



**Wilton Police Department**  
**Facility Report**

**By: Chief Michael Lombardo**

**September 10, 2012**

## Overview

The Wilton Police Department was originally constructed at its present location, 240 Danbury Road in 1974. It has been occupied and in use twenty-four hours per day, seven days per week since that time. The entire facility offers 10,984 square feet of space, which includes three garage bays, one of which functions as a prisoner transport location. At the time of initial occupancy there were approximately 25 employees. At present time there are a total of 50 sworn and civilian employees.

Although the department has grown to almost twice its staffing level, since 1974 there have never been any additions to the facility. In fact, we have created several cubical offices, converted a conference room and now utilize part of the shooting range for the IT office and the sergeants' office is now the Training Officer's office. The present lobby offers no restrooms for visitors and seating is very limited because of the small size of the lobby. There are no restrooms for the public to use and no handicapped accessible facilities within the entire building.

Not until approximately 1983 did the department finally provide a female locker room. Prior to this time the females actually shared a locker room with the male employees. The female locker room is completely inadequate to accommodate the present three female officers let alone the likely hiring of additional female officers in the future.

The Communications Center was updated in 2004 but is beginning to show wear. It is occupied, twenty four hours per day, seven days a week and always has been.

Plumbing fixtures in the cell block are in need of replacement in the four holding areas at considerable costs. Cell block fixtures are not the standard residential fixtures. They are constructed of stainless steel and must be durable to sustain abuse from unruly arrestees. Presently, we are pricing the replacement of three of the bathroom fixtures in the cell blocks and only have one that is functional.

The Detective Bureau was constructed when the Department had only two detectives. Today, there are four detectives a school resource officer and the commanding officer. Computer forensics is a requirement for many investigations today, which calls for a room to conduct the analysis of computers on a frequent basis. We have moved the School Resource Officer, SRO, from his office to provide for the computer forensic space needs. The SRO now uses an interview room for his office.

The two patrol lieutenants share a very small office, which was once a conference room/ interview room off the lobby. They literally have two desks pushed together with a very small door for entry into the office. There are no Training Rooms available within the department that provide privacy since two offices have been partitioned within the Training Room, one for the six patrol sergeants and one for a report room designated for the patrol officers. In addition, the IT officer has his office just off this room and the Armory is located within the room as well. The only room that could be considered for public meetings is located in the basement area of the building. There are no elevators within the facility and therefore we would be in violation of the Americans with Disabilities Act if we were to utilize this room for public meetings. In fact, we have already been required to defend our usage of this room before the Freedom of Information Commission and have stated to them that this room will not be utilized in the future for public meetings because of its inaccessibility for handicapped people. We are unable to hold Police Commission meetings within the police department because of this. Our October 2012 meeting is now scheduled to be held at the Trackside Teen Center because the two meeting rooms on the Town Hall complex have already been scheduled for use by other departments. This is not the first time this has occurred. The Training Officers office is the converted Armory Room for the Department and the armory is now split between two closets.

## **Issues**

***The following should only be considered as a partial narrative of the challenges presented by the current police facility:***

- The facility is nearing forty years old and has functioned constantly since it was opened twenty-four hours per day, seven days a week, 365 days a year. In a 2002 report to the Town Fletcher and Thompson reported ***“There are existing code issues within the existing building that require attention including handicap accessibility, plumbing fixture types, hardware revision and physical clearances required for doorways and corridors.”*** Issues pertaining to maintenance of the premise have been costly to the Town and should be expected to increase annually. All of these issues still exist today.
- The police facility is much too small for its present staffing and does not meet the needs of the essential storage requirements of a police facility, including evidence, police records, and equipment stored/ scattered throughout the building. State records retention requirements place an onerous burden on our available space. Several years ago, the Department purchased a large metal storage container to maintain property and evidence. We are unable to store evidence at an off-site location since it will affect

chain of custody issues when presented in court. The storage container is located at the rear of the police station and can only store certain property. It is not climate controlled.

- Located on the first floor or main floor of the building is Central Dispatch, which is always in operation. Also, on the main floor is the Records Department, administrative offices, the Detective Bureau, Booking Room and holding cells. The main floor also consists of three garages, one which is used as sally port for prisoner transport. The other two are utilized primarily as storage. The lower level, which is below grade, consists of a small in-door shooting range, a report room which also functions as a meal room, a day room, small armory, small Training Officers office and two cubicles, one used for patrol sergeants, and one single desk used for all of the patrol officers.
- The Patrol Supervisors cubicle consists of a single desk shared by six patrol sergeants. The cubicle is located on the basement floor and not readily accessible to the Dispatch Center or others working on the first floor of police headquarters. This configuration is challenging to the officers, dispatch personnel and the patrol supervisors who are responsible for oversight of their assigned shifts. The functionality of this arrangement is poor at best.
- The servers for the Department computer system are located on the main floor of the police facility in a small closet that was once used as a photography room. This room is situated within the booking and arrestee area. It is difficult to work on the servers when people are under arrest, being interviewed or processed for other related services. When the IT officer is not working on the servers he is forced to work within a makeshift office set-up literally within our shooting range on the lower level of the police department. This arrangement is a hindrance to his ability to work on department desk top computers, the server and the mobile data terminal units installed in the police vehicles. The IT officer is also hindered by the buildings inability to provide an appropriate technology infrastructure due to inadequate ways to move and install wire and cabling into needed areas of the facility.
- There are no rooms for patrol officers to interview victims of a crime. Presently, they must be brought into the arrest booking room for an interview. This room is not an appropriate setting for victim/ witness interviewing.
- The SRO office can only handle a single officer, since it is a converted interview room. The room is not conducive to interviewing a juvenile at the same time allowing for parents to be present under law.

- There are no conference rooms within the entire facility. As stated before, the lieutenants were forced to occupy this room for their office.
- The detective bureau has no private interview room for victims, accused parties or those that, in the near future, must be interviewed on video/ audio systems for statutorily require court room presentations. For that matter there is no interview room in the entire building for juveniles, adults, suspects, victims or witnesses to crimes. This affects our ability to prepare cases properly for court presentation and will affect what is revealed in some instances because of distractions within the room itself.
- The only room that may function as a training room is located on the basement level of the building. It is not ADA accessible and within this very room are two other partitioned offices. This room also functions as the Town of Wilton's Emergency Operations Center when needed. Within this very portion of the facility are the IT office, the Shooting Range and the Armory. Technologically this room is very limited for all of the needs of a training facility or EOC. Additionally, this room can only hold about 12 people comfortably for training needs or when it acts as an EOC. The functionality of this entire area of the building is very poor to say the least for the various reasons stated. Training that involves more than 10 to 12 officers must be conducted off-site.
- Our storage for uniforms, training materials, and weaponry, ammunition and office supplies is scattered throughout the facility not to mention the overburdening evidence storage needs and records retention requirements.
- The Men's Locker Room is inadequate for the amount of officers now employed by the Department. The lockers in this room are too small for the amount of equipment officers are currently required to carry with them compared to 1974. The lockers have never been replaced, do not have outlets within them and have no ventilation systems that circulate air throughout the lockers.
- There is no exercise room within the entire facility. There is no doubt that we need to encourage the officers to stay fit for their own sake, the nature of their job performance needs exposure to liability and for injury and illness sake of the officers.
- The HVAC system has been an issue for many years. The lack of a constant climate control system within the entire facility is evident throughout the year no matter what the season. In winter months all of the offices on the first floor of the building are cold

and require space heaters to warm the rooms. Many times in the winter when we arrive at work the offices are in the low sixties and at times in the fifties. This is not conducive to an office work environment for anybody. The walls of the offices are cinderblock with no insulation. The HVAC system in the cellblock does not function as a cellblock area should. There are offensive odors that circulate throughout the cellblock and booking area, which also acts as an interview room for victims, witnesses and residents. There are some individuals that are held by us in the cellblock who are carriers of potentially health threatening pathogens.

### **Summary**

The police facility has been long overdue for an expansion project as reported in 2003 by the Council of Public Facilities and the Fletcher & Thompson report provided to the Town.

The department has instituted various measures to help us function as best we can for many years. They can be called a band aid at best for a building that functions as a police facility 24/7. There are very pressing needs that require addressing and updates not only from a functionality position but a legal standpoint that the state legislature has enacted as law.

It is clear that the problems cited in the 2003 Fletcher & Thompson report are only more pronounced today than ever before.

The Department is recommending that a professional, familiar with police facilities, be contracted to conduct a Space Needs Assessment of the present police facility.

At the Wilton Police Commissions September 10, 2012 Regular Meeting, I would like to conduct a tour of the entire facility so that each of the Commissioners can see for themselves the details within this report.

- a. The two meeting rooms are sized for 20-30 people and 60-80 people respectively. The rooms are designed to accommodate respective board members and audience with ability to do applicant presentations. The second floor location was acceptable.
- b. Use of signage should be used to provide direction for the users. Use of an electronic kiosk would be acceptable.

For Record

- 2. Alternate Plan Scheme 'E' was presented which located the First Selectman, Finance, Registration, Clerk at the first floor within the existing building; the Building/Health, Tax Assessor and PZ/Enviro at the first floor of the addition; the second floor addition houses the Lunch Room, Public Works and two meeting rooms.

For Record

- 3. The Committee recommended developing Scheme 'D'.

For Record

- 4. A review was made of alternate plan arrangements for the **Police Station** renovation/addition.

Fletcher +  
Thompson  
Repair

- a. There are existing code issues within the existing building that require attention including handicap accessibility, plumbing fixture types, hardware revision and physical clearances required for doorways and corridors.
- b. The Communication Room, Interview Room and Records Room need to be accessible to the public from the main building entry.
- c. The proposed scheme presented provides a new entry with elevator at the west side of the existing building. The main entry provides public access to the Interview Room, Records Room and Communication Room while maintaining the required security separation between public and police personnel use areas.
- d. Chief Mineo noted that the public also uses the Meeting Room at the lower level for the police commission meeting. Public access to this specific space would not be required if the commission meeting was held in an accessible Town Hall Meeting room.
- e. Moving the Communication Room requires schedule coordination for the planned communications upgrade. The Architect and Engineer will attend a Radio Communications meeting on Friday, November 22, 2002 to review project status.
- f. The Architect will meet Chief Mineo Thursday, November 14, 2002 at 3:00 pm to review plan program requirements in detail. Chris Pagliaro will attend representing the WCPF. Program issues include the use of solid core wood doors with electric strike access and the use of concrete block walls and bullet resistant windows between public and secure areas of the building.

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**Town of Wilton Facilities Study**

Wilton, CT

Schematic Estimate - Fletcher Thompson Drwgs dated 12/6/02

**EXECUTIVE SUMMARY**

Item	Quantity	Unit	Unit Cost	Subtotal Construction	Subtotal Soft Costs	Total
<b>Project Costs:</b>						
<b>PHASE 1</b>						
Town Hall Building	26,300	gsf	121.41	3,193,000	798,000	3,991,000
Town Hall Addition	12,800	gsf	210.39	2,693,000	673,000	3,366,000
Town Hall Reno	13,500	gsf	37.04	500,000	125,000	625,000
Annex / Animal Shelter	2,100	gsf	114.76	241,000	60,000	301,000
Annex Demo / Reno Shelter	2,100	gsf	114.76	241,000	60,000	301,000
Police Department	15,800	gsf	162.53	2,568,000	642,000	3,210,000
Police Station Addition	5,650	gsf	284.96	1,610,000	403,000	2,013,000
Police Station Reno	10,150	gsf	94.38	958,000	239,000	1,197,000
Sitework Phase 1				427,000	107,000	534,000
<b>Phase 1 Total</b>				<b>6,429,000</b>	<b>1,607,000</b>	<b>8,036,000</b>

- Notes:**
1. Soft costs are estimated at 25% of the Construction Costs.
  2. Does not include the \$400,000 reduction in costs for the Animal Shelter.
  3. All Cost are escalated at 4% per year to a start of 3/1/04.



TOWN OF WILTON FACILITIES PROGRAM ANALYSIS

POLICE DEPARTMENT (Rev. 10-16-02)

Summary of Existing and Proposed Spaces

Existing location Town Hall

	EXISTING - 2000			PROPOSED - 2010			DIFFERENCE	REMARKS
	Personnel	Quantity	Unit area	Total Area	Personnel	Quantity		
<b>OFFICES/ADMIN. AREA</b>				1,337			1,345	208
Chief	1	1	208		1	240		
Captain	1	1	138		1	140		
Patrol Captain	1	1	138		1	140		
Patrol Lieutenant	2	1	125		2	240		EXISTING - (2) WORKSTATIONS
Shift Sergeant	1	1	55		1	120		EXISTING WORKSTATION LOWER LEVEL
Open Workstation	1	1	55		1	60		EXISTING WORKSTATION LOWER LEVEL
Secretary/Printers/Files	1	1	135		1	60		
Training Lieutenant	1	1	110		1	120		
Lobby/Reception	1	1	173		1	175		INCLUDES (2) SEATS
Public Toilet	0	0	0		1	50		
<b>OPERATIONS</b>			718			850		122
Records Office	1 PT	1	224		1, 1 PT	300		300
Communications	1	1	197		1, 1 C	300		300
Report Room	1	1	288		1	140		140
Main Server	1	1	9		1	30		30
Civil Defense	0	0	0		1	80		80
<b>MEETING ROOMS</b>			844			1,000		156
Briefing/Day Room	1	1	644		1	700		700
Public Meeting Room	0	0	0		1	300		300
<b>TRAINING</b>			887			1,037		150
Shooting Range	1	1	888		1	888		888
Range Vestibule	1	1	109		1	109		109
Training/Wellness Room	0	0	0		1	300		300
<b>DETECTIVES DEPARTMENT</b>			872			1,080		208
Detectives Workstations	4	4	45		4	60		60
State Computer Workstation	0	0	0		0	60		60
School Resource Officer	1	1	90		2	120		240
Lieutenant Detective	1	1	103		1	140		140
Lockers/Storage/Computer	1	1	84		0	0		0
Evidence Processing	1	1	84		1	120		120
Evidence Storage	1	1	69		1	150		150
Evidence Storage	1	1	30		0	0		0
Juvenile Interview Room	0	0	0		1	80		80
File Storage	1	1	32		1	50		50
<b>PROCESSING AREA</b>			561			650		79
Female Cell	2	2	60		2	60		120
Male Cell	2	2	60		2	60		120
Computer Processing Work Area	1	1	75		1	75		75
Developing Room	1	1	80		1	80		80
Processing area	1	1	71		1	70		70
Fingerprinting/Photo Area	1	1	85		1	85		85
Interview Room	0	0	0		1	80		80

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Summary of Existing and Proposed Spaces

POLICE DEPARTMENT (Rev. 10-16-02)

Existing location Town Hall

	EXISTING - 2000			PROPOSED - 2010			DIFFERENCE	REMARKS
	Personnel	Quantity	Unit area	Total Area	Personnel	Quantity		
<b>SERVICE AREAS</b>				968			1,372	404
Kitchenette/Closet	1	8						
Men's Room	1	50		50	1	12	12	EXISTING LOCATED AT 1ST FLOOR
Women's Room	1	46		46	1	50	50	EXISTING LOCATED AT 1ST FLOOR
Women's Lockers	1	98		98	1	100	100	EXISTING LOCATED AT 1ST FLOOR
Women's Toilet & Shower	1	66		66	1	100	100	
Men's Lockers	1	506		506	1	580	580	
Men's Toilet & Shower	1	162		162	1	180	180	
Vending	1	31		31	0	0	0	
Lunch Room	0	0		0	1	300	300	INCLUDES VENDING & KITCHEN AREA
<b>VEHICULAR AREA</b>				860			1,458	598
Impounded Vehicular Storage	2	252		504	3	250	750	
Secure Vehicular Evidence Storage	0	0		0	1	250	250	CONTROLLED ENVIRONMENT
Supply Storage	1	43		43	1	100	100	
Sally Port	1	313		313	1	313	313	
Bike Patrol Storage	0	0		0	1	40	40	EXISTING LOCATED IN STORAGE BAY
<b>STORAGE</b>				931			895	36
Archival Storage	1	256		256	1	350	350	
Armory	1	121		121	1	121	121	REQUIRES COMPUTER STATION
Paper Storage	1	44		44	1	44	44	
Special Weapons	1	23		23	1	23	23	
Scuba Gear Closet	1	39		39	1	37	37	
Uniform Closet	1	14		14	1	30	30	
Radar Unit Storage	1	24		24	1	30	30	EXISTING LOCATED IN COORIDOR
Union File Storage	1	33		33	1	40	40	EXISTING LOCATED IN STAIR
<b>UTILITY</b>				868			812	56
Electrical	1	94		94	1	130	130	
Generator	1	72		72	1	72	72	
Mechanical	1	342		342	1	400	400	
Communications	1	130		130	1	150	150	
Janitor's Closet	1	30		30	2	30	60	
<b>NET AREA SUBTOTAL</b>				7,796			10,474	2,678
Circulation				1,533			0	
Net to Gross Ratio				1.42			1.30	
<b>TOTAL GROSS AREA</b>				10,884			13,616	2,732
								Gross Additions
<b>TOTAL FULL-TIME STAFF</b>	44				51		7	
<b>TOTAL PART-TIME STAFF</b>	1				1		0	
<b>TOTAL CIVILIANS</b>	2				4		2	