



## BEDFORD SAFETY COMPLEX

### EXECUTIVE SUMMARY

In 1994 the Town of Bedford purchased a former insurance building located at #55 Constitution Drive and was redesigned as a safety complex for the Bedford Police and Fire Departments. Fire Bays were added to the east side of the building for the Fire Department's emergency vehicles and equipment. In 1994, when both agencies moved in, the Police Department's Patrol Operations Division occupied the 1<sup>st</sup> floor of the east side of the building and police administration occupied the west side of the building on the second floor.

A private company rented out the 1<sup>st</sup> floor west side into the early 2000's. When that space was vacated, police administration moved into that space and the 2<sup>nd</sup> floor was leased to the Bureau of Alcohol Tabaco and Firearms. In 2018, ATF vacated the 2<sup>nd</sup> floor of the building and it is now occupied by the Bedford Department of Public Works. Since 1994, both the police and fire departments have grown significantly in both personnel and equipment due to the changing and expanded need for professional public safety services in a growing suburban community who's residential and service populations have grown significantly.

An assessment conducted in 2017 found the police department is in need of almost 100% more space to allow all of its employees to work safely, and efficiently. The facilities study for the Town of Bedford is accessible and will not be reproduced here; however, the findings from that professional study concluded the Department, which now occupies approximately 8,942 sq. ft. of space must have, at a MINIMUM, 16,592 (-7,650 sq. ft.) and that excludes exterior areas necessary for other operations.

In 2019 the police department started the process of becoming nationally accredited by the Commission on Accreditation of Law Enforcement Agencies.

An early assessment uncovered several structural deficiencies that must be addressed through reconstruction of the current safety complex or in the construction of a new facility.

- **Multiple interview rooms:** Currently the Department has an interview room in the secure side used by the Patrol Operations Division and one interview room in the secure portion where the Detective and Administration Divisions are located. There is NO private and secure interview space contiguous to the public lobby to alleviate the need to bring the public into secure areas of the Department. Multiple interview rooms are required to conduct larger investigations simultaneously.

- **Sally Port:** The current Sally port is too small and houses various equipment. The sally port should have the ability for a cruiser to drive straight through and be large enough to house two cruisers. This area should have no storage of any kind.
- **Garage:** A garage for all the cruisers to include the Incident Command Vehicle. The ICV cost more than \$170,000 and is constantly exposed to the elements.
- **Onsite impound lot:** The impound lot is currently located at the transfer station. This site lacks evidence caliber security. The impound lot needs to be on the police department site with security and video monitoring
- **Secure parking area:** The currently safety complex has an unsecured parking lot. Police vehicle parking needs to be secure
- **Storage:** Equipment, weapons, ammunition and records storage is limited and not secure. All of these areas need to have secure, ventilated and temperature controlled locations.
- **Evidence Room:** The space needed for evidence collected at various crime scenes. There is also no space for evidence processing, storage of hazardous materials
- **Booking Room:** The current booking room does not provide for sight and sound protection of males, females and juveniles resulting in booking taking place in office space. Any new facility needs to address this issue with construction in compliance with CALELA standards.
- **Lobby Entrance:** The lobby is currently a small area where officers can't meet with crime victims. Citizens are brought into the secure area of the building and interviewed. Any new facility will require a lobby large enough to meet with crime victims in a private manner.
- **Indoor range:** This needs to have climate control and proper ventilation. We are currently experiencing difficulty in obtaining sufficient range time and scheduling to accomplish the Department's training needs on a year-round basis.
- **Ammunition storage and work area for cleaning:** This also needs proper temperature control and enough space for cleaning and to work on our weapons at any time.
- **Traffic Division:** When fully staffed we would have a traffic division that would consist of a Sergeant and officer(s). Would also house all traffic related items to include Technical Accident Reconstruction Team (TAR) equipment, radars, traffic enforcement items, ETC.
- **Break room (s):** Strategically placed for common use by all.
- **Conference room(s):** Accommodate the department's demands and strategically placed throughout building in specific places.
- **Emergency Operation Center (EOC)/Media Room:** Need to accommodate enough for all Town's employees that make up the EOC center with separate equipment that is required for the state and town's needs.
- **Cleaning area for proper storage:** Designate an area when the cleaning company services our facility.
- **Roll call room large enough for future hires:** Having an area large enough and properly designed and keeping in mind future hires when conducting Roll Call. This room should have technology infrastructure including monitors, drop down projectors to serve both for roll call information exchange and limited roll call training.
- **Secured locker rooms:** Sufficient number of lockers for at least 75 employees 62 current authorized and for future growth.
- **Security:** Need to have bullet resistant doors and windows on the exterior of building.

- **Generator(s):** Must be able to be self-dependent of any power failures and secured from public access.
- **Drive thru under parking or cover for the fleet:** This area should have a power wash for cleaning vehicles and area for minor car supplies.
- **Restrooms:** Sufficient restrooms strategically located throughout building.
- **Handicap compliant:** Entrances and exits of building and parking have to be Americans with Disabilities Act (ADA) compliant.

These are a snapshot of current deficiencies inside of the police department. The following pages present a visual product.

The remainder of this presentation includes a division by division look at the current facility space utilization and recommended minimum requirements. The recommended minimum requirements are derived from professional publications/assessments and are not guesstimates made by the Department.

The current space utilized by the Bedford Police Department is NOT SECURE and is vulnerable in many respects exposing the Town to significant RISK if the facility were ever breached or rendered unusable for any reason.

Our employees and critical assets and infrastructure is UNPROTECTED to modern standards further exposing the Town to additional risk and liability.

The architecture of the current facility, never designed to function as a law enforcement facility, is not conducive to the improvements necessary to bring it into legal compliance with several standards or to make the facility efficient for use by our employees or user friendly for the public. The facility, in many respects, is actually counterproductive to efforts to make the Department more efficient and effective.

The attached images and descriptions can only provide a limited perspective of the current conditions under which the Department operates. The insidious nature of such inefficiencies will inevitably manifest themselves in employee morale, wellness and job satisfaction which then affects recruitment and retention and the overall ability of the Department to deliver the highest quality public safety services of any law enforcement agency its size in NH or the region for which we are now noted.



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## PATROL OPERATIONS DIVISION

### Patrol Officer's Room

This room is utilized by all officers for report writing and to download and print reports that they have completed in their cruisers. This room is also utilized as a mail room for the officers where they keep their paperwork and items that need to be delivered to them in hand. The department also stores all pertinent paperwork in this room such as summons, warnings, vacant property checks, motor vehicle accident forms, statement forms, etc. The room is also used as a storage area as the department faces the issue with lack of storage throughout the building. The room is also used to store the departments AR-15s (patrol rifles), ammunition, and tasers. On top of the gun cabinet, the department also stores their AED's, cameras and traffic wands. On the right hand corner of the room, the Technical Accident Reconstruction (T.A.R.) team's computer is kept where all serious bodily injury and fatal accidents are stored. As you can see, there it is a large room, however, space is limited and this room often holds both incoming and outgoing shifts. Officers do not have a dedicated space to work on sensitive reports away from daily activities of the other officers. There is no other dedicated location in the building where an officer can work on their reports, other than their cruiser. There is also a bookshelf that is often filled past capacity with T.A.R. equipment, traffic reading equipment and miscellaneous books and maps.

The lack of SECURE storage for WEAPONS and AMMUNITION is a **CRITICAL SECURITY** gap that must be corrected. The room is subject to constant traffic and does not allow officers quiet and secure space to prepare sensitive reports and warrants.

Officer's Room Size: 283 Sq. Ft.

RECOMMENDED MINIMUM: 407 Sq. Ft.







# PATROL OPERATIONS DIVISION

## Sergeant's Office

This room accommodates **five** (5) patrol **sergeants**, each having their own dedicated work area, however, there is only **one** (1) dedicated computer for this room due to its size and configuration. The work area for each sergeant is limited and affords insufficient storage space. Often times where there is more than one sergeant on duty, the other sergeant must locate another area to complete their work.

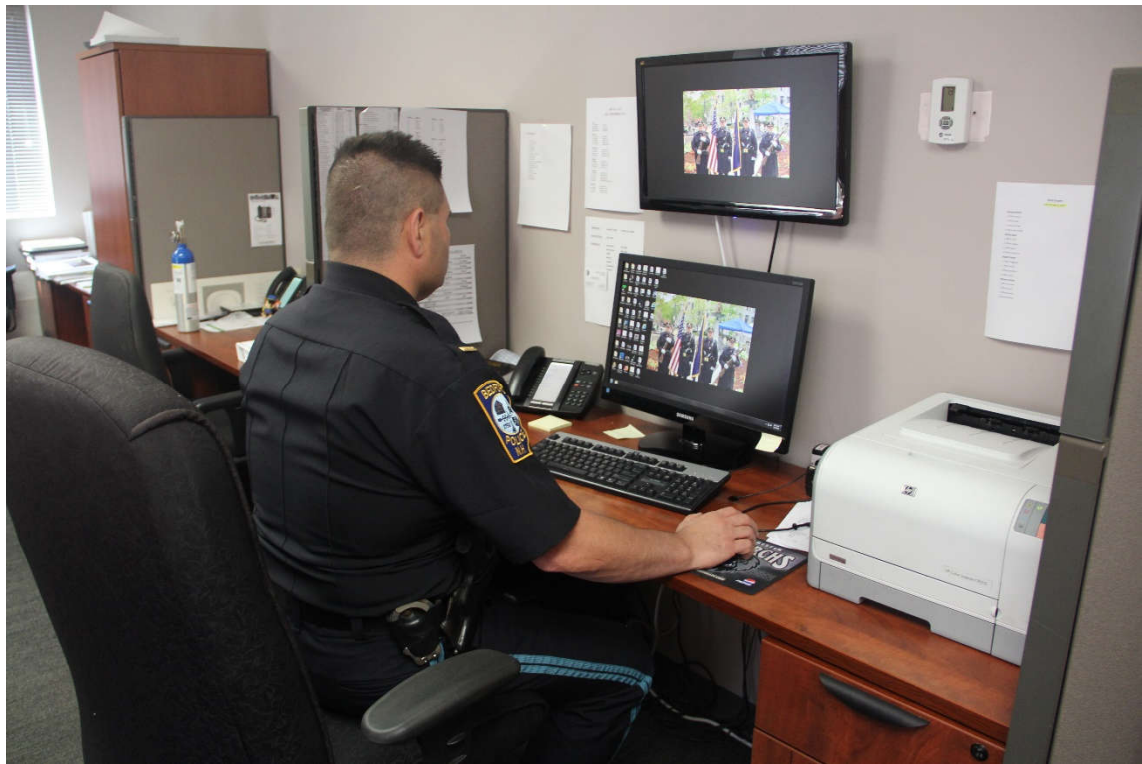
Due to the lack of space in the locker rooms of the Bedford Police Department, **sergeants are forced to change** in this room/office utilizing the dedicated lockers in the Sergeants office, which is unacceptable when male and female sergeants are working at the same time or crossing over shifts or anytime more than one supervisor needs to change in this office at the same time.

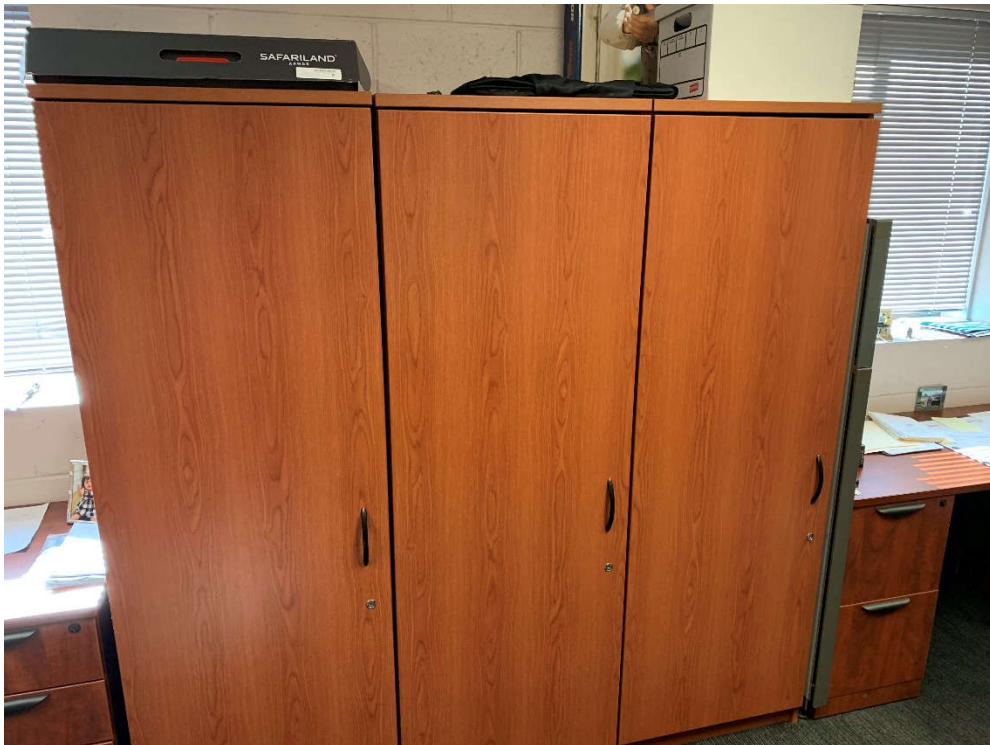
This office is the only area where a sergeant can meet one on one with an officer to discuss any sensitive information or an officer's performance. There is also a bookshelf in this room that is filled to capacity with various equipment and supplies. The accident reconstruction team must utilize this space to store and secure sensitive and expensive accident reconstruction equipment.

The size and layout of this room is both inefficient and affords insufficient space for five (5) patrol supervisors to complete their work. They are unable to have private conversations with employees and it serves double duty as their locker room, which is unacceptable.

Sergeants Office Size: 254 Sq. Ft.

RECOMMENDED MINIMUM: 500 Sq. Ft.





# **PATROL OPERATIONS DIVISION**

## **Captain and Watch Commander**

The Patrol Operations Division Captain in command of the Patrol Operations Division shares office space with the Patrol Operations Division's watch commanders/lieutenant (LT) as well as when the Lead Communications Specialist (L/CS) requires secure office space separate and apart from the Communications Center.

When the office is occupied by both the Captain and other personnel there is no privacy/security to conduct sensitive matters pertaining to the command of the largest division in the agency.

The office is bifurcated by a load bearing column that can't be moved, which further diminishes the utilization of space in this confined area. When both positions are occupied the two (2) employees are essentially working "back to back" in very close quarters.

The room is not sound proof making private and sensitive conversations subject to overhear by employees in the Communications Center.

While this space is suitable for the LT/Watch Commander only there is no other available office space in the station for the Patrol Operations Division Captain who also uses this room as a locker room to store personal equipment.

The Operations Support Division uses some of the small storage in this office for sensitive equipment and material that has to be in a secure area as there is no other secure area available.

Patrol Operations Division Captain Office Size: 64 Sq. Ft. (128 total)

RECOMMENDED MINIMUM: 420 Sq. Ft.

Watch Commander/LT Office Size: 64 Sq. Ft.

RECOMMENDED MINIMUM: 140 Sq. Ft. TOTAL REQUIRED: 560 Sq. Ft.





# PATROL OPERATIONS DIVISION

## Interview Room

The Department has **only one (1)** interview room dedicated for exclusive use by all the officers and personnel assigned to the Patrol Operations Division. This room is on the **secure** (non-public) side of the station, therefore, anyone wishing to speak with an officer in private must be escorted into the secure side of the station where other sensitive areas are accessible. This creates a **SIGNIFICANT SECURITY GAP**. If a suspect were able to overpower an officer the suspect would be able to access sensitive areas of the Department where weapons and equipment are stored or secured placing the public and our employees at **grave risk**.

The interview room is not equipped for audio/video recording for statement purposes and is **not secure**. The room oftentimes is also used to temporarily secure juveniles, which are prohibited from being held in the same location as adults, that requires an officer to remain with the juvenile since the room is not secure.

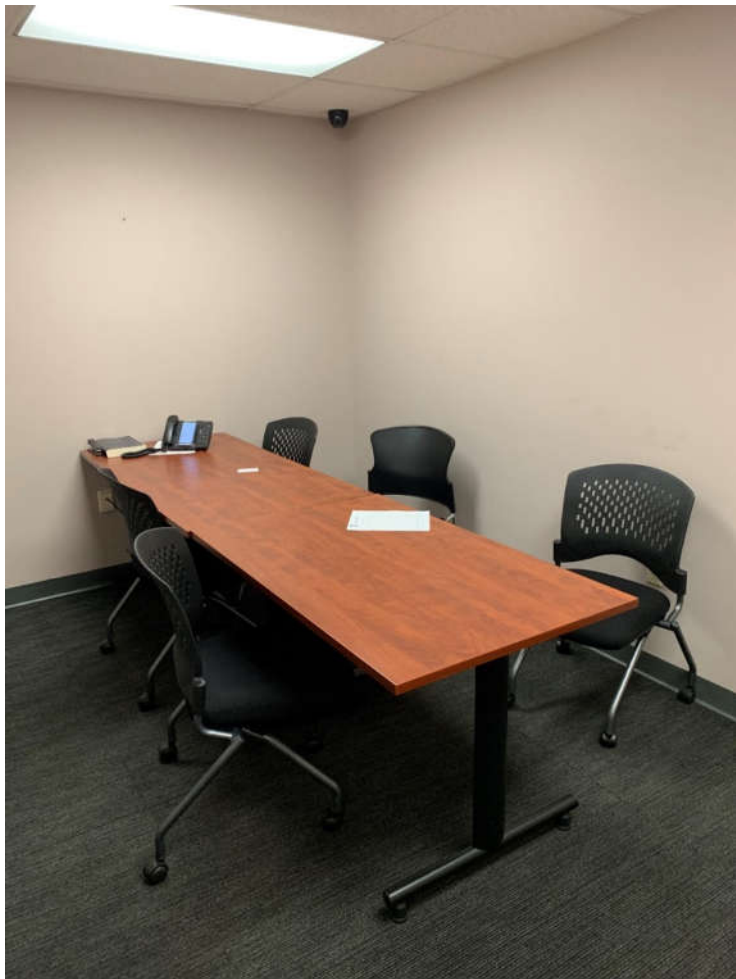
In addition, when multiple witnesses, victims and or suspects are involved either in singular or multiple cases as is now more frequent the Department has **NO space to conduct more than two interviews/interrogations at one time**.

Because initial contact with officers and the public occur in the lobby, subject to other pedestrian and public traffic, it is unprofessional and uncomfortable for the public and the officer to conduct sensitive conversations in a public lobby. All modern and even much older police facilities have a dedicated interview space adjacent to and accessible from a public lobby/entrance.

The layout of the room is both inefficient and not conducive to conducting sensitive interviews or interrogations.

Interview Room Size: 108 Sq. Ft.

RECOMMENDED MINIMUM: 156 Sq. Ft. X 3 (Public and Secure Side and Juvenile) = 468 Sq. Ft.





# **PATROL OPERATIONS DIVISION**

## **Roll Call Room**

This room is utilized by incoming and outgoing shifts 365 day a year, 24 hours a day, 7 days a week. This is where each shift begins/ends for all Patrol Operations Division personnel and their supervisors. During roll call critical and important information and intelligence is exchanged as well as shift assignments. There is no separate rooms for the incoming and outgoing shifts, thus, these roles are combined or one is moved to the Patrol Officer's Room (outgoing shifts) so as to not disturb the incoming shift's roll call.

The room also functions as a training facility for short-term "roll call" training that can be accomplished in the short time span allotted between shifts.

The Roll Call Room also contains shared equipment that is exchanged between officers/shifts (e.g. radio equipment, flashlights, and keys to the cruisers etc.) and thus roll call and training is often interrupted by officers obtaining/storing equipment. The room also serves as the location where shift schedules are posted for both Department and detail assignments creating additional traffic and oftentimes becomes crowded.

The layout of the room and size is inefficient and insufficient to conduct all the operations required and essentially serves as a multi-purpose room due to the lack of storage and other appropriate space to conduct non-operational related business.

Roll Call areas are also used to conduct operational briefings; however, the layout of this room is ill suited to conduct operational briefings which are often moved to the NON-secure training room on the public side of the station.

Roll Call Room Size: 335 Sq. Ft.

RECOMMENDED MINIMUM: 864 Sq. Ft.



## DEPARTMENT-WIDE

### Break Room

This "tiny" space is the **only** dedicated breakroom for use by the ENTIRE Department when on duty. The room is so small it can only accommodate one (1) employee comfortably at a time, which is why employees often are seen having their meal in the roll call room, in the Communications Center or at their desk.

As a result of the very small amount of space available there is no suitable location for employees to share a break or a meal together without interrupting other operations (roll call, communications or patrol officer room).

While seemingly insignificant, this issue looms large in terms of morale and the opportunity for employees to share space and time that is positive and rewarding and perhaps to escape the rigors of law enforcement even for a few minutes.

From an **efficiency and effectiveness perspective as well as individual performance**, a properly sized and equipped break room allows the employee to remain in the station and de-compress for a short period that studies show enhances individual performance. The lack of such space results in employees being continuously engaged during their shifts and unable to "escape" for that all important break time or moments.

Break Room Size: 126 Sq. Ft.

RECOMMENDED MINIMUM: 438 Sq. Ft.

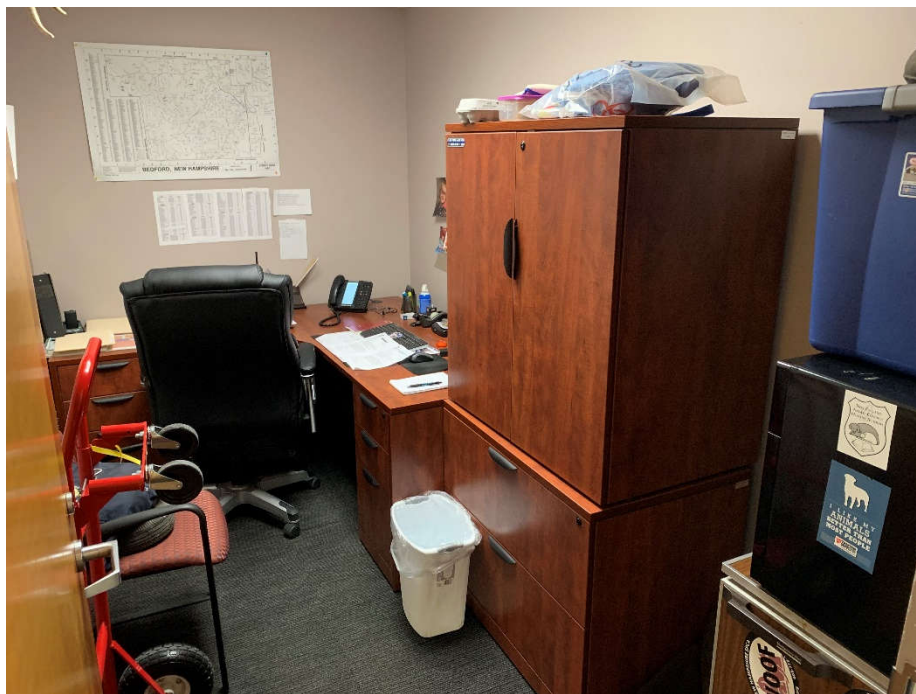
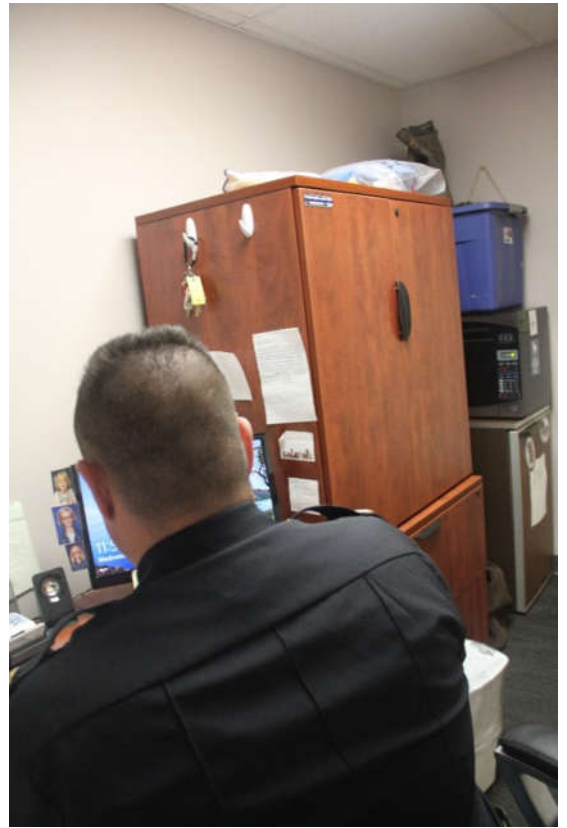
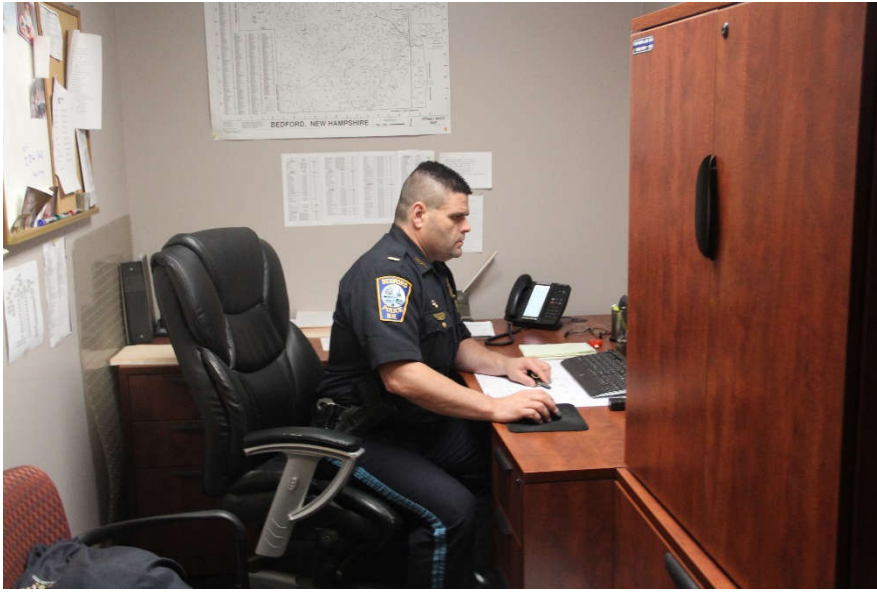


## **Animal Control Officer**

This room is very small as evident by the pictures. It is crowded by just a desk and filing cabinet. There is no room for the ACO to store any of his equipment and must often store equipment in the filing cabinet. This room was once utilized as a secondary interview room but due to the growth of the agency, was repurposed by the ACO.

ACO Office Size: 90 Sq. Ft.

Standard Size: 120 Sq. Ft.



## **PATROL OPERATIONS DIVISION**

### **Booking and Detention Facility**

The Department booking and detention facility is the secure area adjacent to the sally port where persons in custody are transported, searched and processed in connection with an in-custody arrest (personal history, fingerprints, photographs, personal property inventory/storage, etc.). It is the same area where sensitive evidence is processed and stored.

The current facility does **NOT** have **separate** secure areas for **male** and **female** subjects in custody nor is it equipped to separate and process **juveniles**. This is **CRITICAL** issue that is inconsistent with legal requirements as well as industry standards.

The construction and design of the room makes it ripe for **personal injury** to subjects in custody and employees if a subject physically resists. There are several areas in the facility that are not under video surveillance.

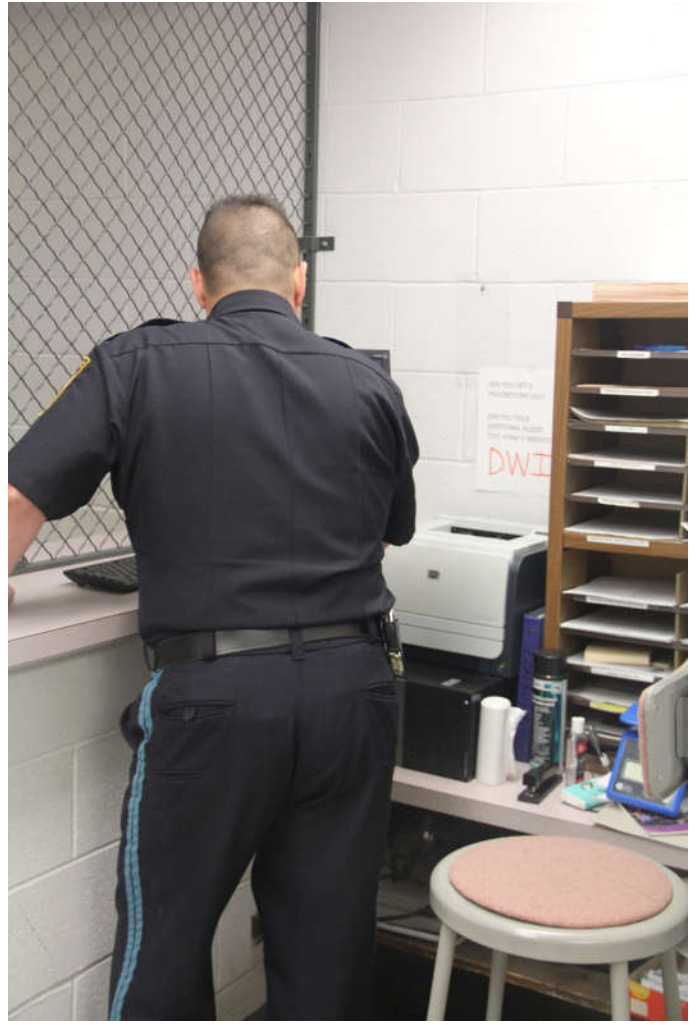
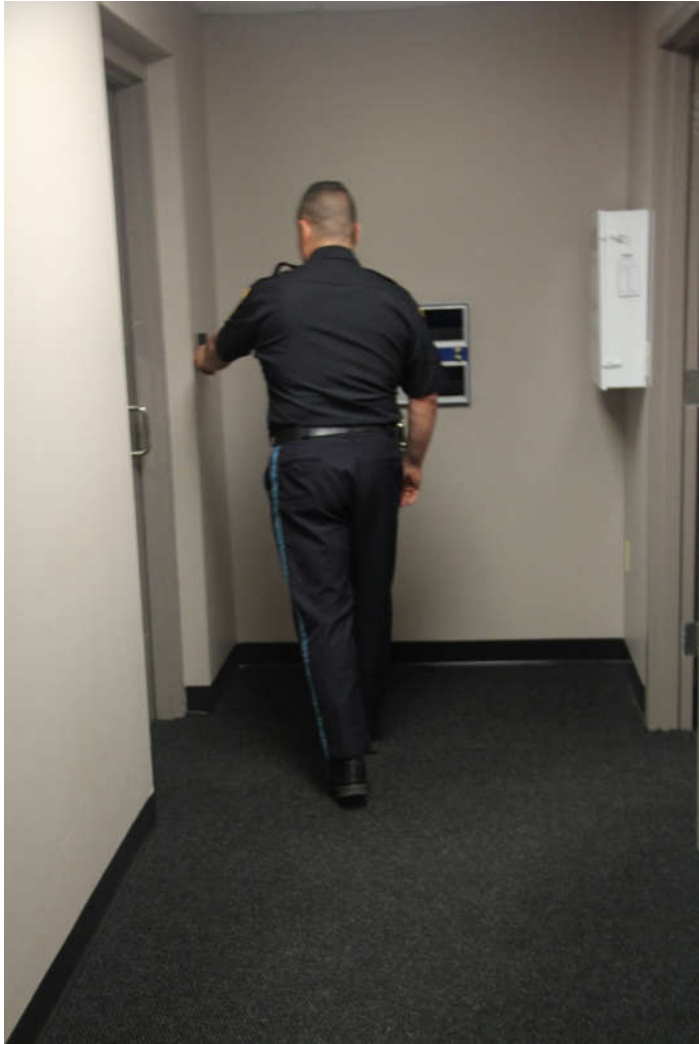
The Department's **evidence storage** facility is adjacent to and accessible from the detention facility with is a **CRITICAL SECURITY** issue. The area afforded officers to process evidence is woefully inadequate oftentimes forcing evidence processing to occur in non-secure areas that exposes employees and evidence to contamination.

The booking and detention facility and evidence processing facility will not meet industry and accreditation standards/requirements and presents additional risk liability and exposure for the Department and its employees.

The personal conveniences in each detention cell do not meet current standards for such facilities.

Booking Room Size: 873 Sq. Ft.

RECOMMENDED MINIMUM: 1271 Sq. Ft. EXCLUDING EVIDENCE PROCESSING/TEMPORARY STORAGE SPACE







## **Men's Locker Room**

The men's locker room is located on the second level of the station and is not in close proximity to the working areas for the Patrol Operations Division personnel (e.g. Roll Call, Patrol Officer's Room, Parking Area Access, etc.). As a result, the inefficiency induced by the location of the locker room only adds to the amount of time lost in transition between shifts.

Moreover, the space is unable to accommodate suitably sized lockers for all male employees, which results in lockers being placed in the sergeant's office, captain's office, lieutenant's office, and even in the Communications Center's restroom. The chief and deputy chief have no lockers.

This area must be secure and large enough to accommodate all the personnel on a shift to allow them ample room to access/store equipment, gear and clothing, which is bulky, especially in winter.

While the men's locker room is adjacent to the shared restroom and shower facility used by the male employees of the Fire Department, because the officers store weapons and other sensitive gear in their lockers, they (lockers) are not contiguous with the shower facility.

Men's Locker Room Size: 200 Sq. Ft.

RECOMMENDED MINIMUM: 830 Sq. Ft.

## **Women's Locker Room**

The female officers in our Department share shower and restroom facilities with female FD personnel. Although the female PD locker room is secure the officers must pass through a secure door to/from the locker room to/from the shower facility, which is cumbersome, inconvenient and poses a problem if the employee forgets to bring along a key fob into the shower.

Women's Locker Room Size: 0 Sq. Ft.

RECOMMENDED MINIMUM: 830 Sq. Ft.





## **OPERATIONS SUPPORT DIVISION**

# **OPERATIONS SUPPORT DIVISION**

## **Records Section**

The records function in modern police departments is located adjacent to the public entrance and during business hours is the Department's unit that first contacts the public and offers initial assistance. It should be public and customer "friendly" which in our case is not possible.

While our Department has automated and digitized as many processes as possible there remains a plethora of requirements under NH law to maintain "hard copies" of certain records and files.

Our current Records Section is staffed by one full-time employee (FTE) and one part-time employee (PTE), who, under ordinary circumstances would have immediate access to both current as well as archived files and records, which is not possible in our station.

The current space afforded for the Records Section's employees is woefully inadequate and is incapable of storing even a small number of records and files necessary to conduct efficient operations. All of our archived files are stored on the second level of the station. It is also inadequate for two employees present at the same time to work comfortably and efficiently.

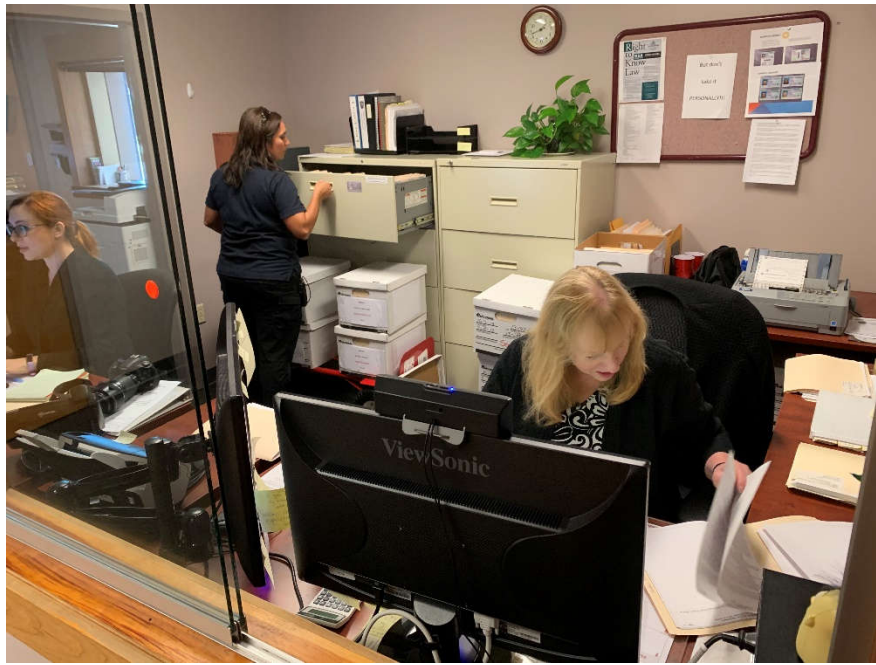
The current Records Section office also serves as a storage facility for the Communications Center, which is adjacent to the Records Section, which is another SECURITY gap inasmuch as records must not be accessible by unauthorized employees nor should Communications.

The current public window arrangement is inadequate for the Records Section function and should be more public "friendly" but since it serves both Communications and Records the public "window" has to be constructed to prevent the public from observing information inside the Communications Center making it "unfriendly" for customer service purposes.

The Records Section is adjacent to the hallway that leads into the Booking/Detention Facility and is the main path used to access the Department's sole interview room used by the Patrol Operations Division, thus exposing the Records Section office to unauthorized personnel by way of a non-secure window. This window exposes the records section personnel to incoming suspects, arrestees and the general public and is unsafe for civilian employees. This window would also allow an unauthorized person to gain access to the Communications Center, avoiding the locked door. This room is also not climate controlled as the thermostats are located in the communications center with a narrow opening between the rooms which does not allow proper air flow causing too much hot or cold air in records and little in communications.

Records Office Size: 121 Sq. Ft.

MINIMUM RECOMMENDED: 242 Sq. Ft. [OFFICE ONLY, EXCLUDES FILE STORAGE]



## OPERATIONS SUPPORT DIVISION

### Communications Center

The Communications Center (COM) is the "nerve" center for all police, fire and emergency medical service operations. All calls for service originate from COM and all Bedford first responders are dispatched from COM.

The location of **COM is NOT SECURE** and is on a ground floor exterior wall with windows making it susceptible to being breached by unauthorized personnel and it makes the center **VULNERABLE** to damage from natural and man-made causes/sources. It is reasonable to conclude the level of public safety disruption that would result from any event, activity or action that damaged or made the COM Center unusable or non-functional.

The current COM Center room is **INADEQUATE** from a **space** utilization standpoint to accommodate the three (3) required communications consoles necessary to operate public safety communications. For example, a handicapped employee would be hard pressed to navigate the room as configured and is likely **not** compliant with **ADA** regulations.

The COM Center is accessible from the main hallway and the Records Section, which creates further security vulnerabilities. The facility is neither sight nor sound protected to ensure compliance with state and Federal criminal justice information systems requirements.

On occasion there may be five (5) employees in the center with insufficient space for three (3) and all the required equipment used and necessary for the center to operate. The climate controls and ventilation are inadequate for the facility and the heat generating equipment inside.

The *non-ventilated* bathroom in the center (necessary as we still operate at times with only one communications specialist on duty) is also small and houses not only a toilet and sink, but also all 9 communication specialists' **lockers**. The bathroom also serves as a breakroom as when there is only one communications specialist working h/she is not allowed to leave the center.

The Lead Communications Specialist has to store sensitive documents in a cabinet in the bathroom as there is no other space available.

As noted above, the center is NOT secure and can be accessed via the Records Section and a non-secure window in the Records Section that is easily breached.

The public window, required for public access after normal business hours, is not designed and configures to protect sensitive criminal justice information that may be displayed on monitors in the center; thus, there are "blinds" installed to control unauthorized observation. The window connected to the outer lobby where both communication specialists and records clerks assist people is not bullet proof and the wall between the lobby and the communications center is hollow offering no protection from an active shooter.

The Department's and Information-Technology (IT) server room is adjacent to the center and can only be accessed from the center, which poses additional security issues for both the center and IT. Often times when work needs to be done to any equipment in the server room, sub-contractors must come through the center to gain access, which is not authorized by state or Federal rules and regulations governing criminal justice information and therefore must be continuously under escort.

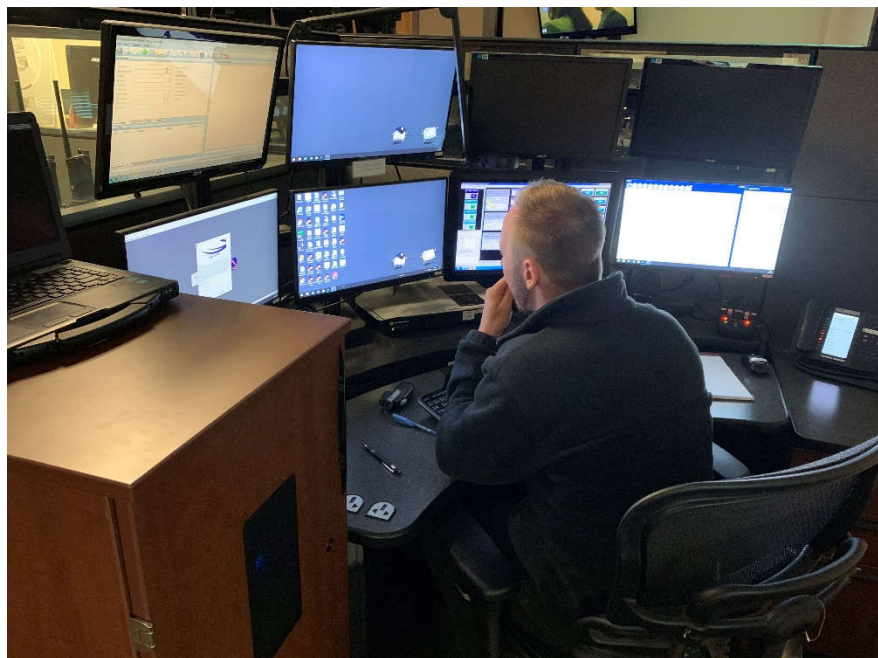
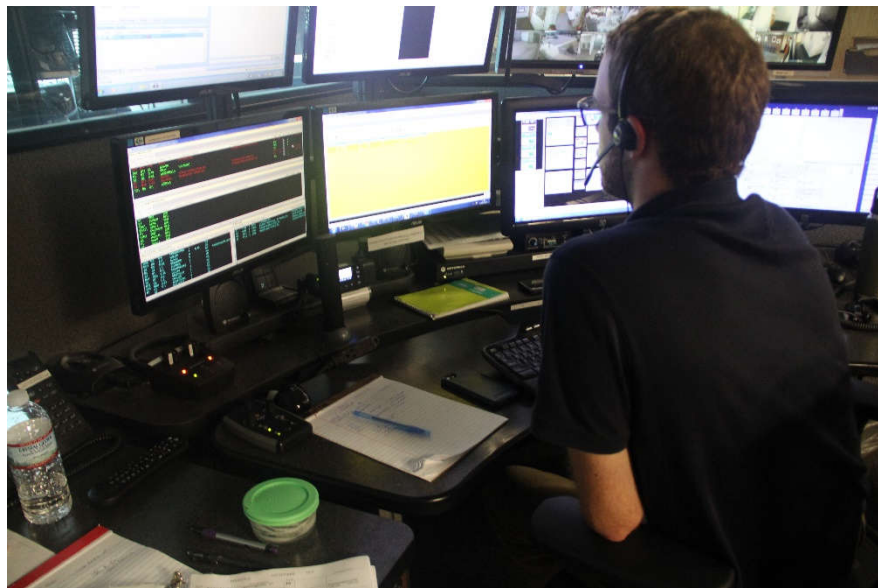
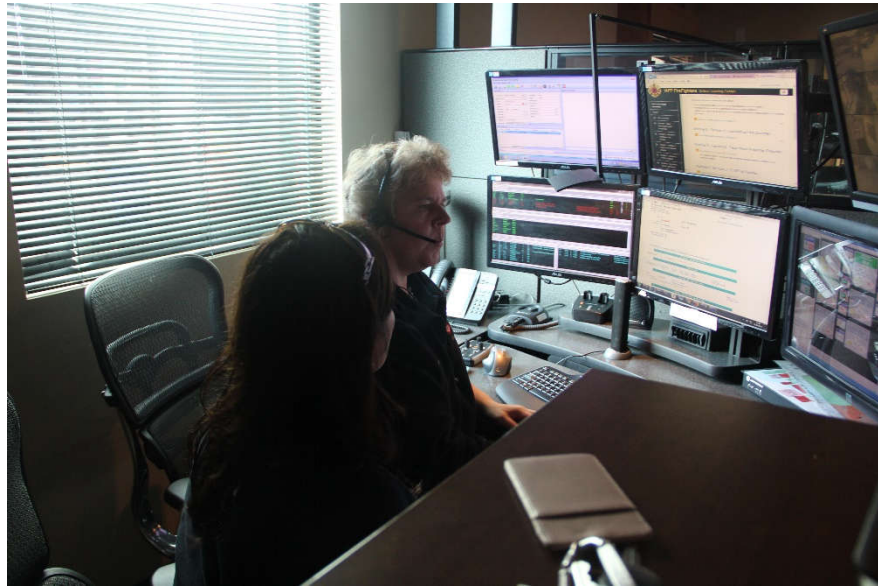
The server room is not sound proof and the equipment therein generates significant noise that can be disrupting to communications especially if the door to the server room has to be open. Moreover, the server room is cramped making it difficult to service the computer network, servers, racks, video surveillance and land mobile radio equipment in this room, which must be separately climate controlled due to excessive heat generated by this equipment.

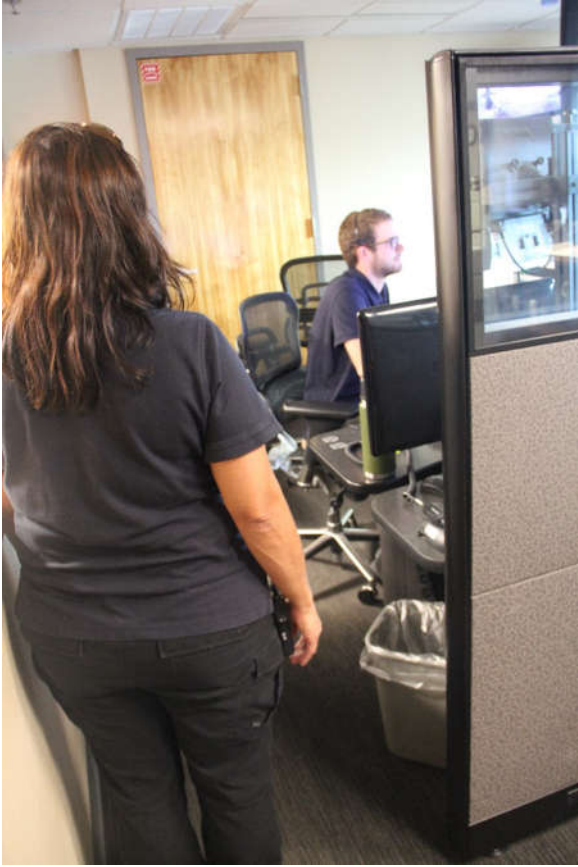
There is NO SPACE allocated to operate an Emergency Operations Center (EOC), which should be contiguous to the COM Center. Currently, the Town EOC would be stood up in the FD Training Room on the second level of the station and is totally inadequate from a space utilization and technology perspective to operate efficiently and effectively in a major event.

Communications Center Size: 370 Sq. Ft.

RECOMMENDED MINIMUM: 700 Sq. Ft







## **OPERATIONS SUPPORT DIVISION**

### **IT Server Room**

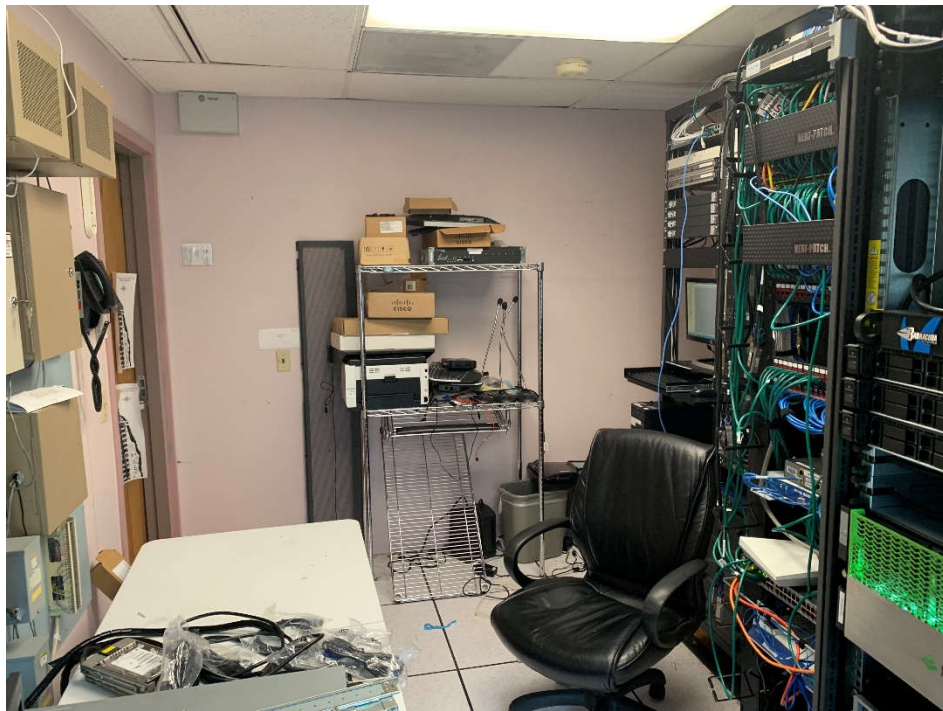
The server room, as noted previously, is accessed via the COM Center, which poses a significant SECURITY RISK and exposes contractors to a sensitive and secure area (COM).

The current server room is inadequate for all the equipment (computer/network racks, server cabinets, land mobile radio equipment, video surveillance/recording, etc.) and makes work on this equipment challenging as well as disrupting for communications.

The server room, like the COM Center, is located on the ground floor on an exterior wall with an exterior WINDOW that makes it VULNERABLE to being breached and or damaged, with catastrophic results impacting all Town operations.

Server Room Size: 126 Sq. Ft.

RECOMMENDED MINIMUM: 313 Sq. Ft.



## **OPERATIONS SUPPORT DIVISION**

### **Operations Support Lieutenant's Office**

This office is utilized by the Operations Support Lieutenant and must be used to store sensitive internal affairs documents that need to be locked 24 hours a day, 7 days a week in a secure, access controlled facility. Such documents and files MUST be stored separately in a controlled access storage facility where all official personnel files are stored. However, because no central secure storage facility is available for sensitive personnel documents they are currently stored in the Operations Support Division LT's office that is NOT SECURE as well as in the Deputy Chief's office that is also NOT SECURE and NOT ACCESS CONTROLLED.

The office is also conscripted as a storage room for radio equipment, training equipment, officer's equipment and other miscellaneous items.

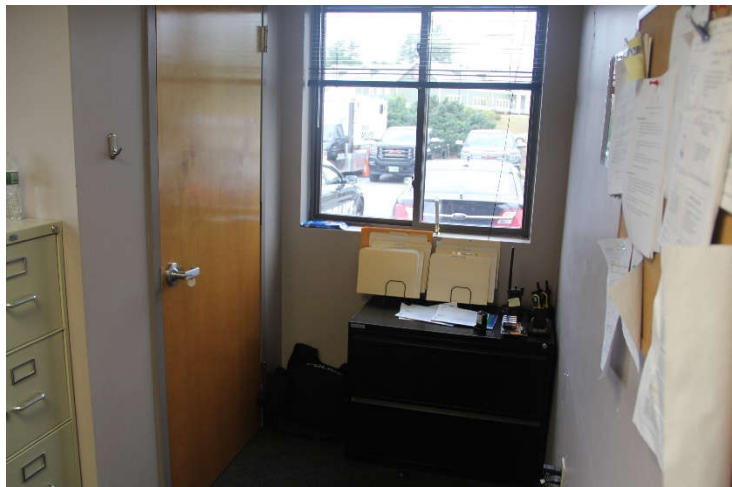
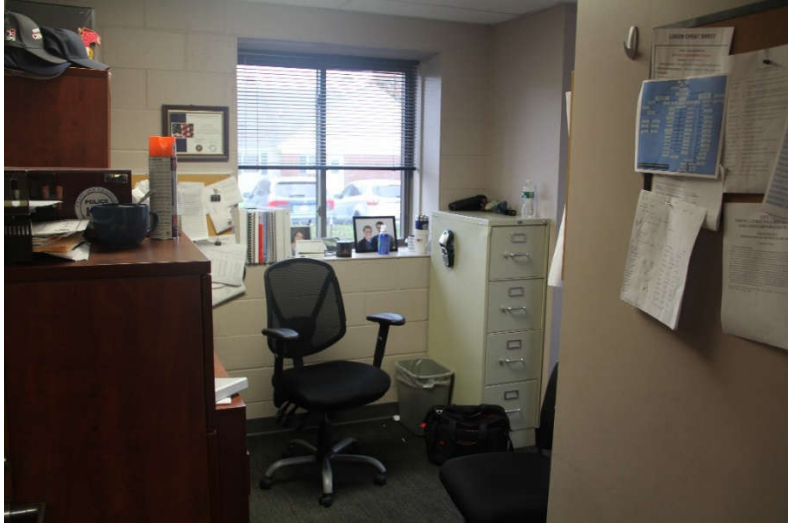
The Department's Administrative Support Specialist's files are also located in the LT's office.

The space afforded for the LT is inadequate to conduct professional and or sensitive meetings with personnel or candidate's for hire.

The LT's office is adjacent to the administrative division's copier/scanner, shredder and facsimile units that is disruptive and creates excessive noise.

Operations Support Lieutenant's Office Size: 80 Sq. Ft.

RECOMMENDED MINIMUM: 198 Sq. Ft.



## **OPERATIONS SUPPORT DIVISION**

### **Operations Support Division Sergeant**

#### **Administrative Support Specialist**

The sergeant assigned to the Operations Support Division who serves as the Department's Accreditation Manager and Department Training Coordinator shares the same office as the Department's Administrative Support Specialist who is responsible for administering the Department's fleet of official vehicles and the extra-duty detail assignments.

The Department recently expanded this office by a few feet by capturing some of the lobby space from the west side building entrance. Although somewhat larger, the office is still a shared space and affords no privacy for sensitive conversations or "quiet workspace."

When a sensitive or private meeting is required by the sergeant the Administrative Support Specialist has to leave the office. This room has no storage space for either employee.

Sgt Office Size: 126 Sq. Ft.

RECOMMENDED MINIMUM: 240 Sq. Ft.

Administrative Support Specialist: 0 Sq. Ft.

RECOMMENDED MINIMUM: 126 Sq. Ft.





## **DEPARTMENT ADMINISTRATION**

### **Deputy Chief's Office**

This office is used as the primary workspace for the Deputy Chief, but also serves as UNSECURE filing for all Department personnel files. This is SIGNIFICANT SECURITY gap inasmuch as sensitive personnel files must be stored in an access controlled environment.

The office used by the Deputy Chief is inadequate in size and there is no locker room/storage space for the employee. The Deputy Chief shares a very small conference room between the Deputy Chief and Chief's offices.

Deputy Chief's Office Size: 128 Sq. Ft.

RECOMMENDED MINIMUM: 160 Sq. Ft.



## **DEPARTMENT ADMINISTRATION**

### **Chief's Office**

The Chief's office while seeming spacious is rather tight as much of the space is used for storage of documents. Currently the cabinets are filled to capacity causing a lack of storage for additional items and documents.

Both the chief and deputy chief's offices are not easily accessible and personnel or visitors wishing to see the chief must first pass by the deputy's office; for privacy and other concerns visitors to the chief or deputy chief should be able to access either office separately.

Additionally, both the chief and deputy chief's offices are located on the ground floor with public side access that has posed security related issues. For example, members of the press and media have been known to approach and attempt to peer into these offices to see whether the chief/deputy are present and or who else is in the office.

The chief's office is adjacent to the public training room, where on occasion, loud groups gather for meetings that disrupt operations in the administrative section's offices and affords no privacy for the persons utilizing the training room.

Chief's Office Size: 212 Sq. Ft.

RECOMMENDED MINIMUM: 220 Sq. Ft.



## **DEPARTMENT ADMINISTRATION**

### **Chief's Conference Room**

The Chief's conference room is able to accommodate six people though because of the size of the room, it feels very cramped and people often struggle to get in and out of their chair due to the proximity of the walls behind them.

Chief's Conference Room Size: 124 Sq. Ft.

RECOMMENDED MINIMUM: 192 Sq. Ft.



## **DEPARTMENT ADMINISTRATION**

### **Chief's Secretary's Office**

The Chief and Deputy Chief's Secretary's office is often used by both the secretary and another support employee when necessary.

This space also contains all the sensitive administrative records and files for the chief, deputy and the Department; it is NOT SECURE and is NOT ACCESS CONTROLLED.

The Department is configured to allow the public DIRECT ACCESS to the secretary, however, the wall/window affords NO BALLISTIC PROTECTION.

Because the space is also utilized for files/storage the secretary's work area is cramped and inefficient. Due to the lack of space, the desk is unable to accommodate the needed equipment to function on a daily basis and some equipment must be placed on the floor below the desk. Deliveries are often placed in this office when awaiting to be picked up as there is not enough room to place it in the Office Supply Closet. This creates an unsafe workspace as it is easy to trip over items on the floor.

Chief's Secretary's Office Size: 116 Sq. Ft.

RECOMMENDED MINIMUM: 256 Sq. Ft. [EXCLUDES SECURE FILE STORAGE]





## **DEPARTMENT ADMINISTRATION**

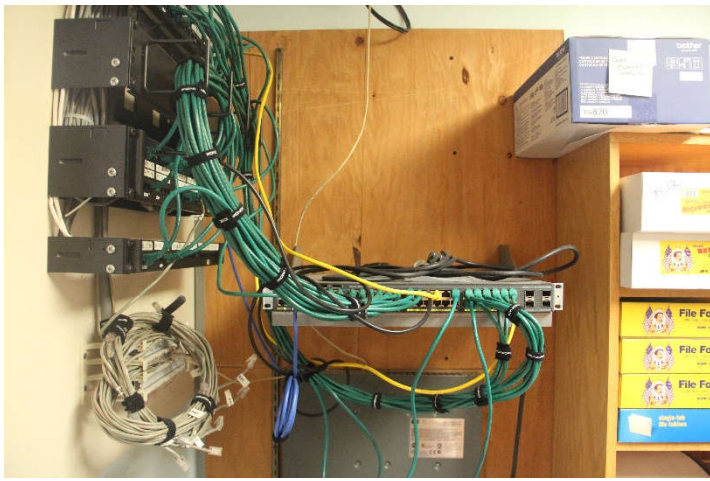
### **Office Supply Closet**

The office supply closet houses all office supplies, blank forms and supplies for all Department operations and functions.

As evident by the pictures, there is a lack of needed space. The shelves are at capacity and items must be placed on the floor or stored in the women's bathroom. This closet also houses network IT switches, which is NOT SECURE or protected..

Office Supply Closet Size: 84 Sq. Ft.

RECOMMENDED MINIMUM: 120 Sq. Ft.

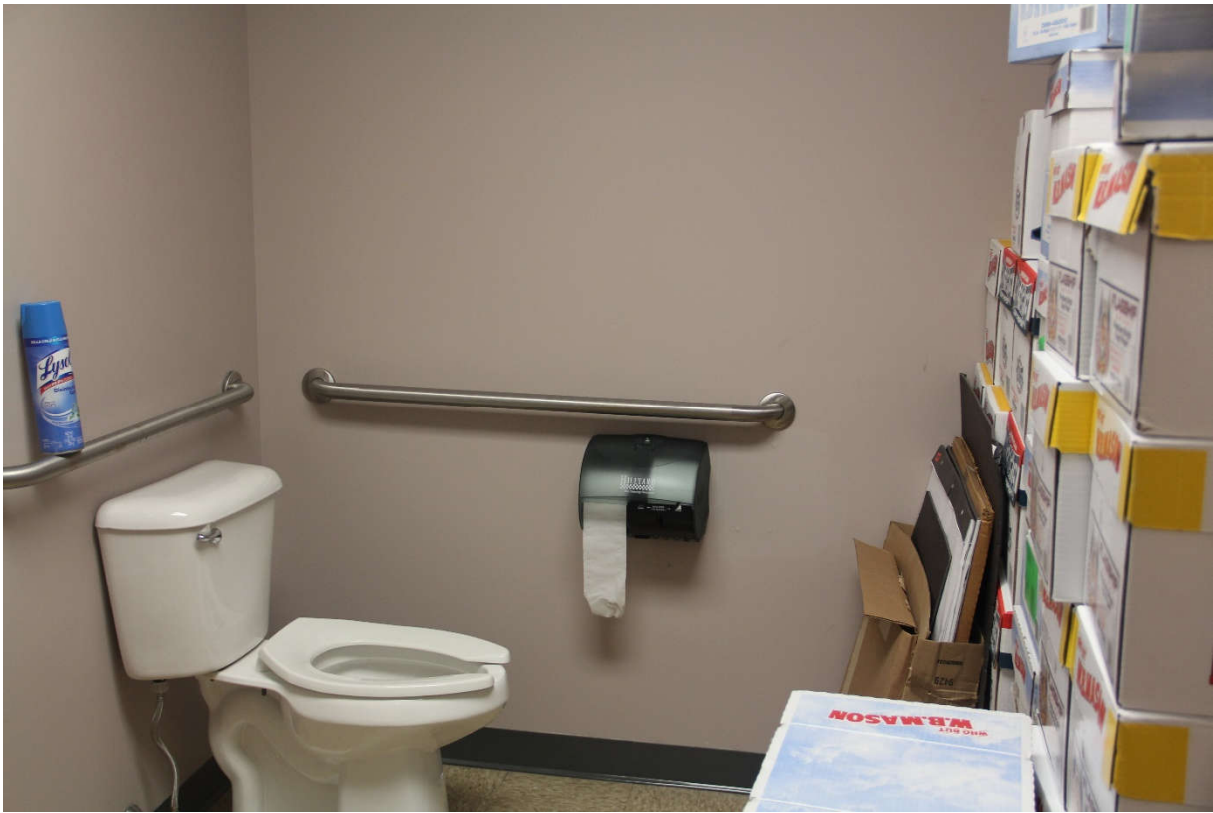


## **DEPARTMENT ADMINISTRATION**

### **EMPLOYEE Women's Bathroom**

The administrative women's bathroom is located on the west side of the building. As evident by the photographs, you can see it is also used as a storage space since there is not enough space in the office storage closet.

NOTE: There is no employee male/female restrooms on the east side of the building on the main floor. Male and female officers must either utilize the second story locker facilities or the public restrooms or make the additional walk to the other side of the station.

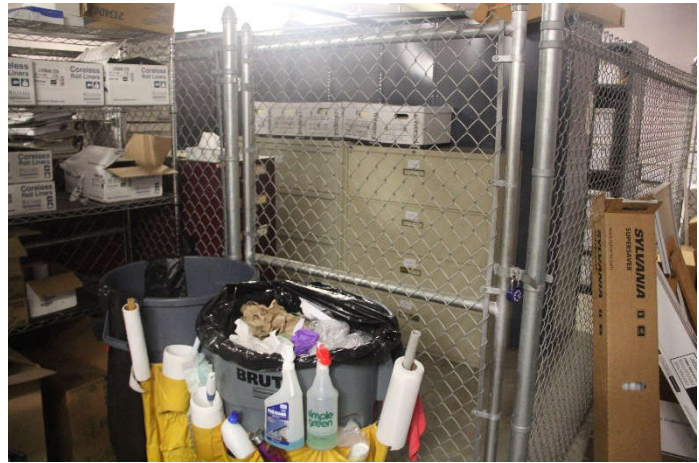
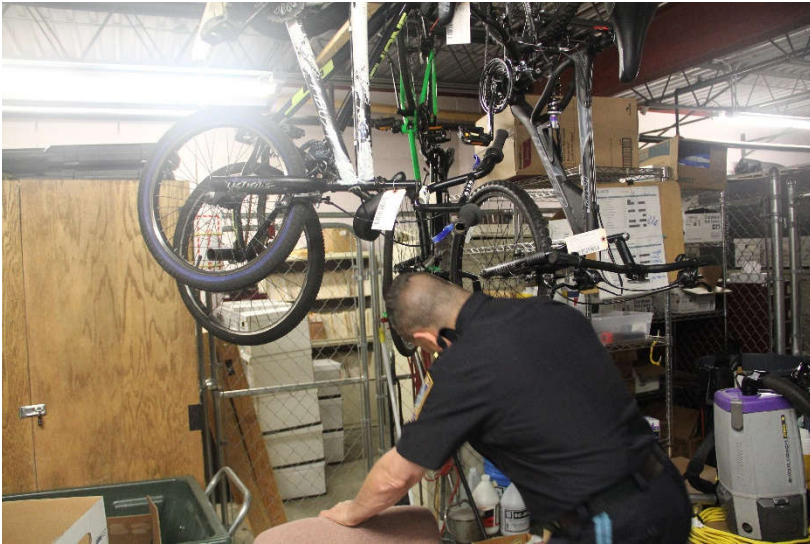


## **DEPARTMENT ADMINISTRATION**

### **Archives Storage**

Storage for our archived records is located upstairs. It is not climate controlled, which will deteriorate the stored files over time. These records should be stored in a proper, climate controlled room. This area is also used as storage for the detectives and for the cleaning supplies. The entrance is obstructed with bicycles which were confiscated, but due to lack of space in the evidence room, they must be store here. This area is dangerous as one could easily get hurt trying to walk through.

The area is NOT SECURE and not located in proximity to the Records Section and serves as general storage, which should not be combined with records storage.



## **DEPARTMENT ADMINISTRATION**

### **Conference Room**

The conference room is often used for interdepartmental meetings as well as for meetings with other town employees. The table comfortably seats eight people. There are chairs along both side of the walls to accommodate any additional people, but this makes it awkward and uncomfortable to hear and see what is going on.

The room is also used for operational briefings but is too small to accommodate a large group for a secure operational briefing.

The public training room is often used for large operational meetings but is accessible by the public through the station's lobby; therefore, it has been necessary to post officers to ensure there are no unauthorized personnel at the door or able to overhear or observe the briefing.

There is a load bearing support column that interrupts the space as well.

Conference Room Size: 269 Sq. Ft.

RECOMMENDED MINIMUM: 460 Sq. Ft.





## **DEPARTMENT ADMINISTRATION**

### **Training Room**

The training room is not only used by the PD and FD but it is open to members of the community as well. While this room seems spacious, when trying to fit a large number of people for a training demonstration or meeting, it quickly becomes crowded. This room should be large enough to not only hold our current department, but our future department as well. The kitchenette located in the back of the room is used by the administrative staff. When the training room is in use, staff are unable to use this kitchen to make their lunch.

The room is NOT multi-functional in that it cannot serve the Police Department's needs to conduct defensive tactics or other similar training due to its size and construction.

The size of the facility inhibits the Department from hosting larger training and meeting groups and thus we are unable to gain the economic advantages from hosting regional training (e.g. no cost for our Department's employees, etc.).

The location of the training room is adjacent to the Chief and Deputy Chief's offices and at times the noise from these meetings is disruptive to our operations.

Training Room Size: 786 Sq. Ft.

RECOMMENDED MINIMUM: 1750 Sq. Ft.



## **DEPARTMENT ADMINISTRATION**

### **Sally Port and Garage**

This facility is the SECURE area used to transition persons in custody from the transporting cruiser into the booking detention facility.

However, due to space constraints the sally port, which MUST be a SECURE and CLEAN (devoid of other items that could be used to harm an employee if the suspect became uncontrolled) it is also used to garage the Department's motorcycle, bicycles and other vehicle/fleet equipment.

While a fenced in area is used to store fleet items/equipment and ammunition this is not an accepted practice.

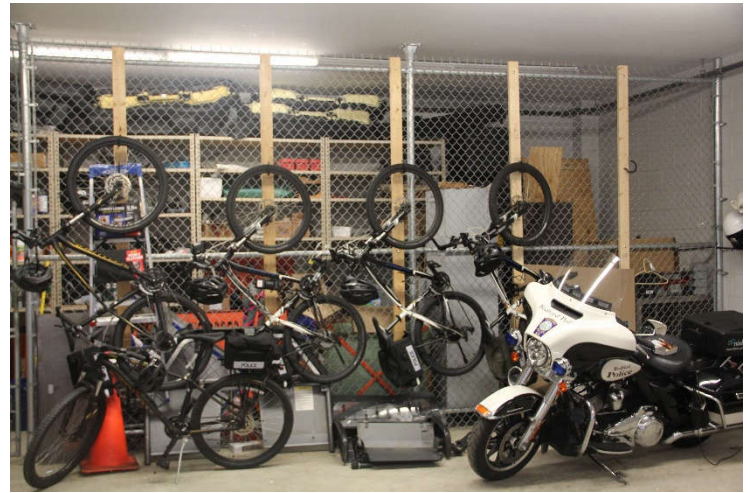
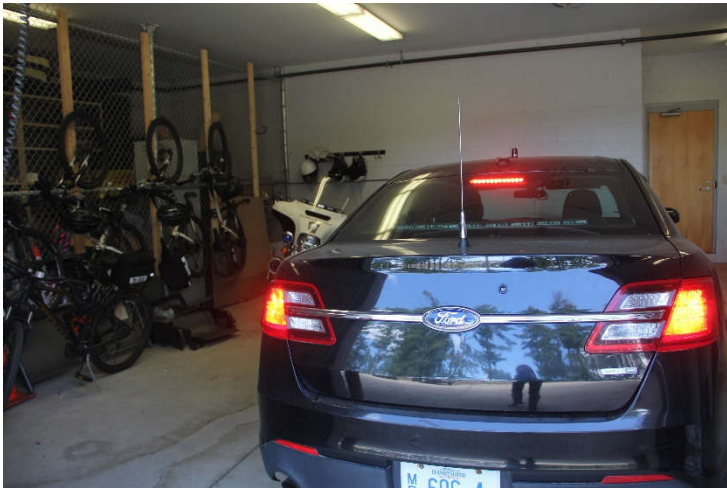
Moreover, the facility is only capable of handling one vehicle and therefore on many occasions a second prisoner is often discharged outside the sally port, which is dangerous and NOT SECURE.

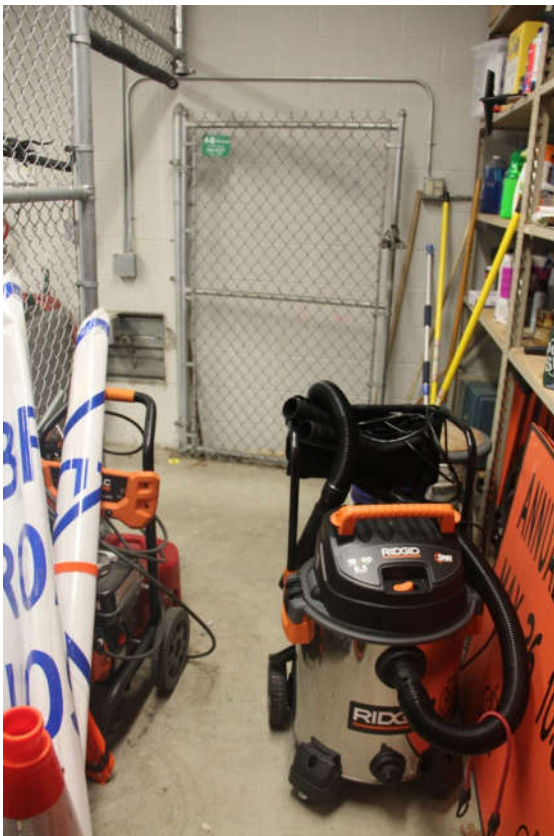
There is access to the sally port from another area of the Department, which poses additional security risks inasmuch as an unsuspecting employee may inadvertently enter the sally port during a physical encounter with an unruly prisoner.

There is no adequate space in the station to place our Incident Command Vehicle (ICV) in a climate controlled environment, which will hasten the deterioration of this \$175,000 piece of equipment.

Sally Port Garage Size: 656 Sq. Ft.

RECOMMENDED MINIMUM: 1000 Sq. Ft.





## **DEPARTMENT ADMINISTRATION**

### **EXTERNAL CRUISER AND EMPLOYEE PARKING**

The footprint of the current station, housing PD, FD and DPW operations is woefully inadequate, UNSAFE and UNPROTECTED.

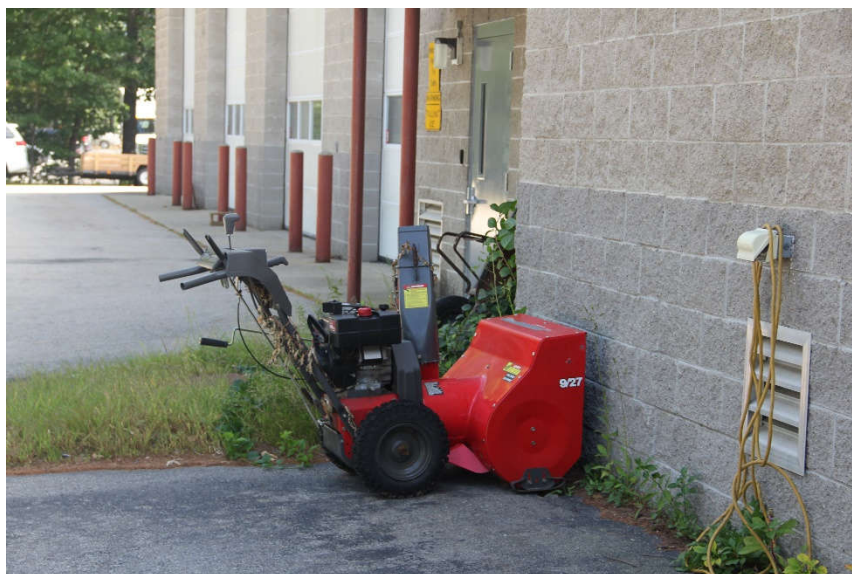
The Department's assets (both PD/FD) are unsecured by any perimeter security. The safety complex emergency generator is NOT SECURE and VULNERABLE to vandalism or damage.

At times there is no parking for employees especially during the transition between day/evening shifts on weekdays when both departments are at full capacity exacerbated by use of the training facility by external entities.

The public safety complex was evaluated by the Department of Homeland Security which identified a multitude of high risk vulnerabilities that, if exploited, could significantly compromise the delivery of public safety services.

While it is important to maintain "customer service": we must also protect our employees and our valuable public safety assets in order to remain viable under all but the most extreme conditions.

The lack of perimeter and interior security makes the public safety complex ripe for any kind of attack or breach.



## **Incident Command Vehicle**

The department has no garage space to house the Incident Command Vehicle. Because of this it has been subjected to the inclement weather we normally receive in New England. The weather over time and lack of proper housing has caused deterioration to the Incident Command Vehicle as shown in the pictures.







## **Parking Lot**

Our parking lot is not large enough to hold both employee vehicles and those for guests visiting the safety complex. If there is a function in the training room, it takes up additional parking spaces leaving guests nowhere to park but past the blue line for which is signed as for police vehicles only. There are four reserved parking spaces for our communications specialists (the first four spaces as you enter on the right) which are often used by guests. With the addition of the DPW in the Safety Complex, this has decreased the amount of available parking spaces. There is also a blind spot for those coming around the back of the building and there have been several close calls where vehicles travelling opposite directions have almost collided.



## **Building Exterior**

The outside of the Safety Complex's main entrance is showing signs of wear and is in need of updating. The signage is outdated and small. Many people complain of the confusing entrance not knowing where to enter and park. There should be a larger, more visible, updated sign for the complex as well as a sign showing where to enter for parking.



## **Lobby**

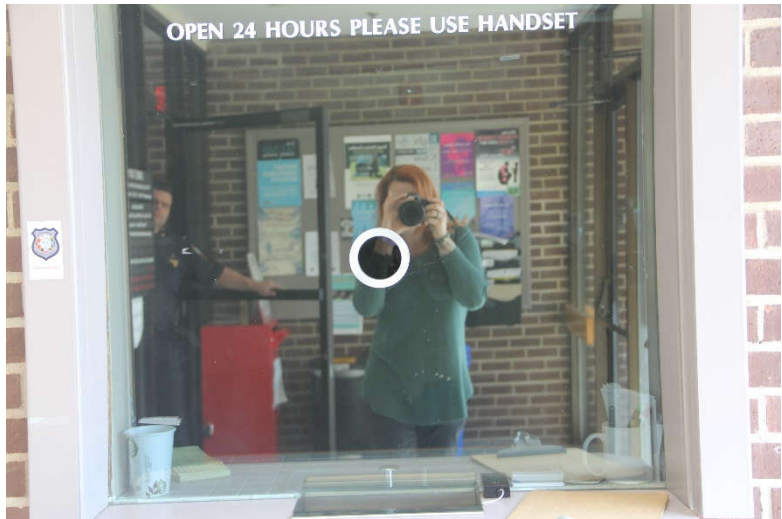
The lobby of any police station is the visible presentation of the municipality's professionalism and accent of public service. It must be large enough to be inviting and friendly yet secure to incorporate functionalities conducive to law enforcement operations (e.g. private interview space). The lobby must be configured to allow for employee efficiencies to service the public during both normal and after business hours.

Police station lobbies also must account for security for both the public and for employees thus limiting access to the public but allowing for use of restroom facilities and a comfortable space to await the arrival of an employee.

Lobbies are often used, as is ours, to provide documents and services such as our drug drop box, pamphlets and other materials that is presented professionally and in an organized fashion.

The public lobby should also present the "first impression" of the Town and the Department in a manner and fashion consistent with the importance of its work.

Unfortunately, our lobby accomplishes virtually none of the above requirements.





## **Inner Lobby**

The inner part of the lobby connects the safety complex to the Fire Department and DPW through an open stairway and to both the west and east part of the Police Department. This arrangement is NOT SECURE and poses significant security risks to the public and employees.

Often officers speak with citizens in this part of the lobby as there is no other suitable location; it is unsecure, not private and makes for an uncomfortable situation for many citizens with sensitive issues to discuss.





## DETECTIVE DIVISION

### DETECTIVE DIVISION

#### Prosecutor's Office

The prosecutor's office is located on the west side of the building across from the conference room and next to the prosecutor's assistant. Often times the prosecutor will bring a defendant in to discuss a case and this room is neither sight nor sound protected and is too small to conduct a meeting with a victim/defendant with associates/family and counsel at the same time.

Prosecutor's Office Size: 128 Sq. Ft.

Standard Size: 160 Sq. Ft



## **DETECTIVE DIVISION**

### **Prosecutor's Assistant's Office**

This room is crowded as evident by the desk and multiple filing cabinets in the room. Due to the lack of space in the records archives the prosecutor's assistant maintains prior criminal records in this office.

The combined use of filing and office space make this office very inefficient and difficult to work operate effectively.

Prosecutor's Secretary's Office Size: 126 Sq. Ft.

Standard Size: 160 Sq. Ft. [EXCLUDING SECURE STORAGE]



## **DETECTIVE DIVISION**

### **Detective Interview Room**

This room is very small, although the walls have sight and sound protection in this room it is not 100% sound proof. Often times when the detectives are conducting an interview or polygraph exam they need to remind the staff on that side of the building to remain quiet due to the lack of sound protection in the room. This interview room is audio and video recorded but should be away from administrative support staff. This is the only interview room on the west side of the building where the detectives can conduct proper investigations/interviews. There is also no separate, secured location for domestic violence victims. Only ONE interview/interrogation can be conducted at any one time that presents significant problems when conducting larger investigations.

Detective Interview Room Size: 86 Sq. Ft.

RECOMMENDED MINIMUM: 156 Sq. Ft. [EXCLUDING A SECOND INTERVIEW SPACE]





## **DETECTIVE DIVISION**

### **Detectives Office**

This is the only office space afforded for the Detective Sergeant who shares this space with three (3) detectives and two (2) school resource officers (SROs). If all these employees were present at once the room would not be adequate for operations.

The supervising detective sergeant should be afforded separate space to conduct sensitive and private interviews/discussions with personnel or the public.

The remaining space afford the three (3) detectives and two (2) SROs is very small and there is limited storage space. Private and or sensitive conversations are not possible when more than one employee is present.

Detectives Room Size: 299 Sq. Ft.

RECOMMENDED MINIMUM: 600 Sq. Ft.



## **DETECTIVE DIVISION**

### **Detective Lieutenant's Office**

This room is small with barely enough room for the Detective Lieutenant and two chairs. The Detective Lieutenant does not have a locker and uses this room to change and store personal equipment including uniforms and duty gear. There is no room for bookshelves or any materials the Detective Lieutenant may need to conduct business.

Detective Lieutenant's Office Size: 132 Sq. Ft.

RECOMMENDED MINIMUM: 160 Sq. Ft.



## **DETECTIVE DIVISION**

### **Detective Locker Room**

This room is very small and was once closet space. It houses seven lockers, however it is also used for equipment storage. There is no room for a bench or chairs in order for the detectives to sit and change. As evident by the pictures it is also used to house radios, flashlights and various equipment.

Detective Locker Room Size: 143 Sq. Ft.

RECOMMENDED MINIMUM: 690 Sq. Ft.



## **DETECTIVE DIVISION**

### **Evidence Room**

The evidence room is incapable of efficiently storing all the evidence currently in the custody of the Department.

The evidence room is accessed via the Booking/Detention facility which poses a SIGNIFICANT SECURITY RISK and is inconsistent with industry and accreditation requirements.

The facility is used to store illicit controlled substances, which pose a health and environmental risk to employees since the facility is not properly ventilated nor is it climate controlled.

There is no space to handle forensic evidence processing especially evidence that may contain body fluids and there is no evidence standard refrigeration available.

There is inadequate storage for long guns, no room to process evidence and workspace is cluttered. We are at capacity for gun racks and long guns are at 75% capacity.

Evidence Room Size: 258 Sq. Ft.

RECOMMENDED MINIMUM: 695 Sq. Ft.





