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4 - POLICE DEPARTMENT

A) BUILDING / SITE ASSESSMENT, WITH EXISTING SITE PLAN.

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Building Assessment for Existing Swanzey Police Department

34 Eaton Road
Swanzey, New Hampshire 03446

History of Building:

The building was recently constructed in 2001. Site Plans by SVE Associates and Architectural Drawings by Weller & Michal Architects are dated July 10, 2000 for construction. It is a slab-on-grade structure, with CMU walls and a wood truss roof. The building is 3,000 SF with a 480 SF sally port to the back side. There are two small garage structures on site, which are used for additional storage. There is also a covered parking structure that provides a roof over 3 parking spaces to the back of the lot. The building was reportedly constructed on a shoestring budget with a lot of community volunteer labor.



Site Conditions from Brickstone Land Use Consultants:

The Swanzey Police department is located at 34 Eaton Road, a 2.42 acre lot in the Residential zone in Swanzey Center. It consists of a 3480 sf one story, CMU building with a 3 bay carport and two small storage outbuildings located to the rear of the station building. There are currently 12 fulltime police officers and 4 emergency management personnel working out of the facility. The facility operates 24 hours per day. This building also serves as the primary Emergency Operations Center for the Town of Swanzey.

Site Data:

- **Lot Size**, 2.42 acres
- **Land Assessed Value** – The 2013 town assessment of the land value is \$69,300.
- **Building Assessed Value** – The 2013 town assessment of the building value is \$465,900.
- **3 Phase Power** – 3 phase power exists at the site.

- **Site Access** – Single driveway on the south side of Eaton Road with adequate line of sight in each direction.
- **Topography** – The site is relatively flat extending approximately 180 feet into the site. It then becomes a forested slope at approximately 10-15% grade rising to the rear of the site.
- **Uplands/Wetlands** – No wetlands were visible at the site.
- **Soils** – NRCS soils maps indicate soil group 526 A/B (Caesar loamy sand) at the front half of the site and 143D (Monadnock fine sandy loam) at the rear half of the site.
- **Floodplain** – The property is not in the 100 year floodplain.
- **Site Configuration** – The existing site is rectangular, approximately 172' wide at the frontage and extends approximately 460'deep.
- **Sewer** – On site septic, installed 2000, capacity 500 gpd (25 occupants at 20 gpd).
- **Floor Drains** - None
- **Water** – On site well, installed _____, capacity ___ gpm, last tested _____, not registered as non-transient community well. (Well data not available)
- **Parking** – 25 paved parking spaces with one HC space plus carport for 3 vehicles. Seven police vehicles operate from the site. There are no ATV's or snowmobiles.
- **Site Lighting** – Flood lights located at building rear and on rear pole.
- **Propane/Oil** – Inside 375 gallon oil storage tank, outside 1000 gallon propane tank for emergency generator.
- **Special Equipment** – Outside security cameras mounted at building rear and at storage buildings; Emergency generator, 30 KW, tested weekly; The Fast Roads hub for the Town of Swanzey is located in the building.
- **Site Drainage** – One existing on-site catch basin drains to existing catch basin at Eaton Road.

Site Observations: Site visit on March 11, 2014

- Abutting properties to the north, east and west are all single family residences. Shift changes and nighttime operations will disturb neighbors.
- Inadequate on-site snow storage.
- Runoff from rear roof slope causing icing at rear parking.
- Runoff at rear parking seeps under rear sallyport door.
- Inadequate covered parking for all police vehicles.
- Sewer line freezes in winter.
- Inadequate site lighting for public areas and secure areas.
- No motion sensors or lighting timers.
- No separation of public parking from secure area
- Inadequate impoundment area.
- Outside vehicle washbay with no area drain.
- Inadequate number of parking spaces for employees, police vehicles and public.
- No van accessible handicap parking.
- No parking lot striping.

Structural Conditions from Thayer Fellows PE:

The single story structure is a relatively new. It is very simple and structurally well built. The exterior walls are 8" split face concrete masonry. The roof framing is constructed with pre-engineered/pre-manufactured full span wood trusses. We found shop drawings detailing the design criteria and construction details. The trusses meet current construction codes. The masonry walls appear to be well founded. We did not observe unusual cracks in the masonry walls or concrete floor slab. Floor loading on the concrete slab is not an issue. There is no attic loading.

The full span design of the trusses provides future flexibility for locating interior partitions. Therefore, the interior layout may be adjusted in any manner the department and community desires. Larger span windows or doors on exterior surfaces would require design analysis for lintels. The concrete floor slab can support all expected loads.



Architectural Exterior Condition:

The 3-tab asphalt roof shingles are in poor condition and nearing their useful life. They need to be replaced relatively soon. There are vinyl roof soffits, gable siding and trim, that is in fair to good condition. There is roof drainage at the corner where the main roof meets the sally port, and at the other side of the sally port, intensified by the roof diverter and exacerbated where the drip edge of the roof is damaged. There is staining on the exterior block from splash back and the snow pile up. This has created the worst of the interior mold in this corner.

Doors are painted steel with lever handles. Windows are double glazed with clad exterior.



There is one accessible entrance, which is the main entrance. There is an exterior door to the training room and another exterior door to the patrol room, which are not accessible. Additionally, there is a door to the mechanical room (only accessed from the exterior), which is not accessible. 60% of entrances and exits are required to be accessible. Unusual impediments to accomplishing this requirement do not appear to be present.

There are a couple of cameras on the exterior of the building, but they are in vulnerable locations, that are behind corners, and not monitored. This should be reconsidered for officer safety.

Deficiencies and maintenance issues with this building can be handled relatively easily in the normal maintenance budget cycle.

There is significant soffit mold/mildew build up at the exterior entry. The wood trim on the exterior posts is too close to the ground and has rotted.



On the west wall there is what appears to be an abandoned antenna wiring that can be removed.



Envelope / Insulation Conditions – General Comments:

The ceilings in the trusses have approximately 12” of loose fiberglass, which meets minimum current code requirements. It has been matted down over the years with foot traffic and now has two feet of blown in insulation on the attic floor, installed 3 years ago by Builders Installed Products.

Insulation is poor on the outside masonry walls. It is assumed the 8” masonry walls have 3” polystyrene inserts, as that is called out on the drawing specifications. Current energy code requires continuous masonry wall insulation with a minimum thermal resistance of 11.4 for non-residential buildings. A few of the 8” masonry exterior walls have had rigid insulation installed on the interior surface of the walls when a room was renovated, but not enough to meet the code requirement for continuous insulation. The drawings also indicate 48” depth of foundation insulation, to the interior of the foundation wall, and no under slab insulation. This meets code

requirements, although under slab insulation is recommended in new buildings, as is continuous insulation to the exterior of the foundation and to the exterior of the above-grade wall alike, for better thermal efficiency, and reduced through wall condensation. There are definitely issues with condensation and mold inside the building and at the exterior ceiling of the entry as well.

Architectural Interior: - (Also see enclosed Public Safety Strategies Group Facilities Assessment, page 7, for additional information.)

The main issue on the interior is the overcrowding of space. There were seven police officers and three administrative positions in 2000, and today there are twelve police officers, two administrative positions, and an emergency operations position. For the number of residents in town, the Police Chief suggested they should actually have fifteen officers, and that he expects the staffing to continue to grow.

The entry area has painted block walls with a window into dispatch and a locked door into the station. Floors are VCT in the entry and the hall, and the ceilings are painted gypsum board. The accessible bathroom off of the entry seems to meet those requirements, but current code requires an accessible bathroom for each sex. The janitor closet is full and does not have a mop sink, which is required by plumbing code.

The dispatch office appears to be overcrowded with file storage, and has an accessible bathroom with more file storage, which negates its accessibility and wheelchair turn around space.

The training room has several storage units located in it, as well as file storage, a printer and copier, a kitchenette with no designated recycle or trash storage. There is a make shift recycle area in one of the hallways. The floor is carpeted, with VCT at the kitchen area. Walls are painted gypsum board. Walls are painted block and painted gypsum board interior partitions. The ceiling is painted gypsum board with fluorescent lights. The finishes appear to be in good condition. There is a projection screen and corner mounted TV to one side of the room. There is a T-8 connection hanging from the ceiling that was added after the building was originally constructed.

The storage closet in the the training room has the server in it, ammunition, and half of an oil tank. It is a hot room, despite some modifications to the ductwork that were made to let air in and out of that room.

The locker room and its storage areas are inadequate in size. There is a serious problem with mold in this area, as well as in the sally port, which gets washed down regularly.

For the most part, finishes are in good condition, except in the problem areas where mold continues to grow. The building interior is very overcrowded.

Mechanical Conditions from WV Engineering Associates, PA:

Sprinkler

- The building is not sprinklered.

Plumbing

- The building has a well water system which includes particulate filtration and a water filtering system.
- Domestic hot water is provided with an electric storage type heater located in the mechanical room.
- Toilet fixtures include tank type water closets, flush valve type urinal and wall mounted lavatories. Fixtures appear to be ADA compliant.



HVAC

- The building is heated and cooled with a single zone oil fired furnace and exterior air cooled condenser. There is no means of providing direct outdoor air ventilation.
- Bathrooms are provided with ceiling exhaust fans. The data room is provided with a transfer fan.



Electrical

- The building has a 120/208 volt, single phase electric service. There is a 25 kW propane fired standby generator and transfer switch. The building is primarily lit with fluorescent fixtures which utilize T8 lamps.
- There is an ESC-Series 1500 with smoke detector, pulls at the exterior doors and horn/strobe. Coverage appears complete.
- The building is provided with battery type exit and emergency lights.





Swanzey Police Department Facilities Assessment



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Table of Contents

Overview	1
Entry and Front Desk	2
Administrative Offices.....	4
Chief's Office	4
Lieutenant's Office.....	5
Sergeant's Office	5
Detective's Office.....	6
Patrol Area	7
Storage.....	8
Evidence Room	9
Lock Up / Booking	10
Sally port	10
Locker Rooms	13
Training Room.....	15
Armory.....	17
Building Utilities	18
Impound	19
Exterior Storage	19
Parking	20
Security	21
Workout Facilities	22
Findings and Summary	22
Entry and Front Desk.....	22
Administrative Offices.....	22
Patrol Area.....	22
File Storage	22
Evidence Room	23
Lock up / Booking	23
Sally port.....	23
Locker Rooms	23
Training Room	23

Armory	23
Building Utilities	23
Impound.....	23
Exterior Storage.....	24
Cruiser Parking	24

Photograph 1: Mold / Water Damage Above Entry Door	2
Photograph 2: Entryway Showing Non-Reinforced Door.....	3
Photograph 3: Administrative Office	3
Photograph 4: Entrance ADA Compliant Restroom in Administrative Office	4
Photograph 5: Chief’s Office	4
Photograph 6: Lieutenant’s Office	5
Photograph 7: Sergeant’s Office.....	5
Photograph 8: Storage Created in Sergeant’s Office.....	6
Photograph 9: Detective’s Office	6
Photograph 10: Officer’s “Mailroom”	7
Photograph 11: Officer Bulletin Board Area.....	8
Photograph 12: Report Writing Areas.....	8
Photograph 13: Evidence Room.....	9
Photograph 14: Booking and Holding Area	10
Photograph 15: Sally Port – Right Hand Side Storage	11
Photograph 16: Sally Port – Right hand Side Mold.....	12
Photograph 17: Sally Port Storage and Mold Center.....	12
Photograph 18: Sally Port Storage Front Left.....	13
Photograph 19: Restroom and Shower Facility	14
Photograph 20: Officer Lockers	15
Photograph 21: Training Room – Parking Lot Entrance Door	16
Photograph 22: Break Room Facilities in Training Room	16
Photograph 23: Emergency Management Storage in Training Room	17
Photograph 24: Training Room – Table.....	17
Photograph 25: Armory – Inside Training Room	18
Photograph 26: Building Utilities – Unprotected	18
Photograph 27: Impound.....	19
Photograph 28: Exterior Storage II – Unsecured.....	20
Photograph 29: Exterior Storage II – Unsecured.....	20
Photograph 30: Cruiser Parking	21

Overview

The Swanzey Police Department occupies a single story cinder block facility. The building sits on slab. Above the main floor, there is a partial attic, accessed by a scuttle. The location of the police department is in a residential area. When facing the facility, there is public parking on the right along with a few spaces directly in front of the facility. Parking for the department police is in the back of the facility. Department members must traverse the public parking when leaving to answer a call. Lighting is somewhat limited.

The inside of the building consists of a front desk area, offices, a shared training room, patrol area, evidence storage, weapons storage, lock up, and a bathroom with shower.

Walls throughout the building are predominately cinder block painted white, leaving the building somewhat cold in temperature, and uninviting aesthetically. Interior walls are sheetrock. Office floors are covered with a low pile style carpet and hallways are covered with industrial styling tile flooring. The sally port is poured concrete. Electrical outlets in each of the offices is limited and not located in optimum areas.

Interior storage is limited forcing the department to store files outside in a shed, leaving the material susceptible to damage.

In the sally port and in closets there is visible mold.

The training room is shared space. In addition to the fact that the space is shared there is a considerable amount of material stored in the room. Off the room is the armory. This is of concern as the training room is also used a community room, and members of the community use the facility.

The department does not have proper interview room nor does it have proper holding facilities for juveniles and/or women.

While the general office space is adequate for the current size of the facility department growth is not possible. The current condition/location of the break room, training room, holding facilities, file storage, and armory are not appropriate, and evidence storage is at capacity.

The department is in need of additional space and improved functionality of existing space.

Expansion of the facility is limited to the back part of the lot. In order to achieve this, the town would need to take down trees and grade the lot to create additional flat area.

The following provides specific details on the individual spaces within the facility.

Entry and Front Desk

There is a small overhang in front of the main entry doors. On the ceiling of the overhang there is evidence of water damage/ mold.

Photograph 1: Mold / Water Damage Above Entry Door



As you enter the building, there is a small waiting area. Inside this waiting area, on the left, is the “front window” / desk area. This space originally designed as a dispatch area has bulletproof glass. The windows of this space, which face the street, do not have bulletproof glass, nor are the walls reinforced.

The door from the entryway to the main area of the department is not reinforced. There is a camera in the entryway. The entryway does not provide a desk/chair or writing area for citizens who might want to make a police report.

Adjacent to the entryway on the right is the emergency management office. Recently the door from the entryway to the emergency management office was blocked off so that there is no longer access to the office from the main entry.

The current use of the front desk area is for administrative purposes. The administrative assistant greets the public from this location, monitors the cameras, and maintains department paperwork in this location.

Photograph 2: Entryway Showing Non-Reinforced Door



Photograph 3: Administrative Office



An ADA complaint restroom is located in the front desk area as this was the area planned for dispatch. There are not any public restrooms in the area adjacent to the entryway (previously described) nor in the training room. When community members use the training room, they must enter the police area in order to use another ADA compliant restroom.

Photograph 4: Entrance ADA Compliant Restroom in Administrative Office



Administrative Offices

Chief's Office

The chief's office is located in the main hall toward the front of the building. The chief's office has adequate workspace, and the room allows for a desk and file storage for the chief. However, the space does not afford the chief the space to have a small conference table. Given the lack of conference / interview space within the facility, the lack of the additional space within the footprint of the chief's office does not allow the chief to meet with officers or members of the public private.

The chief's office has a traditional window that is not reinforced or alarmed.

Photograph 5: Chief's Office



Lieutenant's Office

The lieutenant's office is in the main hallway appropriately located next to the chief's office. The office space barely allows for the desk, file cabinet, and chairs for employees to use should they need to meet with the lieutenant. Moreover, if the department experiences its expected growth, it would be difficult for two lieutenants to share the office even if working different shifts, as there is not any additional storage capacity.

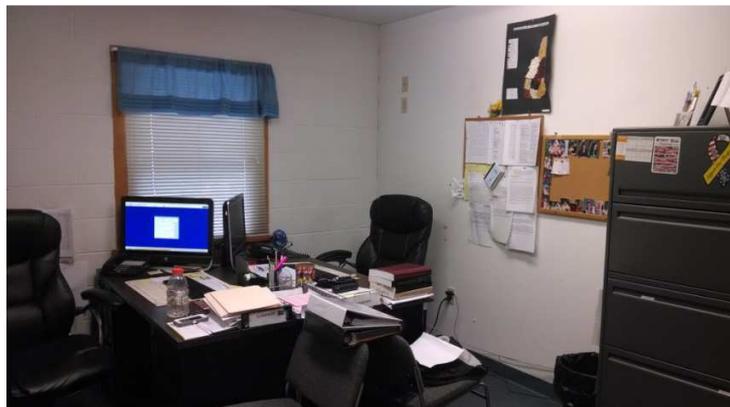
Photograph 6: Lieutenant's Office



Sergeant's Office

The sergeant's office is at the end of the main hallway adjacent to the lieutenant's office. Currently two sergeants share the space. The area has one file cabinet and two additional chairs in case a sergeant needs to meet with an officer. The small space however, does not allow for a small table prohibiting sergeants and officers from reviewing material with one another. To the right of the file cabinet, there is a storage closet that was added after construction of the building. The layout of the electrical in the room is inadequate and electrical cords run in areas close to where people walk.

Photograph 7: Sergeant's Office



Photograph 8: Storage Created in Sergeant's Office



Detective's Office

The detectives office is adequate in size.

Photograph 9: Detective's Office



Patrol Area

The patrol area is located on the back side of the building. Entrance is through the main hallway or through the back door. The patrol area is “open”, occupying what could be considered an expanded hallway, and consists of a “mailroom” – essentially a cabinet with an open set of slots from where officers retrieve mail, bulletins, and other similar notices. There is a single desk at which there are various notices posted. In addition, there are two work stations at which officers write reports.

Paperwork written by the officers is in full view of anyone entering the area. Radio traffic is easily heard by anyone in the area. When juveniles or females are booked at the station they are housed in the patrol area which is of concern related to both safety and confidentiality.

When prisoners are released they are escorted through the patrol area to the front door exposing the material in the officers workspace to people who are not members of the department.

The patrol area lacks proper interview space.

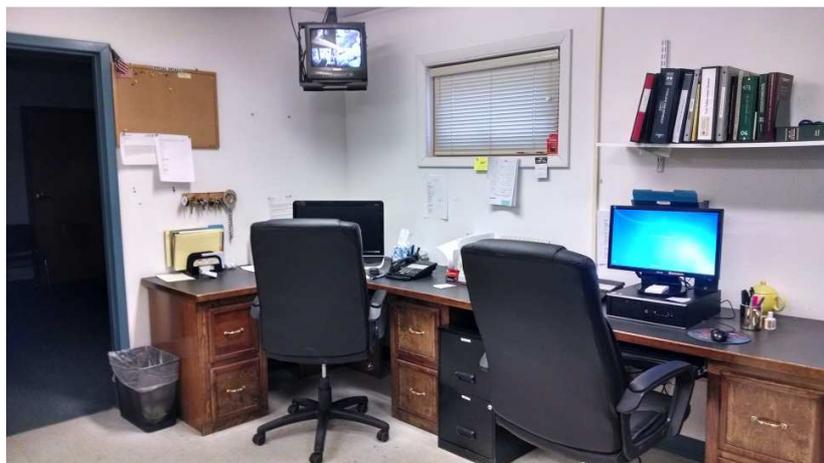
Photograph 10: Officer’s “Mailroom”



Photograph 11: Officer Bulletin Board Area



Photograph 12: Report Writing Areas



Storage

The station lacks storage space. Critical department files are located in closets, the sally port, and in exterior sheds. The interior storage consists mainly of cardboard boxes housed in closets. Within the closets, mold is evident. Additional storage is located in two sheds outside of the main station. The outdoor sheds are not weather tight, do not have monitoring (such as cameras), and are susceptible to rodent intrusions.

General storage does not have a chain of custom process in place, as all files can be accessed by any member of the department

Storage of police equipment is also limited. There is not a quartermaster area, but rather, items needed by department members (such as uniforms or equipment) are stored in makeshift storage units in the sergeants office.

Storage for impounded items is located in a chained link area outside the station just off the cruiser parking area. The impound is poorly lit, and not adequately covered by cameras.

The facility lacks a storage area for extra equipment and supplies.

Evidence Room

The evidence room is located off the patrol area. Procedures are in place to ensure proper chain of custody. However the department is reaching capacity in the evidence room.

Photograph 13: Evidence Room



Lock Up / Booking

The lock up / booking area is located in the back of the building. Access is gained through the patrol room, either from the main hallway, the back door of the building, or through the sally port. The police department does not have actual cell space, but rather books prisoners, and detains them on a single bench with a bar attached to the wall. This set up does not allow separation of detainees when multiple parties are under arrest. The lock up / booking area also does not meet mandates related to the separation of females and juveniles. When females and juveniles are held, most often the department house them in the patrol room until transfer occurs.

The intoxilizer is to the rear of the booking area. If someone is already in the holding area, an officer has to wait until the area is clear before using the equipment.

Photograph 14: Booking and Holding Area



Sally port

The sally port is located to the rear of the building off the shared (department and visitor) driveway. The structure offers on bay of parking and requires officers to drive in, and then back out of the space.

The floor is a flat poured concrete surface. There is not any drainage in the sally port, so in the winter water / moisture accumulates in the area when cruiser are parked in the sally port during inclement weather. The lack of proper drainage also prohibits department members from washing the cruisers.

Currently the sally port also acts a storage location. A sally port is an improper storage location and creates a significant safety concern. Officers must bring detainees into the building through the sally port and there are several items which could become a weapon.

Trash is stored in the sally port as there is not a dumpster available outside of the building.

Mold is present in several areas. Despite efforts by the department to remove the mold, it continually reappears.

Photograph 15: Sally Port – Right Hand Side Storage



Photograph 16: Sally Port – Right hand Side Mold



Photograph 17: Sally Port Storage and Mold Center



Photograph 18: Sally Port Storage Front Left



Locker Rooms

The department lacks proper locker room facilities. The lockers are located in a converted office off the patrol room. In addition to housing the lockers, this room is also used for file storage. The lockers themselves are substandard and do not provide ventilated space for vests or boots.

There is not a separate facilities for male / female officers.

There is a single shower located in a restroom across the patrol room. If an officer wants to use the shower, they must cross the patrol area, in which a detainee could be sitting.

Photograph 19: Restroom and Shower Facility



Photograph 20: Officer Lockers



Training Room

The training room is located in the front of the building. Access is gained either through the mail hallway of the police department or through a door from the parking lot. The door to the training room is reinforced, but windows are not.

While called a training room, the space is used as a multipurpose room. The break area is located within the training room, as is the armory, and emergency management office.

Community groups use the training room often for meetings as do various town boards. Due to the lack of interview space, officers may use the space to interview suspects or victims and the space is improper for this purpose.

Given that the emergency director can only access his office through the training room, it is not unusual that he may need to walk through training room when it is in use by others. The emergency management director also uses one end of the training room for storage.

Near the table in the training room are large – plot style printers, a copy machine, and other various items.

The armory is located in what is essentially a closet in one corner of the training room. The armory does not have a reinforced door nor a camera monitoring entry. This presents a safety concern.

Photograph 21: Training Room – Parking Lot Entrance Door



Photograph 22: Break Room Facilities in Training Room



Photograph 23: *Emergency Management Storage in Training Room*



Photograph 24: *Training Room – Table*



Armory

The armory is located in the training room and is accessed through a simple wooden door. The location and space is inappropriate.

Photograph 25: Armory – Inside Training Room



Building Utilities

Building utilities are in plain view of the street, but on the blind side of the building. There are not any cameras in the area, which is easily accessible from neighboring properties.

Photograph 26: Building Utilities – Unprotected



Impound

The impound is located to the rear of the property past the cruiser parking. The space is adequate in size, but does not afford covered storage of items that might be larger and require storage outside rather than in the evidence room. The impound is not fully monitored by cameras.

Photograph 27: Impound



Exterior Storage

Outside the building, next to the impound area are two storage units. They are essentially sheds that have been placed on the property to address the lack of interior storage space. The sheds are not monitored by cameras, are not weather or rodent proof and are susceptible to a range of temperatures.

Photograph 28: Exterior Storage II – Unsecured



Photograph 29: Exterior Storage II – Unsecured



Parking

Cruiser parking is located at the back of the property. While separated by a wooden fence, a neighbor's house is located in the same area. While care is taken to keep noise down by not testing the cruisers lights and sirens during shift change, the cruiser come and go at all hours of the day.

There is space for some cruisers under cover, the rest are parked in the elements. The driveway area directly in front of the cruiser parking experiences drainage issues.

The location of the cruise parking requires that officers drive through the public parking area when they are leaving to go on calls.

Public parking is toward the front of the property. This is adequate parking for general daily use, but the area is overcrowded when meetings occur. Visitors must walk across the parking lot through the driveway area to the cruiser parking. Due to the residential location, lighting is less than ideal in the parking area.

Photograph 30: Cruiser Parking



Security

There are nine cameras covering various areas both inside and outside the PD. These cameras are older models and types. Each is connected to an active DVR which is set to record and store on a 10 day cycle. The cameras are monitored in the front receptionist area until 1600, and officers can view the camera in the report writing area. There is no camera coverage on the driveway side of the building leading to the rear of the building and no coverage on the cruiser parking area under the roof cover.

There is no perimeter security for the building. There is only one fence on the driveway side but it is not to code or to prevent entry. There are no fences or cameras on the "blind" side of the building where the propane tank is located, and where the shed housing reports is located.

There is no camera focused on the evidence room door.

The entrance way to the PD is secured with a wooden interior level door. All ground level glass (windows-door) are standard glass not BR security glass.

There is not a gate preventing access to the rear of the department. There is only a very small sign to the right prohibiting parking beyond a certain point. The lack of camera coverage makes it impossible to monitor this area.

The building is not equipped with a sprinkler fire suppression system.

Workout Facilities

The department lacks a workout facility despite that officers are required to meet fitness standards in order to maintain certification.

Findings and Summary

The following is a summary of the major findings.

Entry and Front Desk

- This mold need to be remedied.
- Entrance doors should be reinforced.
- Windows should be blast resistant.
- The facility needs to have appropriate space for the community members to obtain information and write / file reports.
- An ADA compliant restroom should be accessible to the public.

Administrative Offices

- The chief's office needs access to conference space, either contained within the footprint of the office or in adjacent space.
- The lieutenant's and sergeant's offices need to be large enough to accommodate a small table facilitating discussion / meetings as needed.
- Windows should be reinforced and alarmed.
- Electrical outlets should be plentiful enough to eliminate cords that run across areas where people walk.
- The detective does not have access to proper interview rooms.

Patrol Area

- The patrol area needs to be more private.
- The patrol area should not be used to house prisoners.
- The patrol areas needs proper interview rooms

File Storage

- The department needs proper storage

Evidence Room

- The department needs more evidence space.

Lock up / Booking

- The department needs a lock up / booking area that conforms to standards.

Sally port

- The department needs a sally port that has proper drainage.
- The department needs more storage to eliminated storage in the sally port area.

Locker Rooms

- The department needs proper lockers.
- The department needs separate male and female locker rooms.
- The department needs restroom facilities contained in the locker rooms.

Training Room

- The department needs a proper training room that is used only for trainings and meetings.
- The department needs a proper break room to eliminate this function in the training room.
- The department should not have a separate department housed int eh training room. (emergency management can be part of the police department, however the office should not be in the training room)

Armory

- The department needs proper space for the armory, this should not be located off a public space.

Building Utilities

- The department needs to shield utilities from public view.
- The department needs to use cameras to monitor the utilities.

Impound

- The department needs some covered impound space.

Exterior Storage

- The department needs proper storage and should discontinue use of outside storage that is not secure.

Cruiser Parking

- The department needs better delineation of public and department parking.
- The department would benefit from one way traffic flow.

To improve functionality and ensure conformance with standards, the police department needs an improved or updated facility. Given the neighborhood location of the facility, the town should consider relocating the police department and incorporating it into a public safety building or as part of a town wide complex.

SCULLY / ARCHITECTS

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4 - POLICE DEPARTMENT B) PROGRAM

Police Dept Draft Program Summary

PROJECT
Swansey Municipal Masterplan

Police Dept
DATE 8.19.14

Primary Areas Room Name	Capacity (Persons)	Number Rooms	Notes	Area / Person	Proposed Area Net SF	Existing Building Area	
Entry Way		p			224	96	
Administrative Office					252	240	
Chiefs Office					224	132	
Lieutenants Office					168	132	
Sergeants Office					288	198	
Detective Office					144	132	
Interview Room					30	0	
Interview Room					30	0	
Interview Room					80	0	
Training Room					864	320	
Training Room Storage					60	0	
Patrol					288	221	
Booking / Intoxilizer					35	35	
Booking / Holding					40	40	
Juvenile					36	0	
Adult Holding					36	0	
Female Holding					36	0	
Armory					288	56	
Evidence					360	120	
OEM					252	120	
Conference Room					192	0	
Copy / file Records Room					288	0	
Circulation Walls							
Subtotal (Net SF)					4215	1842	
Support Spaces							
Male Locker Rooms					216	180	
Female Locker Rooms					144	0	
Restrooms (Small)			4 @ 48 sf ea		192	208	
Restrooms (Large)			2 @ 80 ea		160	0	
Weight Room					320	0	
Kitchen					80	0	
Janitor Supply Room					32	10	
Server Room					36	0	
Electrical / Utility Room					80		
Mechanical Room					200	96	
File Storage					80	320	
Equipment Storage					320	0	
Sally Port					1248	480	
Covered Parking (3) Spaces					965	600	
Subtotal (Net SF)					4073	1894	
Total Program Area (Net SF)					8288	3736	
Schematic Design SF Factor							
Walls and Circulation					28%	3232	364
Subtotal of Adjustment Factors					28%	3232	364
Gross Area SF					11520	4100	

General Comments and Notes:

Projected Parking Needs

Visitor / Personnel Vehicles Current 19, Projected 48 (based on Training/Community Rm seating of 36)

Patrol 9 spaces plus 3 covered



Swanzey Police Department Future Facility Needs

Presented by:

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Table of Contents

Overview	1
Option I: Retrofitting the Existing Facility.....	1
Option II: Building a New Station.....	1
General Space Requirements	2
Building.....	2
Parking	3
Room Descriptions	4
Entry Way	4
Administrative Office.....	4
Chiefs Office	5
Lieutenants Office.....	5
Sergeants Office	5
Detective Office	5
Interview Rooms (2 small)	6
Interview Room (1 large)	6
Male Locker Rooms.....	6
Female Locker Rooms.....	6
Training Room	7
Training Room Storage.....	7
Patrol	7
Booking / Intoxilizer.....	7
Booking / Holding.....	8
Holding Cells (3)	8
Armory	8
Evidence.....	9
OEM	9
Restrooms (6)	9
Weight room	10
Kitchen.....	10
Conference Room.....	10
Copy/File Records Room.....	10

Janitor Supply Room	11
Server Room	11
Electrical / Utility Room.....	11
File Storage (currently outdoors)	12
Equipment Storage	12
Sally port.....	12

Overview

The Swanzey Police Department occupies a single story cinder block facility in a residential neighborhood. The facility is not adequate for the current size of the department, it does not offer proper storage, lockers, patrol space, training space, meeting space, or holding facilities.

There are two options for addressing the space. The first is retrofitting the existing station either by adding a second story (if the structure can support a second story), or constructing a new facility.

Option I: Retrofitting the Existing Facility

Pros

- The town could use existing space
- The costs may be lower than secure a new space

Cons

- Neighbors might oppose an expanded facility
- The building might not support a second story, requiring expansion toward the back of the facility which would entail cutting down trees and grading
- The town would need to provide interim accommodations for the department while renovations are underway

Option II: Building a New Station

Pros

- The entire Building would comply with the requirements of the latest Building Codes
- The town could eliminate the department from being located in a residential neighborhood
- The town could maximize its building efforts by combining, at a minimum, police and fire, along with emergency management which would enable development of an emergency operations center, shared training space, shared workout space, and the potential for shared administrative services
- A new building could expand the sally port to two cars and allow drive through access

Cons

- The town needs to secure land
- Building costs may exceed retrofitting costs

- Interim changes are required even if a new station is built (i.e. mold removal, improved storage, proper lockers)

General Space Requirements

The following provides the current¹ and projected space needs.

Building

Room Type	Present			Future		
	Dimensions		Total	Dimensions		Total
Entry Way	12	8	96	14	16	224
Administrative Office	20	12	240	14	18	252
Chiefs Office	12	11	132	14	16	224
Lieutenants Office	12	11	132	12	14	168
Sergeants Office	18	11	198	16	18	288
Detective Office	12	11	132	12	12	144
Interview Room 1	0	0	0	5	6	30
Interview Room 2	0	0	0	5	6	30
Interview Room 3	0	0	0	8	10	80
Male Locker Rooms	18	10	180	18	12	216
Female Locker Rooms	0	0	0	12	12	144
Training Room	16	20	320	24	36	864
Training Room Storage				6	10	60
Patrol	17	13	221	18	16	288
Booking / Intoxilizer	7	5	35	7	5	35
Booking / Holding	8	5	40	8	5	40
Juvenile	0	0	0	6	6	36
Adult Holding	0	0	0	6	6	36
Female Holding	0	0	0	6	6	36
Armory	7	8	56	16	18	288
Evidence	15	8	120	18	20	360
OEM	12	10	120	14	18	252
Restroom 1	6	8	48	6	8	48
Restroom 2	7	10	70	6	8	48
Restroom 3	6	7	42	6	8	48
Restroom 4	6	8	48	6	8	48
Restroom 5	0	0	0	8	10	80
Restroom 6	0	0	0	8	10	80
Weight room	0	0	0	16	20	320

¹ Space allocations derived from approximations on building plan.

Room Type	Present			Future		
	Dimensions		Total	Dimensions		Total
Kitchen	0	0	0	8	10	80
Conference Room	0	0	0	12	16	192
Copy/File Records Room	0	0	0	16	18	288
Janitor Supply Room	2.5	4	10	4	8	32
Server Room	0	0	0	6	6	36
Electrical / Utility Room	8	12	96	8	10	80
File Storage (currently outdoors)	16	20	320	8	10	80
Equipment Storage	0	0	0	16	20	320
Sally port	20	24	480	48	26	1248
			3136			7123

Parking

The following shows the current and projected parking needs.

Type	Current	Projected
Visitor / Personnel Vehicles	19	48 ²
Patrol	8	12

² This number is projected based on a 36 seat training / community room

Room Descriptions

The following provides a description and needs for each room.

All areas should have overhead lighting and acoustic ceilings. Individual offices should have individual light control and the capacity for task lighting. Walls should be sound proof for interview rooms and holding areas, all other areas should be sound sensitive.

Entry Way

Purpose

- Greet members of the public, provide for space to file reports and obtain information for the public, and provide display space for department memorabilia.

Flooring

- Tile / Linoleum / hard surface.

Furnishings

- Table, 2 chairs, information board/rack, display case.

Relationship

- Near administrative office.

Special Features

- Bright with ample windows (bullet resistant).

Security

- None while building open, secure door from entry way to main areas of station.

Administrative Office

Purpose

- Conduct department administrative duties, general filing, coping and support services. Adjacent to entryway.

Flooring

- Carpet.

Furnishings

- Counter at window, four large four draw file cabinets, work counter, copy machine, L-shaped desk, and chair, CCTV monitor (out of public view).

Relationship

- Near chiefs office and entry way.

Security

- Reinforced door to entryway, bullet resistant glass to entryway.

Chiefs Office

Purpose

- Perform supervisory duties, meet with department members and members of the public.

Flooring

- Carpet

Furnishings

- L-shaped desk, and chair, small table and two chairs, lateral file cabinet, small coat closet.
- Near administrative office and conference room.

Lieutenants Office

Purpose

- Perform supervisory duties, meet with department members and members of the public.

Flooring

- Carpet

Furnishings

- Two L-shaped desks and chairs, small table and two chairs, two four drawer file cabinets, small bookcase.

Relationship

- Near conference room.

Sergeants Office

Purpose

- Perform supervisory duties

Flooring

- Carpet

Furnishings

- Two desks and chairs, small table and two chairs, two four drawer file cabinets, small bookcase.

Relationship

- Near lieutenants office

Detective Office

Purpose

- Perform detective function.

Flooring

- Carpet

Furnishings

- L-shaped desk and chair, small table and two chairs, four drawer file cabinet, small bookcase.

Relationship

- Near sergeants office

Interview Rooms (2 small)

Purpose

- Suspect/Complainant interview.

Flooring

- Tile / Linoleum / Hard surface

Furnishings

- Table, three chairs.

Relationship

- Near detective and patrol (ideally with back door hallway access and separated in a manner to interview suspects and complainant without the parties to view on another upon entry, one should have a one way mirror to detectives)

Interview Room (1 large)

Purpose

- Suspect/Complainant interview.

Flooring

- Tile / Linoleum / Hard surface

Furnishings

- Table, six chairs.

Relationship

- Near patrol (ideally with back door hallway access, suitable for family interviews/meetings)

Male Locker Rooms

Purpose

- Storing uniforms, showering, restroom facilities for employees.

Flooring

- Tile / Linoleum / Hard surface

Furnishings

- Eighteen large lockers, benches, two showers, two toilets, two sinks.

Relationship

- Near patrol

Female Locker Rooms

Purpose

- Storing uniforms, showering, restroom facilities for employees.

Flooring

- Tile / Linoleum / Hard surface

Furnishings

- Six large lockers, benches, one shower, one toilets, one sinks.

Relationship

- Near patrol

Training Room

Purpose

- Training, meetings, community / government use.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- 22 training tables (accommodating two people per table (20), plus supply tables 2), 40 chairs, lectern, rolling white board, counter for refreshments, sink, small refrigerator, AV cart. (AV – also integrated in ceiling)

Relationship

- Entry way with parking lot access

Training Room Storage

Purpose

- Store equipment and supplies for training programs and events.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Rolling racks for folding tables, chairs, and training mats, storage cabinet.

Relationship

- In Training room

Patrol

Purpose

- Report writing, research, roll call, mail/bulletins.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Long desk - height counter with three L extension for report writing stations, overhead cabinets, six chairs.

Relationship

- Near sergeants and locker room

Booking / Intoxilizer

Purpose

- Testing OUI suspects.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Intoxilizer station (needs to be properly vented to insure clean ambient air).

Relationship

- Sallyport

Special Features

- Bright with ample windows (bullet resistant)

Security

- High level limiting access to main area of station.

Booking / Holding

Purpose

- Booking and temporary holding of prisoners.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Holding bench with bar, fingerprint station, booking data entry station (must ensure isolated from intoxilizer room to prevent cross contamination).

Relationship

- Sally port

Security

- High level limiting access to main area of station, CCTV cameras.

Special Feature

- Drainage, Water hookups (secured for washing down cells and booking).

Holding Cells (3)

Purpose

- House detainees and those in protective custody.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Bunk and toilet.

Relationship

- Booking (male / female and juvenile cells separate from one another).

Security

- High level limiting access to main area of station, CCTV cameras.

Special Feature

- Metal walls / tin ceilings, drainage, water access (from booking area).

Armory

Purpose

- Storing firearms and ammunition.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Gun safe, counter for cleaning firearms (standing height), desk, two drawer under counter file cabinet.

Relationship

- Patrol (ideally no exterior walls)

Security

- High level, CCTV camera, no exterior access.

Special Features

- Ballistic walls, ventilation.

Evidence

Purpose

- Storing evidence.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Shelving, desk and chair, Four drawer file cabinet, drop boxes (accessible from patrol).

Relationship

- Patrol (ideally no outside walls)

Security

- High level, CCTV camera, no exterior access.

OEM

Purpose

- Emergency management.

Flooring

- Carpet

Furnishings

- Two L-shaped desks, small table, four drawer file cabinet, small bookcase.

Relationship

- Entryway (if direct supervisor, access can be interior)

Restrooms (6)

Purpose

- Department and public access.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Toilet and sink.

Relationship

- One set (male/female) off entry way.
- One set (male/female) in training room.
- One set interior access for staff.

Special Feature

- Ventilation.

Weight room

Purpose

- Physical fitness.

Flooring

- Rubberized

Furnishings

- Weight bench, treadmill, stationery bike, elliptical, stretching area, wall mounted televisions.

Relationship

- Locker rooms

Special Features

- Ventilation.

Kitchen

Purpose

- Preparing and eating meals.

Flooring

- Tile / Linoleum / Hard Surface.

Furnishings

- Counter, upper cabinets, microwave, stove, full size refrigerator.

Relationship

- Unimportant

Special Feature

- Ventilation.

Conference Room

Purpose

- Meetings and presentations.

Flooring

- Carpet

Furnishings

- Counter with storage underneath, and prep / material space, overhead AV, 3x8 conference table (with integrated power and internet, telephone, and AV hookups), eight chairs, rolling whiteboard/flipchart stand), wall mounted television.

Relationship

- Chiefs office

Copy/File Records Room

Purpose

- Storing in use/current files, copying.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Wall to wall files, center prep area with one side underneath files, large multi-function copy machine.

Relationship

- Administration or patrol

Janitor Supply Room

Purpose

- Storing equipment / supplies and seasonal items.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Shelving.

Relationship

- Unimportant

Special Feature

- Ventilation.

Server Room

Purpose

- Information technology / servers.

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- Metal IT racks, small table.

Relationship

- Unimportant (ideally no exterior walls)

Security

- High level, CCTV camera, no exterior access.

Special Feature

- Temperature controlled.

Electrical / Utility Room

Purpose

- Location of operating systems.

Flooring

- Cement.

Furnishings

- none.

Relationship

- Parking lot (exterior access)

Security

- High level, CCTV camera.

File Storage (currently outdoors)

Purpose

- Storing in old files, and department equipment

Flooring

- Tile / Linoleum / Hard Surface

Furnishings

- File cabinets, overhead cabinets, small closet for uniform storage.

Relationship

- Unimportant.

Equipment Storage

Purpose

- Storing equipment such as traffic cones, barriers, mountain bicycles, car seats, and, pressure washer, other miscellaneous equipment.

Flooring

- Cement.

Furnishings

- Shelving.

Relationship

- Sally port (interior access to storage) and driveway (with exterior access).

Security

- Medium level, CCTV camera.

Sally port

Purpose

- Storing cars for officers on duty while in station, drop off of detainees.

Flooring

- Cement

Furnishings

- None.

Relationship

- Booking / holding and equipment storage

Security

- High level, CCTV camera.

Special Features

- Overhead hose unit for washing cars (which can be secured), secure water hookups, concrete walls. Drive through capacity if possible.

SCULLY / ARCHITECTS

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4 - POLICE DEPARTMENT

C) RECOMMENDATIONS - EXECUTIVE SUMMARY, PROPOSED SITE AND BUILDING PLAN

Daniel V. Scully, Principal Architect, LEED AP
Katie Cassidy Sutherland, Associate Architect, LEED AP
David Drasba, Architect, LEED AP
Andrew Weglinski, LEED AP/BPI Building Analyst
Bill Fleming, Architect

Swanzy Police Station

We worked together with The Public Safety Strategies Group (PSSG) to come up with our building assessment and recommended building program for the Police Department. They are specialists in police and emergency services planning and provide comprehensive services to police departments and municipalities nationwide.

Issues:

- 1) The main issue on the interior is the overcrowding of space, 3,000 SF existing, versus 9,500 SF projected interior spaces. When the building was conceived in 2000, there were 7 police officers and 3 administrative positions. Today there are 12 police officers, 2 administrative positions and the Emergency Operations Position. For the number of residents, the police chief has suggested they should have 15 officers at present to meet national ratios, and he expects staffing to continue to grow with future development in town.
 - a. The current training room is too small and partially filled with storage.
 - b. No interview rooms
 - c. No proper holding rooms for women or juveniles.
 - d. No work-out facility, which are now standard in police departments due to fitness standards required for officers.
 - e. Insufficient storage. Outside storage susceptible to damage.
 - f. Sally port is also used as storage which is not safe for officers.
 - g. No separate male and female locker rooms. Officers have to cross the patrol room with detainees to get to the shower from the locker room.
 - h. The Armory is at capacity and accessed from the public training room, which is not safe or appropriate. The server is also in the armory, as well as ½ of an oil tank, that did not entirely fit in the adjacent mechanical room.
 - i. Exterior building utilities are unprotected, which is not safe.
- 2) Other problems with the building include:
 - a. Inadequate insulation, little to no insulation in most exterior walls, which is in large part a contributing factor to a serious mold problem.
 - b. There is recurring mold in the entry area, the sally port and the storage closet off of the locker room.
 - c. The roofing is in poor condition and needs to be replaced.
 - d. The building does not meet current accessibility requirements.

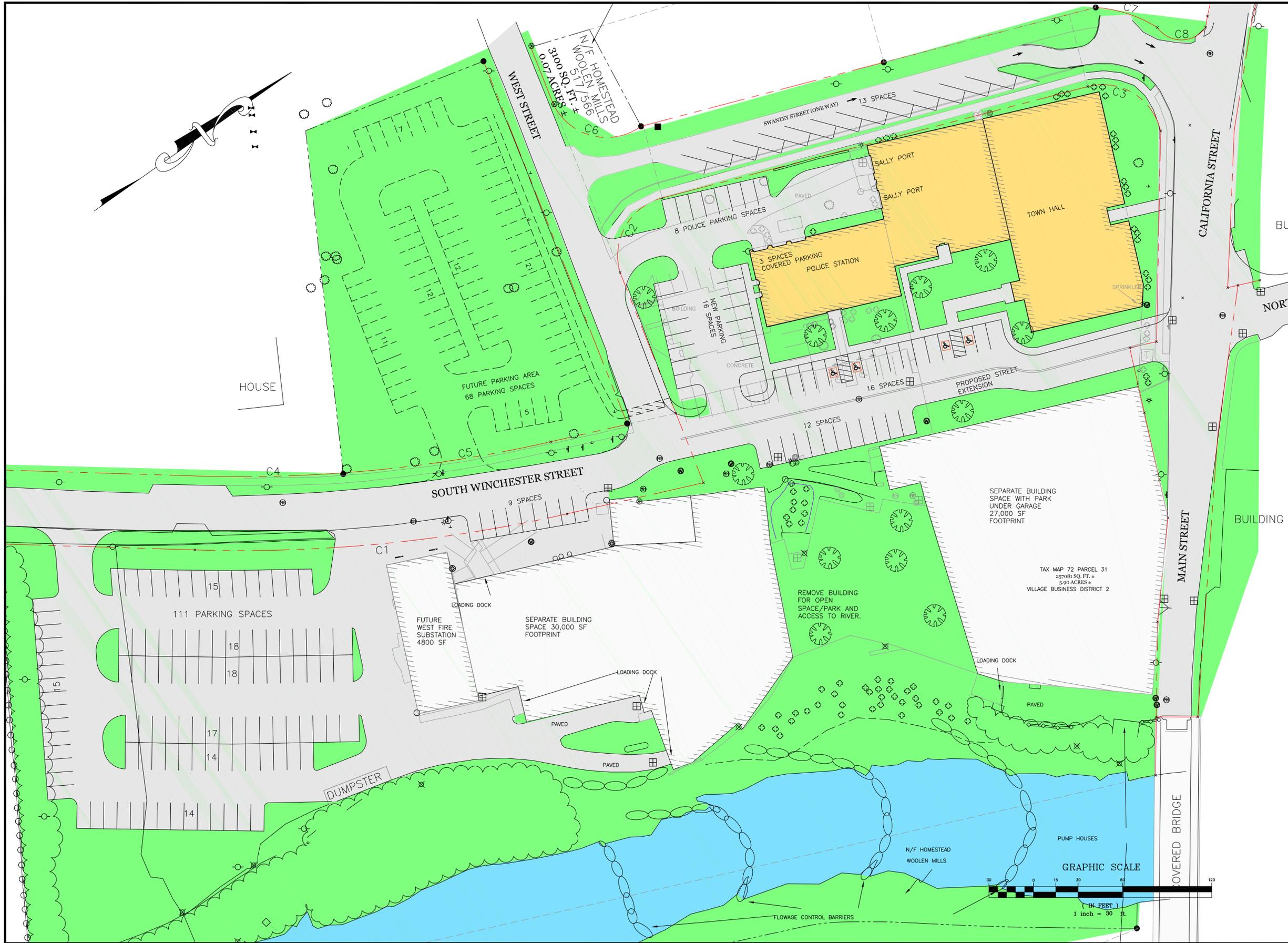
- 3) Current site is too small for expanded building scheme:
- a. Our team considered an addition to the building, impoundment area and parking that would meet the projected program, and learned that the site is really too small, in large part due to the topography. The site is relatively flat for about 180 feet, and then becomes a forested slope at 15% grade rising to the rear of the property. It would become prohibitively expensive to carve out flat area, creating tall retaining walls, to make this work.
 - b. The site is not currently laid out for optimum security. There is no perimeter security, and no separation of police and public parking. Inadequate site lighting for public areas and secure areas.
 - c. Abutting properties to the north, east and west are all single family residences. Shift changes and nighttime operations will disturb neighbors.
 - d. Inadequate on-site snow storage.
 - e. Sewer line freezes in winter.
 - f. Inadequate impoundment area.
 - g. Inadequate number of parking spaces for employees, police vehicles and public.
 - h. No van accessible handicap parking.

Program

Public Safety Strategies Group worked directly with Chief DeAngelis to come up with a building program to meet current and future needs. This is based on their interviews with the department, projected number of employees and officers, and their specialized experience in police department building. The total area of this program is 11,500 SF (including some covered parking). The program also recommends what rooms should be adjacent to others for efficient and safe operations. The existing area of the building is 4,100 SF, but this does not include the 2 additional storage sheds that were added to the site.

Building / Site Layout:

Public Entry with Administrative Office, Bathrooms and Training Facility all adjacent to the lobby. There is a separate entrance for patrol, closer to designated interview rooms. There is a larger double sally port to the back, which is adjacent to the holding areas. Police parking and public parking are separated. Impound would be located at the Public Works / Recycling facility on Pine Street. We have talked to Tom DeAngelis about the building and site layout and he supports the scheme and the location, noting that the majority of their calls are also in West Swanzey. He also likes the one-stop shopping, and proximity to Town Hall for the convenience of the town residents.



REVISIONS: DATE:

TOWN OF SWANZEY
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HOMESTEAD
 WOOLEN MILLS
 WEST SWANZEY, NH

CONCEPT
 PLAN

SCALE: 1"=30'

DATE: 6/4/14

SHEET 1 OF 1

