

Space Needs Assessment
for the
Wilton Police Department
Wilton, CT



September 2013
Updated: July 2015, December 2018,
August 2019

J H I

JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221 FAX (860)-828-9223

Space Needs Assessment for the Wilton Police Department Wilton, CT

<u>Table of Contents</u>	<u>Page Number</u>
GENERAL INFORMATION	1
GROWTH ESTIMATES	2
STAFF PROJECTIONS	3
SPACE NEEDS ASSESSMENT	4
1. Public	4
2. Training Classroom / Community Meeting Room / E.O.C.	5
3. Communications / Dispatch Center	6
4. Records Division	7
5. Administration	8
6. General Office	9
7. Detective Bureau	10
8. Youth Bureau	11
9. Computer Forensics	11
10. PBA / Union Room	11
11. Patrol Functions	11
12. Dormitory Spaces	14
13. Sally Port	14
14. Prisoner Processing	15
15. Detention	16
16. Evidence and Property	17
17. Armory / Arsenal	18
18. Toilets and Custodial Services	18
19. Mechanical	19
20. Circulation	19
STORAGE OUTBUILDING	20
1. Vehicle Storage Bays	20
2. Found Property Storage	20
3. Bulk Evidence Storage	20
FIREARMS TRAINING RANGE	21
1. Firearms Training Range	21
SPACE NEEDS SUMMARY	22
EXTERIOR CONSIDERATIONS	23
SITE NEEDS ASSESSMENT	25

GENERAL INFORMATION

Date: September 2013
Updated: July 2015, December 2018
August 2019

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

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

Primary Contact: John P. Lynch, 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

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	17,722	16,414	14,388

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	17,000	17,000
Citations	4,522	4,755	3,489	4,000	4,000
Traffic Stops	3,550	3,325	2,889	5,000	5,000

Police Department Vehicles:

Year	1993	2013	2023	2033
Cruisers (marked fleet)	?	17	17	17
Unmarked Cars	5	5	7	7
Animal Control Van	1	1	1	1
Emergency Response	?	1	1	1
Crime Scene	0	0	0	0
Other:				
Speed trailer	1	1	0	0
Patrol Bicycles	0	3	3	3
Total Motor Vehicles	?	24	26	26
Total Other	1	4	3	3

STAFF PROJECTIONS

Police Personnel:

Year	1993	2013	2023	2033
-------------	-------------	-------------	-------------	-------------

Sworn Personnel:

Chief of Police	1	1	1	1
Deputy Chief	1	1	0	0
Captain	1	1	2	2
Lieutenant	4	3	3	3
Administrative Sergeant	1	1	1	1
Detective Sergeant	1	0	0	0
Patrol Sergeant	6	5	5	5
Detectives	4	4	4	4
Youth Officers (S.R.O.)	1	1	2	3
Patrol Officers	20	27	26	26
Professional Development	(1)	(1)	(1)	(1)
Community Service	(0)	(.5)	(1)	(1)
Support Services:				
Emergency Communications	0	3	2	2
Records Division / Clerical	1	0	0	0
Administrative / Clerical	1	1	1	1
Animal Control	1 FT 1 PT	1 FT 2 PT	1 FT 2 PT	1 FT 2 PT
Professional Development	0	0	0	0
Other:				
Custodial	1	1	1	1

Total Positions (Sworn)	40	44	44	45
Total Positions (Civilian)	3 FT 1 PT	5 FT 2 PT	4 FT 2 PT	4 FT 2 PT
Total Positions (Other)	1	1	1	1

SPACE NEEDS ASSESSMENT

Square Footage
Proposed (net)

1. **Public**

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

2. *Training Classroom / Community Meeting Room / E.O.C.*

- a. Location
1. Direct access from Public Lobby for community use
- b. Training Classroom / Community Meeting Room / E.O.C. 800
1. Seating for forty (40) 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 400
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 / Data Equipment Center 200
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
 7. Network server location, rack mounted
 8. Patch panels for data network
 9. Networked system monitor and keyboard
 10. Tape storage for backup (fire rated)
 11. Acoustical control to adjacent spaces
 12. Adjacent to I.T. Coordinator

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 one (1)
 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 200
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, Captains, Conference Room
- b. Captain 150
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 150
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 200
1. Seating for 8-10 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. Administrative Assistant 200
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. Workroom / Office Supplies Storage 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. Toilet 60
1. Toilet / Sink
 2. Handicap adaptable design
 3. Locker storage (see Locker Rooms)
 4. Adjacent to Administrative Offices

6. *General Office*

- a. Community Relations / Outreach / Crime Prevention / Traffic / Accident
Reconstruction / Intern 200
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 50
1. Secured storage of Community Outreach / Crime Prevention equipment and supplies
 2. Adjacent to General Office

7. *Detective Bureau*

- | | | |
|----|--|-----|
| a. | <u>Detective Lieutenant's Office</u> | 150 |
| | <ol style="list-style-type: none"> 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 Bureau | |
| b. | <u>Detective Bureau</u> | 350 |
| | <ol style="list-style-type: none"> 1. Workstations for four (4) 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 | |
| c. | <u>Tactical Planning / Outside Agency Workroom</u> | 200 |
| | <ol style="list-style-type: none"> 1. Conference table seating for 8-10 2. Markerboard / Tackboard 3. Cable TV access 4. Video input and output 5. Adjacent to Detective Bureau 6. No natural light | |
| d. | <u>Equipment Storage Closet</u> | 50 |
| | <ol style="list-style-type: none"> 1. Equipment storage / supplies storage 2. Adjacent to Detective Bureau | |
| e. | <u>Interview Rooms</u> One (1) @ 65; One (1) @ 120 | 185 |
| | <ol style="list-style-type: none"> 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 | |

8. *Youth Bureau*

- a. Youth Bureau 250
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

9. *Computer Forensics*

- a. Computer Forensics Off-site
1. Maintain regional off-site approach
- b. Equipment Storage Closet 80
1. Equipment storage / supplies storage / computer spare parts storage
 2. Adjacent to Patrol Functions

10. *PBA / Union Room*

- a. PBA / Union Room 50
1. Workstation for one (1)
 2. File storage
 3. Independent telephone line
 4. Tackboard adjacent and within staff area

11. *Patrol Functions*

- a. Patrol Lieutenant's Office Two (2) @ 125 250
1. Workstations 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 300
1. Workstations for three (3), two (2) per workstation
 2. File storage, six (6) total, one (1) per Sergeant
 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 300
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 1,300
1. Male: Forty-Five (45) total patrol, minimum (not for civilian / dispatcher use)
 2. Female: Nine (9) 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 300
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 50
1. Clothing racks for department issued uniforms
 2. Equipment storage racks for department issued equipment
 3. Adjacent to Patrol Functions

- i. Laundry 50
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. 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.

12. Dormitory Space

- a. Bunk Room - large 200
1. Bunk bed capacity for four (4), maximum
 2. Utilize for storm-related emergencies, natural disasters, etc.
 3. Adjacent to Locker Rooms
- b. Bunk Room - small 100
1. Bunk bed capacity for two (2), maximum
 2. Utilize for storm-related emergencies, natural disasters, etc.
 3. Adjacent to Locker Rooms

13. 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

14. *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

- f. Interview Room 80
-
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

15. *Detention*

- a. Conforms to National Accreditation Standards
- b. Detention Cells 280
-
1. Total of 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. 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) 200
-
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

16. *Evidence and Property*

- a. Evidence Receiving 70
1. Temporary evidence lockers (varied sizes)
 2. Refrigerated temporary evidence lockers
 3. Computer workstation for one (1)
 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 250
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 See Storage Outbuilding
1. Located within Storage Outbuilding
- e. Vehicle processing see Sally Port
1. Utilize Sally Port

17. *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	

18. *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	

19. Mechanical

- a. Boiler Room 250
1. Two boilers (preferred)
 2. Dual use burners, preferred (gas / oil)
 3. Hot water heater
 4. Floor drains
 5. Chimney breaching
- b. HVAC Equipment 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. Emergency Generator exterior enclosure on concrete pad
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

20. 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

STORAGE OUTBUILDING

1. Vehicle Storage Bays

- | | | |
|----|--|-----|
| a. | Vehicle Storage Bays | 500 |
| 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 | |
| 9. | Adjacent to staff vehicle parking, staff entry locations | |

2. Found Property Storage

- | | | |
|----|---------------------------------------|-----|
| a. | Found Property Storage | 150 |
| 1. | Storage shelving | |
| 2. | Bicycle storage racks | |
| 3. | Wire mesh enclosure with sliding door | |
| 4. | Adjacent to Sally Port, Storage Bays | |

3. Bulk Evidence Storage

- | | | |
|----|--------------------------------------|-----|
| a. | Bulk evidence storage | 250 |
| 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 | |

FIREARMS TRAINING FACILITY

1. *Firearms Training Range*

- | | | |
|----|--|-------|
| a. | <u>Firearms Training Range</u> | 1,200 |
| | <ol style="list-style-type: none"> 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 7. Anticipate both static and downrange training activities | |
| b. | <u>Ready Room</u> | 275 |
| | <ol style="list-style-type: none"> 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. | <u>Control Room</u> | 125 |
| | <ol style="list-style-type: none"> 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 | |

SPACE NEEDS SUMMARY

Summary Sheet	Square Ft. required
Public	560
Training Classroom / Community Meeting Room	1,040
Communications / Dispatch Center	700
Records Division	400
Administration	1,080
General Office	250
Detective Bureau	935
Youth Bureau	250
Computer Forensics	80
Union Room	50
Patrol Functions	3,260
Dormitory Space	300
Sally Port	900
Prisoner Processing	580
Detention	480
Evidence and Property	570
Armory / Arsenal	150
Toilets / Custodial Services	270
Mechanical	700
Circulation	net to gross
Total Net Square Footage	12,555
Net to Gross Factor	x 1.35
Total Gross Square Footage Required	16,950

Storage Outbuilding	
Vehicle Storage Bays	500
Found Property Storage	150
Bulk Evidence Storage	250
Total Net Square Footage	900
Net to Gross Factor	x 1.10
Total Gross Square Footage	990

Firearms Training Facility	
Firearms Training Range	1,600
Total Net Square Footage	1,600
Net to Gross Factor	x 1.10
Total Gross Square Footage	1,760

EXTERIOR CONSIDERATIONS

- a. Public Parking 6,400
1. Total number of spaces required = Twenty (20) 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

Site Requirements	Area Estimate (square feet)
Visitor Drop Off / Approach	6,400
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
SUBTOTAL	35,025
Building Footprint (two story assumed)	8,500
Storage Outbuilding	990
Firearms Training Range	1,760
Landscaped Setbacks	20,000
Future Expansion Potential	6,000
TOTAL SITE AREA	72,275

DIVIDED BY 43,560 = 1.65 - 2.0 ACRES (MINIMUM REQUIRED)

Serving the Public Safety Community

JACUNSKI HUMES ARCHITECTS, LLC
15 MASSIRIO DRIVE
SUITE 101
BERLIN, CONNECTICUT
860-828-9221