

Police HQ - Town Campus Facility  
Building Committee



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September 13, 2019

First Selectwoman Lynne Vanderslice  
Town of Wilton  
238 Danbury Road  
Wilton, CT 06897

**Re: Statement of Requirements with respect to the Wilton Police Department Building and associated improvements at the Wilton Town Campus**

Dear First Selectwoman Vanderslice:

The Police HQ – Town Campus Facility Building Committee (the “Committee”) is pleased to deliver, for your consideration and that of the Board of Selectmen, a Statement of Requirements (“SOR”) with respect to potential work to address the current and future needs of the Wilton Police Department Building (the “PD Building”) and the Wilton Town Campus (the “Campus”). We request that upon the Board of Selectman’s review and consideration of the SOR that an endorsement of the SOR be issued as set forth below.

**Background:**

The Committee was charged by the Board of Selectmen with (a) evaluating the existing conditions with respect to the PD Building and the Campus, (b) determining the existing and future needs of the Town of Wilton with respect to the PD Building and the Campus, and (c) providing recommendations to the Board of Selectmen to address those needs in a manner that is both cost efficient and feasible to implement. It is contemplated that upon the Committee’s completion of this initial charge the Board of Selectmen will review the recommendations of the Committee and the plans and budget to implement those recommendations, and if acceptable the Board of Selectmen will thereafter present this information to the community at a Town Meeting for the purpose of bonding the cost of implementation.

At this point, the Committee has completed its evaluation of the existing conditions and has assessed the existing and future needs with respect to the PD Building and the

Campus. This letter and the attachment hereto represent the proposed SOR that, when approved by the Board of Selectmen, will provide direction to the professional consultants retained by the Town to develop recommendations to address the facility needs of the Town.

**PD Building Needs:**

The attached SOR represents the culmination of a lengthy assessment of the existing PD Building, which was constructed in 1974. The Committee has reviewed, among other things, a Facility Report prepared by Chief Michael Lombardo dated September 10, 2012 and a Space Needs Assessment prepared by Jacunski Humes Architects, LLC dated September 2013 and subsequently updated on several occasions. The Space Needs Assessment has recently been further reviewed by the Wilton Police Department and by other interested parties including First Selectwoman Vanderslice and Facilities Director Chris Burney. The result of these reviews has been a series of reductions in the determination of the space needs of the Police Department in a new or updated facility.

Procedurally, the attached SOR was generated by the Police Department on the basis of the space needs assessments set forth above. The SOR was thereafter reviewed on several occasions by the Wilton Police Commission and it was most recently endorsed unanimously by the Commission at its meeting on September 12, 2019. It is, therefore, ready for review and acceptance by the Board of Selectmen.

**Related Improvements:**

Included within the charge to the Committee was a request to determine the feasibility of utilizing space for Town Hall functions at the Comstock Community Center, and the relocation of Town Hall offices remaining on the Campus to more efficiently use the existing structures. The Committee has reviewed the uses and space demands at Comstock, has interviewed personnel from relevant Town departments to ascertain their requirements, has reviewed property condition analyses of the existing Campus buildings, and has reviewed preliminary feasibility plans for fit-out of the Comstock unused space. Based upon this review, the Committee has concluded:

- a. It is feasible to relocate a significant portion of the Town's functions and departments currently located at the Town Hall building to Comstock, and to relocate most of the Town's functions and departments currently located at the Annex to the Town Hall building.
- b. The Annex should be removed, because it is beyond its useful life and it is not economically feasible to further maintain it. Additionally, the removal of the Annex will offset increased coverage that almost certainly will result from the PD Building improvements to be made, either as a result of an addition or a new structure.

- c. The existing Town Hall building will not require any significant modifications with the exception of certain infrastructure improvements.

However, there are certain implications arising from the movement of functions among the existing buildings, and certain uses cannot be easily accommodated within the existing buildings. Thus, while the attached SOR represents the requirements with respect to the PD Building, there are other items that must necessarily be acknowledged as requirements of the project as a whole because they must also be incorporated into the ultimate plan. The Committee reviewed these functions and uses at its meeting on September 11, 2019, and agreed that the following items are a necessary part of the SOR:

1. The animal control functions currently located in the Annex.
2. The existing cat shelter located in the Annex.
3. The Wilton Volunteer Ambulance Corps facilities located on the Campus do not meet the WVAC's space needs.
4. A firing range is not contemplated to be incorporated into the PD Building, and therefore alternate facilities will be required.
5. The Town Hall building will require an upgrade of the existing electrical system.

While these items should be included in the SOR because they must be addressed in any viable plan, that is not to say that each of these facilities must be physically located on the Campus. For example, regionalization of certain facilities such as animal control or the firing range may make it unnecessary to provide such facilities altogether, and alternatively it may be feasible and more appropriate to locate some of these uses elsewhere in Wilton rather than as part of the Campus.

**Next Steps:**

The Committee respectfully requests that the Board of Selectmen review and endorse the proposed SOR attached hereto, as supplemented by the five (5) related improvements set forth above, as the SOR for the Police Department-Town Hall Campus building project. Following the Board of Selectmen's endorsement of the SOR, it will then be provided to design professionals and will serve as the basis for their work to provide the Town with a feasible preliminary plan and cost of improvements.

You may be aware that the Town has issued a Request for Qualifications and Proposal for Architectural and Engineering Services to obtain the services of a design team to proceed with the design work. The Committee anticipates that it will be in a position to recommend a design team to the Board of Selectmen at the Selectmen's meeting on October 21, 2019, and immediately following the selection and approval of the design team we would want to be able to provide that team with the SOR so that the design team has clear direction on the project scope. We therefore request that the Board of

Selectmen review and approve the SOR prior to October 21, 2019, and of course the Committee stands ready and willing to address any comments, questions or concerns that the Board of Selectmen may have.

Thank you for your kind consideration of this matter.

Sincerely,



David F. Waters  
Co-Chair

cc: Police HQ – Town Hall Campus Building Committee  
Chris Burney, Wilton Facilities Director  
Wilton Police Chief John P. Lynch  
Wilton Police Commission

Attachment – Statement of Requirements, Wilton Police Department, September 2019

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**STATEMENT OF REQUIREMENTS**

**Wilton Police Department**



September 2019

**TOWN OF WILTON, CONNECTICUT**

240 Danbury Road

Wilton CT, 06897

Revised 9/12/2019

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## **Objective**

The overall objective of this project is to provide for a police headquarters that meets the expected needs of the department and the community and all state and federal regulations and requirements with an efficient, updated infrastructure with an expected useful life of 25 to 30 years and at a cost that is prudent, reasonable and acceptable to the taxpayers of Wilton.

### **I. Background**

The Wilton Police Department headquarters is a cinder block building that was built in 1974 for a 25 person, all male police force. Today it serves a force of 44 mixed gender officers and 4 civilian employees.

Twenty years ago the town identified the need for expansion and infrastructure upgrades, yet the town has continued to defer addressing those needs.

The Police Department houses the Town Dispatch Center, which serves the Wilton Police Department as well as the Wilton Fire Department. The current dispatch center was updated a little over a decade ago, but still has much of the original equipment and wiring which is much older. This 24/7 dispatch center is the heartbeat of both departments and is critical to the effective operations of both agencies. The dispatch center received 16,275 calls for service in 2017, which was up 2% from the year prior. The center is also the public answering point for all 911 calls placed in the Town of Wilton and averages over 6,000 calls per year.

The town's Emergency Operation Center (EOC) is currently located in the Police Department on the lower floor. The EOC is the central command and control facility responsible for emergency or disaster management functions at a strategic level during an emergency, and ensuring the continuity of operation of the town. This center allows for an improved public safety and operational response in the case of a significant natural or manmade disaster.

Issues with aged facility include:

- Extreme overcrowding
- Inefficient utilization of employee time
- Non-compliance with multiple state and federal regulations

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- Non ADA compliant. Including the lack of an elevator, which results in longer than necessary worker comp or disability leaves and associated costs, possible restrictions on personnel that can be hired and possible restrictions on access to the EOC by required individuals
  - Escalating maintenance and repair costs.
  - An electrical infrastructure which struggles to accommodate existing technology and potentially will impact public safety in the future
  - Inconsistent, ineffective and inefficient HVAC systems resulting in unnecessary costs and uncomfortable work conditions
  - A work environment which does not promote the safety, efficiency, comfort or respect of those who work there.

A more detailed list of deficiencies can be found in Appendix A

## **II. Statement of Objectives**

The objectives for the Wilton Police Department project are to:

1. Provide sufficient and appropriate space for the 24/7 operation of a 48 employee police department in the 21<sup>st</sup> Century.
2. Meet current code and statutory requirements for a secure police facility as well as the health and safety of all occupants.
3. Enhance Police operations and efficiency.
4. Utilize materials and systems that reduce operating and maintenance costs.
5. Explore opportunities for reimbursement from the State of Connecticut.
6. Accomplish all of the above in a manner that gains support of the Wilton voters.

## **III. Interior Space Needs**

In September 2013 the Town of Wilton employed the services of Jacunski Humes Architects, LLC to conduct a Space Needs Assessment for the Wilton Police Department. The Space Needs Assessment was later updated in 2015, 2018, and most recently in August 2019. In conducting the Space Needs Assessment, consideration was given to the following factors: current building information, population estimates, crime trends, department equipment, service needs, staffing projections, and industry standards. The Space Needs Assessment determined that the following spaces are required for the Wilton Police Department to meet expectations of a 21<sup>st</sup> Century Police Department.



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1. **Public Access Area**
    - Vestibule
    - Lobby / Reception / Waiting with seating to accommodate up to four (4)
    - Two (2) Public Toilets
    - One (1) Interview Room to also accommodate:
      - o Public fingerprinting / public photograph station for permitting
      - o Desk workstation for one (1) to take reports / complaints
  
  2. **Flexible Meeting Space to accommodate Training Classroom /Community Meeting Room/Emergency Operations Center**
    - To accommodate up to forty (40) seated at tables and chairs
    - 21<sup>st</sup> Century audio/visual capabilities
    - Kitchenette
    - Accessible from public area
    - Act as both a public and secure space
  
  3. **Communications / Dispatch Center**
    - Three (3) active console positions ergonomic design with heat / fan
    - Central Dispatching / E911 service
    - Lost and Found / Evidence retrieval storage
    - Locker Storage - One (1) full size per dispatcher
    - One (1) Restroom
    - One (1) Kitchenette (Center must be staffed 24/7)
    - Table seating for two (2)
    - Access to communicate with the public in the public area
  
  4. **Records Division**
    - Public / Police Information Counter within Public Lobby / Circulation
    - Two (2) Workstations
    - Central photocopy machine, networked
    - Active / Archive Files Storage
  
  5. **Administration**
    - Chief of Police Office – One (1)
    - Captain Office – Two (2)
    - Conference Room to accommodate:
      - o Seating for 8-10 at conference table
      - o 21<sup>st</sup> Century Audio/Visual capabilities
    - Administrative Assistant Office – One (1)

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- One (1) Waiting area
  - Restroom – One (1) All Gender, ADA compliant
  - Locker storage

**6. General Office**

- One (1) multipurpose office for Community Relations, Crime Prevention, Traffic Unit, and Accident Reconstruction to accommodate:
  - o Three (3) workstations
  - o Equipment Storage

**7. Detective Bureau**

- One (1) Detective Lieutenant Office
- Four (4) Detective Workstations
- NCIC Collect terminal workstation
- Tactical Planning / Outside Agency Workroom to accommodate:
  - o Conference table seating for 8-10
  - o 21<sup>st</sup> Century Audio/Visual capabilities
- Interview Rooms – Two (2)
  - o One (1) of which meets best practices as “Soft Interview / Juvenile Waiting Room”
- Monitoring Room to accommodate:
  - o Visual / audio monitoring head end equipment and recorders
  - o Casework storage

**8. School Resource Officers**

- Three (3) Workstations

**9. Computer Forensics**

- Storage. Processing to remain off-site in regional facility.

**10. PBA / Union Room**

- One (1) workstation

**11. Patrol Functions**

- Patrol Lieutenants’ Office to accommodate:
  - o Two (2) workstations
  - o Conference table seating for four (4)
  - o Shift Sergeant’s Office – three (3) workstations
- Briefing / Roll Call Room to accommodate:
  - o 8-10 at training table and chairs
  - o Podium area

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- 21<sup>st</sup> Century audio/visual capabilities
  - Report Preparation / Copy / Mail Room to accommodate:
    - Five (5) computer workstations, networked printer
    - Mail distribution boxes / file drawer, one (1) per patrol officer
    - High speed copier / scanner / fax, networked
    - NCIC / Collect computer workstation
  - Locker Rooms to accommodate:
    - Male: forty five (45) total patrol, minimum (not for civilian / dispatcher use)
    - Female: nine (9) total, minimum (not for civilian / dispatcher use)  
\*Officers assigned to specialized units i.e. Honor Guard, ERT may require more than one (1) locker
    - Locker sizes for patrol: 36w. x 24d. x 72h., double door with boot drawer
    - Male showers: two (2) individual, one-piece construction
    - Female showers: one (1) individual, one-piece construction
    - Locker benches
    - Sink area / Toilet / urinal area
  - Physical Training Room
  - Lunch Room / Day Room to accommodate:
    - Lounge area seating for eight (8)
    - Microwave / convection oven
    - Sink / disposal
    - Refrigerator / freezer
    - Range / exhaust hood
  - Quartermaster Storage
  - Laundry (drop off/pickup)
  - Bunk Rooms to accommodate four (4) during storm and/or emergencies when extended staffing hours are required
  - Duty Bag Storage Area to accommodate minimum thirty-five (35) bags

## 12. Sally Port

- Accommodate two (2) vehicles
- Ambulance accessible, drive-through bays preferred
- Interlocked doors at Exterior and Prisoner Processing
- Hose bibb for wash down
- Overhead sectional doors with remote operation by Dispatch personnel
- Service sink
- Pistol locker at entry to Prisoner Processing
- Eye wash and emergency shower
- Wash down capability for vehicle rinsing

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- One (1) bay securable for vehicle processing use, wire mesh enclosure
  - Central vacuum canister location for vehicle use
  - Compressed air at Vehicle Processing Bay

### **13. Prisoner Processing**

- Pistol lockers at points of entry
- Individual Booking Rooms, three (3) minimum, with bench
- Booking counter with computer workstation(s) at Booking Rooms
- A.F.I.S. fingerprinting workstation
- Hose bibb (secured) for cleaning
- Personal property lockers (one per cell), full size
- Seamless flooring and base
- Water shut-off controls to cell plumbing fixtures
- Fire suppression valve assembly with tamper switch
- Toilet Room / Shower
- Intoximeter within Prisoner Processing
- Mugging w/in Booking Rooms
- Interview Room

### **14. Detention**

- Must conform to National Accreditation Standards, which includes separation of juveniles from adults.
- Detention Cells
  - o Four (4) detention cells grouped as follows: Two (2) cells, One (1) isolation cell, One (1) handicap accessible isolation cell. Provides for multiple detention arrangements for sex / age and Federal juvenile sight / sound separation guidelines between detention areas.
- Detention Area (area outside of cells)

### **15. Evidence and Property**

- Evidence Receiving
- Temporary evidence lockers (varied sizes)
- Refrigerated temporary evidence lockers
- Computer workstations for one (1)
- Evidence Processing / Forensics Lab
  - o Workstation for one (1)
  - o Fume hood with base cabinet, direct exhaust
  - o Epoxy resin countertop with integral sink
  - o Evidence drying cabinet
  - o Fuming chamber, countertop model

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- Biohazard disposal containers
  - Downflow powder workstation
  - Photo copy stand
  - Evidence Storage
    - Refrigerator
    - High density shelving for storage of evidence
    - Double locking of firearms and ammunition
    - Double locking of narcotics (vented directly to exterior)
    - Double locking of valuables / cash
  - Bulk evidence storage
  - Bicycle storage racks
  - Vehicle processing (Utilize Sally Port)
  - Found Property Storage

**16. Armory / Arsenal**

- Storage of department issued firearms / ammunition, lockable
- Gun cleaning counter
- Canopy exhaust hood with light at gun cleaning area
- FM-200 fire suppression in lieu of wet system

**17. Custodial Services**

- Custodial Closets
- Service sink / floor sink
- Janitorial supply storage
- Cart storage
- Equipment storage

**18. Animal Control**

- Dog Kennel that meets State of CT Regulations
- Stand alone HVAC system
- Overhead garage door access
- One (1) office with workstation
- Restroom
- Kitchenette
- Cat Shelter

**19. Mechanical**

- Boiler Room
  - Two boilers (preferred)
  - Dual use burners, preferred (gas / oil)
  - Hot water heater

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- HVAC Equipment
    - Ducted supply and returns
    - High efficiency filters
    - VAV boxes
    - Individual temperature controls
    - Zoned systems
    - Host computer for automatic temperature controls (ATC)
  - Emergency Generator exterior enclosure on concrete pad
  - Fire Suppression
    - Fully sprinkled facility
    - Institutional type sprinkler heads in high risk areas
    - Code designed minimum to NFPA standards

**20. Storage, Security, & Workspace**

- Based on industry standards sufficient storage spaces throughout the building for storage of files, equipment, instructional supplies, furniture, and custodial supplies/equipment.
- Based on industry standards sufficient book shelving throughout the building for the storage of training materials, manuals, and professional documents
- Based on industry standards sufficient CCTV surveillance / security systems throughout the building to ensure building security as well as 24/7 monitoring of high risk/restricted areas.
- Based on industry standards sufficient work areas and counter spaces to facilitate effective and efficient police operations and public interactions.
- Based on industry standards sufficient security features to ensure building security and limiting access to restricted areas of the building.

**IV. Firearms Training Facility (Offsite Building – Possibly Regionalized)**

- Firearms Training Range
- Ready Room
- Control Room

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## V. Exterior Space Needs

- Public parking
- Official vehicle and staff parking
  - Twenty (20) official vehicles
  - Twenty (20) staff vehicles
  - Fenced enclosure with restricted access
- Vehicle Impound
  - Total vehicle capacity = six (6) vehicles, maximum
  - Fenced enclosure with access control
  - CCTV monitoring of impounded vehicles
- Flagpoles
- Signs & Lighting
- CCTV Cameras
- Handicap accessibility
- Landscaping
- Trash Storage
- Snow Storage
- Exterior Hose Bibb Locations
- Communications Antenna
- Outdoor Canine Run

## VI. Risk Management

There are several overarching risks associated with not moving forward with a new police building. The risks include loss of facility use due to failed infrastructure, weakened police services, employee wellness, and potential town exposure to liability, as well as increased expenditures related to building repairs.

The members of the department are committed to the oaths they swore: to serve and protect all citizens. However, the myriad of building issues and inefficiencies outlined above hinder our officers' ability to do so in the most effective and efficient way. The Wilton Police Department has experienced for over 20 years how identified needs and issues become more pronounced with the passage of time. Despite officers' best efforts to provide the community of Wilton with the gold standard of police service, the failure to provide officers with the requisite space and functionalities to do their job will impact the department's ability to maintain 21<sup>st</sup> Century policing standards now and into the future. The declining condition of the building and infrastructure, overcrowding and

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lack of necessary space to perform job functions presents potential morale and employee retention issues.

An obligation of any organization is to provide employees and visitors with a healthy, comfortable, and safe work environment. Inherently a police officer is subjected to workplace hazards by the very nature of their job. Within the confines of the police headquarters, we should strive to maximize officer and employee safety. A member of the public who enters the police building as a witness, victim or for a non-criminal matter should be able to do so with the peace of mind that they will not be serviced in the same area as an arrestee being criminally processed and/or detained.

While the above risks speak to effectiveness, efficiency, and well-being issues, left unchecked the associated risks can quickly become financial liability issues for the department and the Town.

## **VII. Conclusion**

For over 20 years, the town has deferred addressing the identified needs of the police headquarters building. During those 20 plus years, the cost of addressing those needs has increased. At the same time, the taxpayers have been asked to fund costly temporary repairs in order to maintain a functioning building. The roof, the HVAC, electrical, and fire suppression systems are at the point that they require replacement or we risk system failures, which could result in occupancy issues. The loss of the use of headquarters, for even a day or two, creates safety risks to the community. Non-compliance building issues need to be cured to ensure the safety of officers, employees, residents and detainees who occupy the building. It is no longer possible for the town to continue to defer the needed upgrades to the police headquarters building



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## VIII. Appendix A

Several of the objectives that are listed in this document address necessary repairs and upgrades to the building and site.

These include:

### 1. Inadequate, mostly original infrastructure

- Dangerous electrical issues have threatened building safety as well as police operations for several years. The system is insufficient for handling today's technology, has overloaded electrical outlets throughout the building and inadequate space and temperature control for IT equipment.
- The HVAC system is inefficient and inconsistent, breaking down a minimum of twice a year and can take days to repair. One part of the building is hot when another part is cold. Makeshift vent covers attempt to help control the temperature in some rooms while portable heaters are needed in others. The problem is compounded by the original windows that let in air during cold weather.
- The fire protection system is original from 1974 and consists of only heat sensors. The system does not have fire sprinklers or smoke alarms.
- The roof has multiple leaks requiring periodic repair and will need to be replaced in the near future.

### 2. Severe overcrowding

- Operations affected:
  - o Non-criminal fingerprinting services share the same area where criminals are booked and detained.
  - o There is inadequate space for detectives' equipment and interviews.
  - o The interview room doubles as an IT/computer forensic investigation area, requiring equipment and furniture to be moved in and out frequently.
  - o The Emergency Operations Center also serves as the briefing room, meeting room and training room, requiring frequent movement and relocation of furniture and equipment. This room is located on a lower floor with no elevator access.
  - o Lack of space in the Evidence Room necessitated the purchase of an outdoor trailer for evidence storage, leaving its contents in unregulated temperatures.
  - o Lack of space in the building necessitates that the garage be used for storage, eliminating routine availability for vehicles.

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- Senior officers double up in offices intended for one person.
  - A workstation for one Patrol Officer is located in the break room, making it difficult for officers to concentrate on tasks they are completing.
  - Employee break room serves as a mailroom; employees work station, department form storage as well as body worn camera and portable radio storage.
  - Insufficient number of work stations for patrol personnel.

Functional space lost:

- The complainant interview room has been converted to an office for 2 Lieutenants.
- A portion of the briefing room/ meeting room/ training room/ Emergency Operations Center has been used to add one cubicle that is shared by 5 Sergeants.
- A portion of the briefing room/ meeting room/ training room/ Emergency Operations Center has been used to add one workstation that is shared by 30 officers.
- The Dispatch Center, originally designed for 2 Dispatchers, was reduced in size to provide space for what is now the Records Room. During storms and significant events there may be 3-4 people assisting in the Dispatch Center.
- A storage room has been converted to an office for 2 School Resource Officers.
- A storage room has been converted to a women's locker room.
- A storage closet has been converted to a server room.
- A storage closet doubles as an IT closet.
- Hallways and stairway nooks throughout the building are used for storage and work areas.

**3. Inadequate firearms training facility & storage**

- The indoor shooting range does not meet OSHA standards and the repairs necessary for compliance do not make economic sense.
- The shooting range's length does not meet state mandated distance requirements for officer qualifications.
- Firearms storage is inadequate.

**4. Inadequate lavatories and locker rooms**

- There are no public lavatories.
- Parts are no longer available for sinks and toilets in holding cells.

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- There are only two men's toilets-- inadequate for as many as 20 men on a shift.
  - Locker rooms have inadequate ventilation and no windows.
  - Lockers installed in 1974 are still in use, supplemented with additional smaller ones over the years.
  - Lockers are too small to accommodate all of each officer's equipment and uniforms.
  - Insufficient bathroom and locker room facilities. The female locker room was built using a closet and hallway.

**5. Deficiencies affecting police operations**

- The building does not accommodate interviewing multiple suspects at a time
- The booking and holding facilities are obsolete and are shared in violation of State of Connecticut requirements. Juvenile offenders must be kept separate from adult offenders (was under 16- now under 18 and possibly under 21 in the future).
- There are no conference rooms. Sensitive meetings must be held in individual offices or at town hall.

**6. Statutory and Regulatory deficiencies**

- The building does not accommodate processing and detaining juveniles away from adults by both sight and sound
- The building does not meet the standards as established by the Americans with Disability Act. Injured employees and residents cannot properly access the entire facility. The building does not have an elevator and the floor that includes full lavatories, locker rooms, the break room and the briefing room/meeting room/training room/Emergency Operations Center is not accessible by injured or disabled employees.
- There is insufficient storage room including the lack of evidence and found property storage as required by law.