copy Room / Workroom

1. High speed copier, scanner, fax machine
2. Paper shredder
3. Office supplies storage
4. Sink
5. Counter work area
6. Adjacent to Administrative Assistant, Chief of Police, Lieutenants

f. File Storage

1. Combined file storage of all active / archived files
2. High density file storage system
3. Counter work area
4. Fire rated construction
5. Adjacent to Administrative Assistant

(205 + 158) = 363

60

1. Toilet / Sink / Shower
2. Handicap adaptable design
3. Use by department visitors, civilian staff, dispatchers

6. Investigations / Detectives

a. Investigations / Detectives

1. Workstations for two (2), Prosecutor and Investigator (future Sgt.)
2. Visitor’s chairs, one (1) per workstation
3. File storage
4. Bookshelving
5. Interview room recording system head end equipment

b. Interview Room / Juvenile Waiting

1. Conference table seating for three (3)
2. Markerboard / Tackboard
3. Interview Room recording devices (CCTV and Audio)
4. Vision panel to Investigations / Detectives
5. No natural light
6. Adjacent to office area

50

1. Equipment storage / supplies storage
2. Adjacent to office area
7. **General Office**

a. General Office

   1. Workstations for two (2), Professional Development, Special Assignments, Outside Agencies, etc.
   2. Visitor’s chairs, one (1) per workstation
   3. File storage
   4. Bookshelving

8. **Patrol Functions**

a. Patrol Sergeant’s Office

   1. Workstations for four (4)
   2. Visitor’s chair for one (1) per workstation
   3. File storage
   4. Bookshelving
   5. CCTV Monitor, wall mounted
   6. Adjacent to Patrol Room, Lieutenant, Patrol Functions

b. Patrol Storage

   1. Storage of Patrol equipment and supplies
   2. Adjacent to Patrol Sergeant’s Office

   1. 50
   2. 38

   1. Computer workstations for six (6)
   2. File drawer and mail drawer, one (1) per patrol officer, lockable (13 min)
   3. Forms storage shelving
   4. Bookshelving for reference books, legal manuals
   5. Mail boxes, one (1) per patrol officer, (13 minimum)
   6. Wall mounted monitors for CCTV surveillance
   7. Adjacent to Patrol Sergeants, Patrol Functions

   1. 350
   2. 161
c. **Locker Rooms**

(313 + 102 + 74 + 79) = 568

1. **Male:** Twenty eight (28) total patrol, six (6) total reserves staff, minimum
2. **Female:** six (6) total, fifteen (3) total reserves staff, minimum
3. Locker sizes for patrol:
   a. 36w. x 24d. x 72h., double door with boot drawer
   b. Power receptacles within lockers for recharge
   c. Direct ventilation of lockers through exhaust plenum
   d. Weapons storage compartment (lockable)
4. Locker sizes for reserves staff use:
   a. 24w. x 24d. x 72h., double door with boot drawer
   b. Power receptacles within lockers for recharge
   c. Direct ventilation of lockers through exhaust plenum
5. **Male showers:** two (2) individual, one-piece construction
6. **Female showers:** one (1) individual, one-piece construction
7. **Locker benches**
8. **Sink area**
9. **Toilet / urinal area**
10. **Robe hooks**
11. **Shoe shine area**
12. **Full height mirrors**
13. **Speakers for radio frequencies**
14. **Telephone, wall mounted**

---

d. **Physical Training Room**

0

1. **Ceiling clearance for weightlifting**
2. **Stationary fitness equipment and free weights**
3. **Drinking fountain**
4. **Cable TV access / integrated sound system**
5. **Wall mirrors**
6. **Adjacent to Locker Rooms**

---

e. **Lunch Room / Day Room**

236

1. **Microwave(s)**
2. **Sink**
3. **Refrigerator / Freezer**
4. **Storage cabinets**
5. **Vending machines:** two (2) total
6. **Seating for six (6)**
7. **Cable TV access**
8. **Telephone, wall mounted**
9. **Locate adjacent to Patrol Functions**
f. **Quartermaster Storage**

1. Clothing racks / storage shelving for department issued equipment
2. Equipment storage racks for department issued equipment
3. Adjacent to Patrol Functions

9. **Data Equipment / Communications Equipment**

   a. **Data Equipment / Communications Equipment**

      1. Workstation for one (1), service personnel & diagnostics
      2. Shelving for spare parts / equipment
      3. Bookshelving for manuals / software
      4. Network server location, rack mounted
      5. Patch panels for data network
      6. Networked system monitor and keyboard
      7. Tape storage for backup (fire rated)
      8. Acoustical control to adjacent spaces
      9. E911 communications equipment racks (up to 2)
      10. Telephone system punch down blocks for phone lines
      11. Redundant HVAC system
      12. Emergency power supply
      13. UPS system
      14. Conduits to antenna mount locations and to dispatch consoles
      15. Fiber connection to Town Library / Town Hall for redundant servers / digital storage capacity.

10. **Sally Port**

    a. **Sally Port**

       1. Accommodate two (2) vehicles; front-to-back, drive-through preferred
       2. Ambulance accessible
       3. Floor drains with grease / oil separator
       4. CCTV and Audio monitoring
       5. Interlocked doors at exterior and Prisoner Processing
       6. Hose bibb for wash down, vehicle rinsing, tempered water
       7. Overhead sectional doors with remote operation by Dispatch personnel
       8. Service sink
       9. Pistol locker at entry to Prisoner Processing
       10. Exhaust fan
       11. Eye wash and emergency shower
       12. One (1) bay securable for Vehicle Processing / Forensic Hold use
       13. Central vacuum canister location for vehicle maintenance
       14. Compressed air at Vehicle Processing / Forensic Hold Bay
11. **Prisoner Processing**

a. **Location:**
   1. Adjacent to Sally Port

b. **Prisoner Processing**
   1. Secured door to Sally Port
   2. Secured door to Corridor
   3. Pistol lockers at points of entry
   4. Individual Booking Rooms, two (2) minimum, with bench
   5. Booking counter with computer workstation(s) at Booking Rooms
   6. A.F.I.S. fingerprinting workstation
   7. CCTV and Audio monitoring
   8. Duress alarms at various locations
   9. Eliminate hard corners and edges
   10. Hose bibb (secured) for cleaning
   11. Personal property lockers (one per cell, minimum), full size
   12. Seamless flooring and base
   13. Water shut-off controls to cell plumbing fixtures
   14. Fire suppression valve assembly with tamper switch

c. **Toilet Room / Shower**
   1. Security prison fixture, remote flush
   2. Lighting controls outside of room
   3. Reverse door swing
   4. Shower with tempered water, remote controls
   5. Floor drain

   **See Dispatch**

   d. **Intoximeter**

   1. Deep counter for equipment
   2. Secured bench adjacent to equipment
   3. Supply storage drawer
   4. Inaccessible power outlets

   **w/in Prisoner Processing**

   e. **Mugging**

   1. Camera mount at 60” from subject, preferred
   2. Computer imaging
   3. Gray scale background
   4. Utilize Booking Rooms

   **w/in Booking Rooms**
12. Detention

a. Conforms to National Accreditation Standards

b. Detention Cells

1. Total of three (3) detention cells. Sight / sound separation between detention areas.
2. Handicapped: One (1) cell required, included in numbers indicated above
3. Cell features:
   a. Secured bunk with closed base
   b. Security prison fixtures
   c. Impact resistant lighting and fire suppression
   d. Two way audio communication to Dispatch Center
   e. CCTV surveillance
   f. No floor drains
   g. 50 SF (min)
   h. Cell fronts designed for suicide prevention
   i. Sliding doors
   j. Independent supply and return ductwork, direct exhaust

JACUNSKI HUMES ARCHITECTS, LLC          15 MASSIRIO DRIVE          SUITE 101          BERLIN, CONNECTICUT   06037
13. **Evidence and Property**

a. **Evidence Receiving** w/in corridor
   1. Temporary evidence lockers (varied sizes)
   2. Refrigerated temporary evidence lockers
   3. Computer workstation for one (1)
   4. Adjacent to Prisoner Processing / Evidence Storage

b. **Evidence Storage**
   1. Restricted access for authorized personnel only
   2. One means of entry only
   3. Refrigerator
   4. High density shelving for storage of evidence

120

14. **Narcotics / Valuables / Firearms Evidence Storage**
   1. Restricted access for authorized personnel only
   2. Double locking of firearms and ammunition
   3. Double locking of narcotics
   4. Double locking of valuables / cash
   5. Directly ventilated to exterior, no recirculation

100

110

d. **Vehicle processing** see Sally Port
   1. Utilize Sally Port

0

14. **Medical Supply Storage**

a. **Medical Supply Storage**
   1. Storage bins for medical equipment duty bags (6 minimum)
   2. Storage of AED’s within duty bags
   3. Adjacent to Staff Entry, Patrol Functions, fleet vehicles
15. **Armory / Gun Cleaning**
   
a. Armory / Gun Cleaning
   
   1. Storage area for department issued firearms and ammunition
   2. Gun cleaning counter for department use
   3. Canopy exhaust hood with light at gun cleaning station
   4. Secured access to firearms / ammunition storage area
   5. Storage cabinets
   6. Equipment storage
   7. Gun cleaning supply cabinet
   8. Sink
   9. Weapons clearing trap

16. **Toilets and Custodial Services**
   
a. Custodial Closets
   
   1. Service sink / floor sink
   2. Janitorial supply storage
   3. Cart and cleaning equipment / supplies storage
   
b. Toilet Facilities
   
   1. Public use (see Public Lobby)
   2. Staff use (see Locker Rooms)
   3. Department Visitor’s / Civilian use (see Administration)
   4. Communications Center (see Communications / Dispatch)
   5. Prisoner Processing (see Prisoner Processing)
   6. Handicap accessible as per code requirements

17. **Mechanical**
   
a. Boiler Room
   
   1. Two boilers (preferred) for redundancy
   2. Propane fuel, on-site tank(s)
   3. Hot water heater
   4. Floor drains
   5. Chimney breaching
   
b. HVAC Equipment
   
   2. Owner to determine desired mechanical solution(s)
   3. Redundant systems for dispatch / computer equipment
   4. Zoned systems
   5. Automatic temperature controls (ATC)
c. Emergency Generator
   1. Automatic transfer switch at electrical switchgear
   2. Diesel or propane fired generator 72 hour (min.) on-site fuel source
   3. Muffler system
   4. Acoustic / weather enclosure
   5. Exterior pad mounted
   6. Annunciator panel within Dispatch / Communications

d. Fire Suppression
   1. Fully sprinkled facility
   2. Institutional type sprinkler heads in high risk areas
   3. Code designed minimum to NFPA standards
   4. Dry chemical suppression to be considered for communications equipment

e. Electrical
   1. Main switchgear equipment and panelboards
   2. Surge Suppression for entire service
   3. Conduits to transformer location
   4. Demark location for telephone, data, fiber, cable TV service

18. Circulation
a. Corridors within net to gross calculation
   1. Five (5) feet wide, minimum
   2. Wall protection at wainscot height / outside corners
   3. Durable finishes to preserve materials
   4. Boot wash at points of staff entry
   5. Wet garment drying area at points of staff entry
SUPPORT FACILITIES

1. Road Supply Storage
   a. Road Supply Storage 250
      1. Storage or hazardous materials / flammables (Flares, etc.)
      2. Storage of vehicle tire inventory
      3. Storage of tools / parts for repairs and maintenance of equipment
      4. Road supply storage shelving

2. Bulk Evidence Storage
   d. Bulk evidence storage 250
      1. Accessibility from exterior and/or Sally Port
      2. Wire mesh cage with sliding door
      3. Secured access
      4. Bicycle storage racks
      5. Floor drain to holding tank

3. Found Property Storage
   a. Found Property Storage 250 w/in Bulk Evidence
      1. Storage shelving
      2. Bicycle storage racks
      3. Wire mesh enclosure with sliding door
      4. Accessible from exterior and/or Sally Port

4. Department Equipment Storage Bay
   a. Department Equipment Storage Bays 600
      1. Storage of message board / speed trailer (1), future
      2. Storage of utility trailer / ATV (1), future
      3. Storage of vehicle equipment and supplies, car seats, etc.
      4. Heated space
      5. Electrical outlets for recharge / block heaters
      6. Floor drain to holding tank
# SPACE NEEDS SUMMARY

## Police Headquarters

<table>
<thead>
<tr>
<th>Police Headquarters</th>
<th>Square Ft.</th>
<th>Square Ft.</th>
<th>Deviation</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Existing</td>
<td>Proposed</td>
<td>s.f.</td>
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<tr>
<td><strong>Summary Sheet</strong></td>
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<tr>
<td>Police Headquarters</td>
<td></td>
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</tr>
<tr>
<td>Public</td>
<td>93</td>
<td>380</td>
<td>287</td>
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<tr>
<td>Training Classroom / Meeting Room</td>
<td>557</td>
<td>850</td>
<td>293</td>
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<tr>
<td>Interview Room / Public Permitting</td>
<td>78</td>
<td>80</td>
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<tr>
<td>Communications Dispatch Center</td>
<td>267</td>
<td>450</td>
<td>183</td>
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<tr>
<td>Administration</td>
<td>1,204</td>
<td>1,135</td>
<td>(69)</td>
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<tr>
<td>Investigations / Detectives</td>
<td>203</td>
<td>330</td>
<td>127</td>
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<td>General Office</td>
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<tr>
<td>Patrol Functions</td>
<td>1,199</td>
<td>1,875</td>
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<tr>
<td>Data Equipment / Comm. Equipment</td>
<td>9</td>
<td>250</td>
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<tr>
<td>Sally Port</td>
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<tr>
<td>Prisoner Processing</td>
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<tr>
<td>Detention</td>
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<td>340</td>
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<tr>
<td>Evidence and Property</td>
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<td>280</td>
<td>251</td>
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<tr>
<td>Medical Supply Storage</td>
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<tr>
<td>Armory / Gun Cleaning</td>
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<td>105</td>
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<tr>
<td>Toilets and Custodial Services</td>
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<tr>
<td>Mechanical</td>
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<td>510</td>
<td>355</td>
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<tr>
<td>Circulation</td>
<td>w/in net to gross</td>
<td>w/in net to gross</td>
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<tr>
<td><strong>Total Net Square Footage</strong></td>
<td><strong>4,118</strong></td>
<td><strong>8,385</strong></td>
<td><strong>4,267</strong></td>
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<tr>
<td>Net to Gross Factor</td>
<td>x 1.40</td>
<td>x 1.35</td>
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<tr>
<td><strong>Total Gross Square Footage</strong></td>
<td><strong>5,784</strong></td>
<td><strong>11,320</strong></td>
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</table>

## Support Facilities

<table>
<thead>
<tr>
<th>Support Facilities</th>
<th>Square Ft.</th>
<th>Square Ft.</th>
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</thead>
<tbody>
<tr>
<td>Road Supply Storage</td>
<td>174</td>
<td>250</td>
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<tr>
<td>Bulk Evidence Storage</td>
<td>170</td>
<td>250</td>
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<tr>
<td>Found Property Storage</td>
<td>w/in Bulk Evid.</td>
<td>250</td>
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<tr>
<td>Department Storage Bay</td>
<td>0</td>
<td>600</td>
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<tr>
<td><strong>Total Net Square Footage</strong></td>
<td><strong>344</strong></td>
<td><strong>1,350</strong></td>
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<tr>
<td>Net to Gross Factor</td>
<td>x 1.25</td>
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<tr>
<td><strong>Total Gross Square Footage</strong></td>
<td><strong>1,688</strong></td>
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</tbody>
</table>
SITE CONSIDERATIONS

a. Public Parking
   1. Total number of spaces required = Thirty (30) minimum, preferred (Meeting Room occupancy of 40)

b. Police Vehicle and Staff Parking
   1. Total number of spaces required (official vehicles) = Sixteen (16) minimum, preferred (see Marked Fleet Carport)
   2. Total number of spaces required (staff vehicles) = Twelve (12) minimum, preferred (day shift (8) + change of shift (4))
   3. Motorcycle parking area for staff use
   4. Motorcycle parking on concrete pad
   5. Fenced enclosure
   6. Restricted access
   7. CCTV monitoring of all parking areas

c. Marked Fleet Carport
   1. Carport shelter for up to ten (10) fleet vehicles
   2. Electrical for recharge / block heaters
   3. Overhead lighting
   4. Adjacent to Staff Entry, Medical Supply Storage, Boot Wash

d. Vehicle Impound
   1. Total vehicle capacity = two (2) vehicles
   2. Flatbed truck accessible
   3. Fenced enclosure
   4. CCTV monitoring
   5. Lockable gates

e. Flagpoles
   1. One (1) flagpole, minimum, for public display: USA / State
   2. Internal halyard
   3. 25’ overall height
   4. Adjacent to public entrance location

f. Signs
   1. Department identification
   2. Located at roadside and on building
   3. Illuminated
   4. Conforms to Local Zoning
g. Lighting
   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. Color, fixed focus cameras
   2. Weatherproof housings
   3. Pole mounted away from structure
   4. Monitoring of all points of entry

i. Handicap accessibility
   1. Entire facility handicap accessible
   2. Wheelchair access to public entry

j. Plant Material
   1. Minimize maintenance
   2. Avoid creating hiding places
   3. Eliminate large ground cover

k. Trash Storage
   200
   1. Number of dumpsters required = One (1), minimum
   2. Fenced enclosure
   3. Concrete pad

l. Snow Storage
   w/in grass areas
   1. Provide snow storage capacity within parking configuration
   2. Provide fencing setbacks from parking areas to accommodate snow storage

m. Exterior Hose Bibb Locations
   1. Provide varied locations around building
   2. Car wash location adjacent to Sally Port approach

n. Communications Antenna
   400
   1. Ground mounted antenna tower
   2. Fenced enclosure
# SITE NEEDS SUMMARY

<table>
<thead>
<tr>
<th>Designated Requirements</th>
<th>Area Estimate (square feet)</th>
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</thead>
<tbody>
<tr>
<td>Public Parking</td>
<td>13,200</td>
</tr>
<tr>
<td>Police Vehicles and Staff Parking</td>
<td>10,800</td>
</tr>
<tr>
<td>Driveways</td>
<td>15,000</td>
</tr>
<tr>
<td>Vehicle Impound</td>
<td>600</td>
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<tr>
<td>Refuse</td>
<td>200</td>
</tr>
<tr>
<td>Communications antenna requirements</td>
<td>400</td>
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<tr>
<td>Sally Port Approach</td>
<td>1,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td><strong>41,200</strong></td>
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<tr>
<td>Building Footprint (One story)</td>
<td>11,050</td>
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<tr>
<td>Undesignated Open Space / Landscaped areas</td>
<td>20,000</td>
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<tr>
<td>Zoning Setback areas</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>TOTAL SITE AREA</strong></td>
<td><strong>92,250</strong></td>
</tr>
</tbody>
</table>

DIVIDED BY 43,560 s.f / acre = **2.12 ACRES (MIN. REQUIRED)**
OFFICE SIZE REPRESENTATIONS

Example Office Layout - 175 s.f.

Example Office Layout - 150 s.f.
Example Office Layout - 125 s.f.