

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



*September 2013*

**J H I**  
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# Space Needs Assessment for the Wilton Police Department Wilton, CT

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## **GENERAL INFORMATION**

**Date:** September 2013

**Department:** Wilton Police Department  
**Address:** 240 Danbury Road  
Wilton, CT

**Telephone No.:** (203) 834-6260  
**Fax No.:** (203) 834-6258

**Primary Contact:** Michael Lombardo, Chief of Police

**Total Building Area:** 10,150 s.f.

**Date of Construction:** 1970's

**Latest Addition / Renovation:** None since first constructed

**Community Area:** 27.4 square miles

**GROWTH ESTIMATES****Draft****Population Statistics:**

Year	1990	2000	2010	2015	2020	2030
	<i>census</i>	<i>census</i>	<i>census</i>	<i>projected</i>	<i>projected</i>	<i>projected</i>
Wilton, CT	15,989	17,617	18,062	20,097	20,958	22,859

source: Population Division, U.S. Census Bureau  
University of Connecticut, Connecticut State Data Center

Year	2008	2009	2010	2020	2030
				<i>Est.</i>	<i>Est.</i>

**Crime Statistics:**

Total Incidents	18,283	19,488	16,668	20,000	22,000
Citations	4,522	4,755	3,489	6,000	6,500
Traffic Stops	3,550	3,325	2,889	3,500	4,000

**Police Department Vehicles:**

Year	1993	2013	2023	2033
Cruisers (marked fleet)	?	17	17	18
Unmarked Cars	5	5	5	6
Animal Control Van	1	1	1	1
Emergency Response	?	1	1	1
Crime Scene	0	0	1	1
Other:				
Speed trailer	1	1	1	1
Patrol Bicycles	0	3	3	4
<b>Total Motor Vehicles</b>	<b>?</b>	<b>24</b>	<b>25</b>	<b>27</b>
<b>Total Other</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>5</b>

**STAFF PROJECTIONS****Draft****Police Personnel:**

<b>Year</b>	<b>1993</b>	<b>2013</b>	<b>2023</b>	<b>2033</b>
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**Sworn Personnel:**

Chief of Police	1	1	1	1
Deputy Chief	1	1	0	0
Captain	1	1	2	2
Lieutenant	4	3	4	5
Administrative Sergeant	1	1	1	1
Detective Sergeant	1	0	1	1
Patrol Sergeant	6	5	6	6
Detectives	4	4	4	5
Youth Officers (S.R.O.)	1	1	2	3
Patrol Officers	20	26	26	28
I.T. Coordinator	(0)	(1)	(0)	(0)
Professional Development	(1)	(1)	(1)	(1)
Community Service	(0)	(.5)	(1)	(1)
<b>Support Services:</b>				
Emergency Communications	0	3	3	3
Records Division / Clerical	1	0	1	2
Administrative / Clerical	1	1	1	1
Animal Control	1 FT 1 PT	1 FT 2 PT	1 FT 2 PT	1 FT 2 PT
I.T. Coordinator	0	0	1	1
Professional Development	0	0	1	1
<b>Other:</b>				
Custodial	1	1	1	1

<b>Total Positions (Sworn)</b>	<b>40</b>	<b>43</b>	<b>47</b>	<b>52</b>
<b>Total Positions (Civilian)</b>	<b>3 FT 1 PT</b>	<b>5 FT 2 PT</b>	<b>8 PT 2 PT</b>	<b>9 FT 2 PT</b>
<b>Total Positions (Other)</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

# **SPACE NEEDS ASSESSMENT**

## **1. Public**

- |    |   |            |
|----|---|------------|
| a. | <u>Vestibule</u>  | <u>100</u> |
|    | <ol style="list-style-type: none"> <li>1. Air-lock vestibule, open 24/7/365</li> <li>2. Walk off mat</li> <li>3. Electronic door control to Dispatch for emergency lock-down capabilities</li> </ol>  |            |
| b. | <u>Lobby / Reception / Waiting</u>  | <u>200</u> |
|    | <ol style="list-style-type: none"> <li>1. Access to Dispatch / Communications &amp; Records Division</li> <li>2. House Telephone</li> <li>3. Public seating for up to four (4)</li> <li>4. Display Case</li> <li>5. Poster Case</li> <li>6. Pamphlet Rack</li> <li>7. Water cooler</li> </ol>   |            |
| c. | <u>Public Toilets</u> <u>Two (2) @ 80</u>   | <u>160</u> |
|    | <ol style="list-style-type: none"> <li>1. Handicap accessible</li> <li>2. Male and Female</li> <li>3. Public location to support Training Classroom occupancy</li> </ol>  |            |
| d. | <u>Interview Rooms</u>  | <u>120</u> |
|    | <ol style="list-style-type: none"> <li>1. Public fingerprinting / public photograph station for permitting</li> <li>2. Public Lobby and secured corridor access</li> <li>3. Desk workstation for one (1) to take reports / complaints</li> <li>4. No windows to Public Lobby</li> <li>5. Door access electronically controlled from Dispatch and Records</li> </ol> |            |

## 2. *Training Classroom / Community Meeting Room*

- a. Location
1. Direct access from Public Lobby for community use
- b. Training Classroom / Community Meeting Room 1,000
1. Seating for fifty (50) at tables and chairs
  2. Projection screen
  3. Video projection
  4. Independent sound system
  5. Lighting on dimmers, varied lighting levels
  6. Dual use as Emergency Operations Center (E.O.C.)  
     emergency generator power  
     secondary dispatching, portable console position  
     telephone / data lines throughout space  
     WIFI enabled
  7. Video input and output locations
  8. Movable tables and chairs
  9. Presentation wall surface(s)
- c. Furniture / Audio-Visual Equipment Storage 80
1. Storage of tables and chairs
  2. Audio visual equipment
  3. Sound system amplifier location
  4. Directly adjacent to Training Classroom
  5. Lockable
- d. Training Aids Storage 80
1. Storage of training aids for CPR equipment, First Aid training, Taser recertification, RAD training, etc.
  2. Directly adjacent to Training Classroom
  3. Lockable
- e. Kitchenette 80
1. Microwave
  2. Sink
  3. Refrigerator
  4. Adjacent to Training Classroom

### 3. *Communications / Dispatch Center*

#### a. Location

1. Adjacent to Public Lobby
2. Controlled natural light

#### b. Communications / Dispatch Center 420

1. Bullet resistant transaction window to Public Lobby
2. Console positions: three (3) active, ergonomic design with heat / fan
3. Central Dispatching / E911 service
4. Monitoring of CCTV surveillance / security systems
5. Restricted access to police staff
6. Independent HVAC system
7. Lighting on dimming system
8. Bookshelving / Manuals storage centrally located
9. Acoustic control on walls and ceiling
10. Map display area on walls
11. Elimination of sprinklers (seek fire marshal approvals)
12. Tackboard / Markerboard
13. Surge suppression and static controlled surfaces
14. Video / 2-way audio contact with detention facilities
15. Door controls at monitors and transaction window
16. Position all monitors to restrict public viewing
17. Console positions to be redundant design
18. Lost and Found / Evidence retrieval storage adjacent to transaction window
19. Locker storage, one (1) full size per dispatcher

#### c. Restroom 50

1. Handicap accessible
2. Directly adjacent to Dispatch Center
3. Provide with radio / phone functions

#### d. Kitchenette 50

1. Refrigerator
2. Microwave
3. Sink
4. Storage cabinets
5. Table seating for two (2)



e. Communications Equipment Room 140

1. E911 communications equipment. rack mounted
2. Telephone system backboard for phone lines
3. Dedicated HVAC system
4. Emergency power supply
5. UPS system
6. Conduits to antenna mount locations and dispatch consoles

**4. *Records Division***

a. Public / Police Information Counter w/in Public Lobby / Circulation  
(w/in Public Lobby)

1. Public access from Public Lobby, bullet resistant transaction window (sliding type)
2. Police access from secure corridor for police staff, transaction window (sliding type), restrict view from public
3. Counter work areas at each transaction window
4. Adjacent to photocopy area

b. Office / Work Area 250

1. Workstations for two (2)
2. Visitor's chairs; one (1) per workstation
3. Central photocopy machine, networked
4. File storage at workstations
5. Bookshelving / manual shelving

c. Active / Archive Files 150

1. Storage of active / archive files
2. High density file storage system
3. Adjacent to work area

## 5. *Administration*

- a. Chief of Police 250
1. Workstation for one (1)
  2. Seating area with soft furniture
  3. Coat closet
  4. Natural light
  5. Visitor's chairs for two (2)
  6. Wired for Cable TV
  7. Adjacent to Administrative Assistant, Captain (future), Conference Room
- b. Captain (future Deputy Chief) 225
1. Workstation for one (1)
  2. Visitor's Chairs for two (2)
  3. Coat closet
  4. Natural light
  5. Visitor chairs (2)
  6. Wired for Cable TV
  7. Adjacent to Administrative Clerical, Conference Room
- c. Captain (future) 225
1. Workstation for one (1)
  2. Visitor's Chairs for two (2)
  3. Coat closet
  4. Natural light
  5. Visitor chairs (2)
  6. Wired for Cable TV
  7. Adjacent to Administrative Clerical, Conference Room
- d. Conference Room 280
1. Seating for 12-14 at conference table
  2. Projection screen
  3. Cable TV / Video conferencing capability
  4. Shared use with department
  5. Adjacent to Chief of Police, Captain(s), Administrative Assistant

e.	<u>Administrative Assistant</u>	250
	1. Waiting area in Public Lobby / Conference Room	
	2. Coat closet for visitors and staff use	
	3. Workstation for one (1)	
	4. File storage	
	5. Work area and counter	
	6. Paper shredder	
	7. Bookshelving	
	8. Natural light	
	9. Acoustically isolated from department	
	10. Adjacent to Records Active / Archive File Storage	
f.	<u>Workroom / Office Supplies Storage</u>	120
	1. Storage cabinets for office supplies	
	2. High speed copy/scan/fax machine, paper storage	
	3. Sink	
	4. Undercounter refrigerator	
	5. Microwave	
	6. Counter work surface	
g.	<u>Toilet</u>	60
	1. Toilet / Sink	
	2. Handicap adaptable design	
	3. Locker storage (see Locker Rooms)	
	4. Adjacent to Administrative Offices	

## → 6. *Traffic / Accident Reconstruction*

a.	<u>Traffic / Accident Reconstruction</u>	180
	1. Workstations for one (1)	
	2. Plan review table for four (4)	
	3. Plan storage files	
	4. File storage	
	5. Bookshelving	
	6. Adjacent to Criminal Investigations	
b.	<u>Equipment Storage Closet</u>	50
	1. Equipment storage / supplies storage / laser equipment storage	
	2. Adjacent to Traffic / Accident Reconstruction	

## 7. *General Office*

- a. Community Relations / Outreach / Crime Prevention / Intern 300
1. Workstations for three (3)
  2. Visitor's chairs, one (1) per workstation
  3. File storage, min. two (2) per workstation
  4. Bookshelving / Manual storage
  5. Adjacent to Patrol Functions
- b. Equipment Storage Room 100
1. Secured storage of Community Outreach / Crime Prevention equipment and supplies
  2. Adjacent to General Office

## 8. *Detective Bureau*

- a. Detective Lieutenant's Office 180
1. Workstation for one (1)
  2. Conference table seating for four (4)
  3. File storage, confidential files
  4. Bookshelving
  5. Wired for Cable TV
  6. Adjacent to Detective Sergeant's Office, Detective Bureau
- b. Detective Sergeant's Office 125
1. Workstation for one (1)
  2. Visitor's chair for two (2)
  3. File storage
  4. Bookshelving
  5. Adjacent to Detective Lieutenant's Office
- c. Detective Bureau 400
1. Workstations for five (5)
  2. Visitor's chairs, one (1) per workstation
  3. File storage
  4. Bookshelving
  5. NCIC Collect terminal workstation
  6. Counter area with sink
  7. Adjacent to Detective Lt, Detective Sgt.

- ↗
- d. Tactical Planning / Outside Agency Workroom 280
1. Conference table seating for 12-14
  2. Markerboard / Tackboard
  3. Cable TV access
  4. Video input and output
  5. Adjacent to Detective Bureau
  6. No natural light
- e. Equipment Storage Closet 50
1. Equipment storage / supplies storage
  2. Adjacent to Detective Bureau
- f. Interview Rooms One (1) @ 65; One (1) @ 120 185
1. Small: Table seating for three (3)
  2. Large: Utilize for "Soft Interview / Juvenile Waiting Room"
  3. One-way vision panels to Monitoring Room
  4. Video / audio concealed recording equipment
  5. "IN-USE" indicator light outside of rooms
  6. No vision panels in doors
- g. Monitoring Room 50
1. Positioned between Interview Rooms (2)
  2. One-way vision panels to Interview Rooms (2)
  3. Lighting controls on dimmers
  4. No natural lighting or vision panels on doors
  5. Visual / audio monitoring head end equipment and recorders
  6. Casework storage for head end equipment

## 9. *Youth Bureau*

- a. Youth Bureau 280
1. Workstations for three (3)
  2. Visitor's chairs, one (1) per workstation
  3. File storage
  4. Bookshelving
  5. Adjacent to Detective Bureau, Interview Rooms

## 10. *Computer Forensics*

- a. Computer Forensics 200
1. Counter workstations for computer diagnostics / file sharing
  2. Electrical wiremold at counter with surge suppression / UPS
  3. Manual storage shelving
  4. Adjacent to Detective Bureau
- b. Equipment Storage Closet 80
1. Equipment storage / supplies storage / computer spare parts storage
  2. Adjacent to Computer Forensics

## 11. *I.T. Coordinator / Data Equipment*

- a. I.T. Coordinator (future) 175
1. Workstation for one (1), multiple computer monitors
  2. Counter area for computer diagnosis / repairs
  3. Shelving for spare parts / equipment
  4. Bookshelving for manuals / software
  5. File storage
  6. Adjacent to Computer Network Server / Computer Equipment
- b. Computer Network Server / Computer Equipment 140
1. Network server location, rack mounted
  2. Patch panels for data network
  3. Networked system monitor and keyboard
  4. Tape storage for backup (fire rated)
  5. Acoustical control to adjacent spaces
  6. Adjacent to I.T. Coordinator

## 12. *Union Room*

- a. Union Room 65
1. Workstation for one (1)
  2. File storage
  3. Independent telephone line
  4. Tackboard adjacent and within staff area

### 13. *Patrol Functions*

- a. Patrol Lieutenant's Office 180
1. Workstation for one (1)
  2. Conference table seating for four (4)
  3. File storage, confidential files
  4. Bookshelving
  5. Wired for Cable TV
  6. Adjacent to Patrol Sergeant's Office, Patrol Functions
- b. Shift Sergeants 500
1. Workstations for six (6)
  2. File storage, one (1) per workstation
  3. Visual monitoring of Roll Call / Briefing, w/ window blinds
  4. Bookshelving
  5. CCTV monitors
  6. Adjacent to Briefing / Roll Call
- c. Briefing / Roll Call 280
1. Accommodate 8-10 at training table and chairs
  2. Podium area
  3. Markerboard / Tackboard
  4. Cable TV access
  5. Projection screen / video projection
  6. Radio recharge rack / spare radios
- d. Report Preparation / Copy / Mail Room 350
1. Work counter for 4-5 computer workstations, networked printer
  2. Mail distribution boxes / file drawer, one (1) per patrol officer, lockable
  3. Forms storage shelving
  4. Bookshelving for reference books, legal manuals
  5. High speed copier / scanner / fax, networked
  6. NCIC / Collect computer workstation
  7. Wall mounted monitors for CCTV surveillance
  8. Cable TV access
  9. Adjacent to Briefing / Roll Call

- e. Locker Rooms 1,500
1. Male: fifty (50) total patrol, minimum (not for civilian / dispatcher use)
  2. Female: eight (8) total, minimum (not for civilian / dispatcher use)
  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. Male showers: two (2) individual, one-piece construction
  5. Female showers: one (1) individual, one-piece construction
  6. Locker benches
  7. Sink area / Toilet / urinal area
  8. Robe hooks
  9. Shoe shine area
  10. Wet garment drying area
  11. Full height mirrors
  12. Speakers for radio frequencies
  13. Telephone, wall mounted
- f. Physical Training Room 350
1. Locate adjacent to Locker Rooms
  2. Ceiling clearance for weightlifting
  3. Stationary fitness equipment with limited free weights
  4. Drinking fountain
  5. Cable TV access / integrated sound system
  6. Wall mirrors
- g. Lunch Room / Day Room 350
1. Microwave / convection oven
  2. Sink / disposal
  3. Refrigerator / freezer
  4. Range / exhaust hood
  5. Work counter area with storage cabinets
  6. Lounge area seating for eight (8)
  7. Locate adjacent to Patrol Functions
- h. Quartermaster Storage 100
1. Clothing racks for department issued uniforms
  2. Equipment storage racks for department issued equipment
  3. Adjacent to Patrol Functions



- i. Laundry 80
1. Drop off area near staff entry (clean and soiled areas)
  2. Clothes bar and shelving
  3. Controlled access at point of staff entry
- j. Bunk Rooms Four (4) @ 80 320
1. Twin sized mattresses, potential for bunking
  2. Side table
  3. Wardrobe closet
  4. Adjacent to Patrol Functions
- k. Duty Bag Storage Area 80
1. Open storage bins for patrol duty bags, thirty (35) minimum
  2. Duty bag dimensions of 24" x 24" x 36" deep, three high maximum
  3. Locate adjacent to staff entry and fleet vehicle parking.

#### **14. Sally Port**

- a. Sally Port 900
1. Accommodate two (2) vehicles
  2. Ambulance accessible, drive-through bays preferred
  3. Floor drains with grease / oil separator
  4. CCTV and audio monitoring to Dispatch Center
  5. Interlocked doors at Exterior and Prisoner Processing
  6. Hose bibb for wash down
  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. Washdown capability for vehicle rinsing
  13. One (1) bay securable for Vehicle Processing use, wire mesh enclosure
  14. Central vacuum canister location for vehicle use
  15. Compressed air at Vehicle Processing Bay

## 15. *Prisoner Processing*

- a. Location:
1. Adjacent to Sally Port
- b. Prisoner Processing 450
1. Secured door to Sally Port
  2. Secured door to corridor
  3. Pistol lockers at points of entry
  4. Individual Booking Rooms, three (3) minimum, with bench
  5. Booking counter with computer workstation(s) at Booking Rooms
  6. A.F.I.S. fingerprinting workstation
  7. CCTV and audio surveillance at Dispatch Center
  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), 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 50
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
- d. Intoximeter w/in Prisoner Processing
1. Deep counter for equipment
  2. Secured bench adjacent to equipment
  3. Supply storage drawer
  4. Inaccessible power outlets
- e. Mugging w/in Booking Rooms
1. Camera mount at 60" from subject, preferred
  2. Computer imaging
  3. Gray scale background

- g. Interview Room 100
1. Secure interview room within Prisoner Processing area
  2. One-way vision glass for monitoring, shatter resistant
  3. Duress alarm
  4. Recording devices (audio / visual) connected to head end equipment

## 16. *Detention*

- a. Conforms to National Accreditation Standards
- b. Detention Cells 560
1. Total of eight (8) detention cells grouped as follows: Four (4) cells, Two (2) cells, One (1) isolation cell, One (1) handicap accessible isolation cell. Provides for multiple detention arrangements for sex / age. Sight / sound separation between detention areas.
  2. 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
- c. Detention Area (area outside of cells) 320
1. Floor drains for cell wash downs
  2. Hose bibb (secured) for wash down
  3. Exhaust fan with direct exhaust
  4. Impact resistant lighting
  5. Duress alarm
  6. Telephone jack
  7. Blanket storage

## 17. *Evidence and Property*

- a. Evidence Receiving 80
1. Temporary evidence lockers (varied sizes)
  2. Refrigerated temporary evidence lockers
  3. Computer workstations for two (2)
  4. Adjacent to Prisoner Processing / Staff Entry
- b. Evidence Processing / Forensics Lab 250
1. Access controlled
  2. Workstation for one (1)
  3. Fume hood with base cabinet, direct exhaust
  4. Epoxy resin countertop with integral sink
  5. Storage cabinets
  6. Evidence drying cabinet
  7. Fuming chamber, countertop model
  8. Biohazard disposal containers
  9. Downflow powder workstation
  10. Photo copy stand
  11. Adjacent to Evidence Receiving
- c. Evidence Storage 300
1. Restricted access for authorized personnel only
  2. One means of entry only
  3. Refrigerator
  4. High density shelving for storage of evidence
  5. Double locking of firearms and ammunition
  6. Double locking of narcotics (vented directly to exterior)
  7. Double locking of valuables / cash
  8. Adjacent to Evidence Processing / Forensics Lab
- d. Bulk evidence storage 300
1. Accessibility from exterior
  2. Wire mesh cage with sliding door
  3. Secured access
  4. Bicycle storage racks
  5. Floor drain
  6. Adjacent to Sally Port, Storage Bays
- e. Vehicle processing see Sally Port
1. Utilize Sally Port

## 18. *Found Property Storage*

- a. Found Property Storage 250
1. Storage shelving
  2. Bicycle storage racks
  3. Wire mesh enclosure with sliding door
  4. Adjacent to Sally Port, Storage Bays

## 19. *Firearms Training Range*

- a. Firearms Training Range 1,200
1. Training length: seventy-five (75) feet minimum
  2. Number of stalls: four (4)
  3. Retractable targets, oscillating type
  4. Security baffles at ceiling
  5. Acoustical separation from business uses
  6. Varied lighting levels, dimmable
- b. Ready Room 275
1. Utilize for classroom instruction and gun cleaning operations
  2. Visual monitoring of indoor range
  3. Acoustical separation from range
  4. Markerboard / tackboard area
  5. Gun cleaning counter with canopy exhaust hood
  6. Gun cleaning supply cabinet
  7. Adjacent to Firearms Training Range
- c. Control Room 125
1. Visual monitoring of Firearms Training Range and Ready Room
  2. Intercom system to firing line / shooting stations
  3. Lighting controls to Firearms Training Range
  4. Computer console position for range operations

## 20. *Armory / Arsenal*

a.	<u>Armory / Arsenal</u>	150
	1.	Storage of department issued firearms / ammunition, lockable
	2.	Gun cleaning counter
	3.	Canopy exhaust hood with light at gun cleaning area
	4.	Secured access to room
	5.	Floor drain
	6.	Storage cabinets
	7.	Equipment storage
	8.	Gun cleaning supply storage
	9.	FM-200 fire suppression in lieu of wet system
	10.	Adjacent to Indoor Firearms Training Range

## 21. *Police Explorer's Storage*

a.	<u>Police Explorer's Storage</u>	80
	1.	Storage shelving for equipment and supplies
	2.	Flag storage for color guard
	3.	Adjacent to Patrol Functions

## 22. *Vehicle Storage Bays*

a.	<u>Vehicle Storage Bays</u>	600
	1.	Storage of department Emergency Response Team (ERT) Van, one (1)
	2.	Storage of patrol bicycles, four (4) minimum
	3.	Storage of Speed Trailer, one (1) minimum
	4.	Storage of future equipment needs
	5.	Power for recharging of equipment
	6.	Overhead door access
	7.	Service sink for wash down of equipment and supplies
	8.	Access control at points of entry
	i.	Adjacent to staff vehicle parking, staff entry locations

### 23. *Toilets and Custodial Services*

a.	<u>Custodial Closets</u>	150
	1. Service sink / floor sink	
	2. Janitorial supply storage	
	3. Cart storage	
	4. Equipment storage	
	5. Floor cleaning machine(s) storage	
b.	<u>Toilet Facilities</u>	
	1. Public use (see Public Lobby)	
	2. Staff use (see Patrol Functions / Locker Rooms)	
	3. Administration use (see Administration)	
	3. <u>Department Visitor's / Civilian use 2 @ 60</u>	120
	4. Communications Center (see Communications / Dispatch)	
	5. Prisoner Processing (see Prisoner Processing)	
	6. Minimum of one per sex per floor, handicap accessible	

### 24. *Mechanical*

a.	<u>Boiler Room</u>	250
	1. Two boilers (preferred)	
	2. Dual use burners, preferred (gas / oil)	
	3. Hot water heater	
	4. Floor drains	
	5. Chimney breaching	
b.	<u>HVAC Equipment</u>	350
	1. Ducted supply and returns	
	2. High efficiency filters	
	3. VAV boxes	
	4. Individual temperature controls	
	5. Zoned systems	
	6. Host computer for automatic temperature controls (ATC)	
c.	<u>Emergency Generator</u>	<u>exterior enclosure on concrete pad</u>
	1. Automatic transfer switch at electrical switchgear	
	2. Diesel fired generator with day tank (double wall)	
	3. Muffler system	
	4. Acoustic / weather enclosure	

- d. Fire Suppression 100
1. Fully sprinkled facility
  2. Omit sprinklers in Communications Dispatch, Communications Equipment . Note: Obtain Fire Marshal approvals
  3. Institutional type sprinkler heads in high risk areas
  4. Code designed minimum to NFPA standards

## 25. *Circulation*

- a. Corridors within net to gross calculation
1. Five (5) feet wide, minimum
  2. Durable finishes on walls / floors
  3. Boot wash at points of staff entry
  4. Wet garment drying area at points of staff entry



## **SPACE NEEDS SUMMARY**

<b>Summary Sheet</b>	<b>Square Ft. required</b>
Public	580
Training Classroom / Community Meeting Room	1,240
Communications / Dispatch Center	660
Records Division	400
Administration	1,410
Traffic / Accident Reconstruction	230
General Office	400
Detective Bureau	1,270
Youth Bureau	280
Computer Forensics	280
I.T. Coordinator / Data Equipment	315
Union Room	65
Patrol Functions	4,090
Sally Port	900
Prisoner Processing	600
Detention	880
Evidence and Property	930
Found Property Storage	250
Firearms Training Range	1,600
Armory / Arsenal	150
Police Explorer's Storage	80
Vehicle Storage Bays	600
Toilets / Custodial Services	270
Mechanical	700
Circulation	net to gross
<b>Total Net Square Footage</b>	<b>18,180</b>
Net to Gross Factor	x 1.35
<b>Total Gross Square Footage Required</b>	<b>24,500</b>

## **EXTERIOR CONSIDERATIONS**

- a. Public Parking 12,800
1. Total number of spaces required = Forty (40) minimum preferred
  2. Vehicle drop off area
  3. Bollard protection at points of Public Entry
- b. Official Vehicle and Staff Parking 12,800
1. Official vehicle parking = Twenty (20) minimum
  2. Carport shelter for cruiser and official vehicle parking = Twenty (20) minimum, preferred
  3. Staff vehicle parking = Twenty (20) minimum, preferred
  4. Motorcycle parking required = up to two (2) for staff use
  5. Motorcycle parking on concrete pad
  6. Fenced enclosure of official vehicle and staff parking
  7. Restricted access
- c. Vehicle Impound 1,500
1. Total vehicle capacity = six (6) vehicles, maximum
  2. Fenced enclosure with access control
  3. CCTV monitoring of impounded vehicles
  4. Lockable gates
- d. Flagpoles
1. USA
  2. State
  3. Internal halyard
  4. Located at public entry
- e. Signs
1. Department identification
  2. Located at roadside
  3. Located on building
  4. Illuminated
  5. Conforms to Local Zoning
- 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 locations

g. CCTV Cameras

1. Monitoring of all points of entry, staff vehicles, impound locations
2. Color cameras
3. Pan –tilt- zoom cameras at critical areas of surveillance
4. Weatherproof housings
5. Pole mounted away from structure

h. Handicap accessibility

1. Entire facility to be designed for handicap accessibility

i. Plant Material

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

j. Trash Storage 175

1. Number of dumpsters required = two (2) including recycling dumpster
2. Dumpster enclosure with concrete pad
3. Approach zone for waste retrieval

k. Snow Storage w/in Landscape Setback

1. Provide snow storage capacity at parking areas / site design
2. Coordinate fencing locations with snow removal requirements

l. Exterior Hose Bibb Locations

1. Provide varied locations around building for maintenance requirements
2. Lockable access
3. Car rinse location at official vehicle parking / Sally Port approach

m. Communications Antenna 250

1. Ground mounted antenna tower possible due to site considerations
2. Radio signal transferred to repeater network throughout town

n. Outdoor Canine Run 100

1. Chain link enclosure on concrete pad
2. Shaded enclosure for two (2) dogs

## **SITE NEEDS ASSESSMENT**

<b>Site Requirements</b>	<b>Area Estimate (square feet)</b>
Visitor Drop Off / Approach	12,800
Visitor Parking	12,800
Cruiser Parking (Carport) / Official Vehicles	6,400
Staff Vehicle Parking	6,400
Vehicle Impound Area	1,500
Dumpster Enclosure	175
Sally Port Approach	1,000
Communications Antenna	250
Canine Run	100
<b>SUBTOTAL</b>	41,425
Building Footprint (two story assumed)	13,000
Landscaped Setbacks	25,000
Future Expansion Potential	6,000
<b>TOTAL SITE AREA</b>	85,425

**DIVIDED BY 43,560 = 2.0 ACRES (MINIMUM REQUIRED)**

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*Serving the Public Safety Community*

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