

Programmatic Needs Assessment

Police Dep. Building Study

Town of Wolfeboro, NH

LAVALLEE|BRENSINGER ARCHITECTS

LBA Project no. 17-083-00

Updated Police Dep. Program

08/01/2020

Executive Summary

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation		Space Need			
No.	Function	Reference	2020 (current need)	2025	2035
COMMON/SHARED SPACES					
C-1	Common Spaces	2,690	2,678	2,678	2,678
	COMMON/SHARED TOTAL	2,690	2,678	2,678	2,678
POLICE DEPARTMENT					
P-1	Records Storage	576	600	600	600
P-2	Community Resources	192	202	278	278
P-3	Administration	451	847	847	847
P-4	Dispatch	576	605	605	605
P-5	Booking and Intake	2,030	1,896	1,896	1,896
P-6	Property and Evidence	2,268	1,217	1,217	1,217
P-7	Investigations	691	514	590	590
P-8	Patrol/Operations/Training	2,369	986	1,085	1,085
P-9	PD Departmental Support	1,908	1,530	1,530	1,530
	POLICE TOTAL	11,062	8,396	8,648	8,648
BUILDING SUPPORT					
S-1	Facility Support	1,982	1,699	1,699	1,699
	BUILDING SUPPORT TOTAL	1,982	1,699	1,699	1,699
	TOTAL ALL PROGRAMS	15,734	12,774	13,026	13,026

Notes

Please Note - if a one story solution is implemented, it will eliminate two stair towers, elevator, and elevator machine room and reduce the overall square footage by 653 sf.

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Executive Summary cont'd - Parking

Parking Requirements					Notes
	STAFF	VISITORS	PD VEHICLES	TOTAL	
Police Department	10	2	7	19	includes ADA spaces
Public - Community Room	0	10	0	10	includes 2 ADA spaces
TOTAL PARKING NEED	10	12	7	29	

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C-1 Common Spaces

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Space Designation		Space Need			Notes
No.	Function	2020 (current need)	2025	2035	
C-1	Common Spaces				
C-1.1	Entry Vestibule	80	80	80	
C-1.2	Public Lobby	225	225	225	seating for 4 people, prescription drug drop off (mailbox size)
C-1.3	Public Restrooms @ 64 sf each	128	128	128	one with direct access to Community Room
C-1.4	Administrative Assistant/Receptionist	64	64	64	currently staffed by Dispatch but would like to move away from this (privacy issues). Current need: camera connect. Future: Admin assistant day shift, telephone or camera connect to dispatch nights
C-1.5	Small Interview/Briefing Room	120	120	120	accessed from Lobby, also used as Sex Offender Waiting, Records Conference Room
C-1.6	Community Meeting Room/Training/Commissioners Briefing Room/Command Staff Conference Room	875	875	875	35 occupants. Tech for Common Operating Picture (COP) during emergencies. Could be reduced to 25-30 if necc. Includes Law Library.
C-1.7	Community Meeting Room Storage	100	100	100	Chairs/tables storage
C-1.8	Community Meeting Room Kitchenette	40	40	40	
C-1.9	Physical Agility Room/Defense Tactics Lab	600	600	600	
	SUBTOTAL	2,232	2,232	2,232	
	Efficiency Factor 20%	446	446	446	
	TOTAL C-1	2,678	2,678	2,678	

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P-1 Records Storage

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Space Designation		Space Need			Notes
No.	Function	2020 (current need)	2025	2035	
P-1	Records Storage				
P-1.1	Copy Area	40	40	40	change to alcove, not shared (currently shared FD/PD)
P-1.2	Secured Juvenile Files Storage	40	40	40	Arrest records, juvenile files storage. Require storage forever. Currently stored in temporary storage at PD site. Traffic & incident reports. Could be offsite if stored in secured document storage area.
P-1.3	Long-Term Files Storage - 7+ years	300	300	300	
P-1.4	Short-Term Files Storage - <3 years	100	100	100	
P-1.5	Officers Access Service Counter	20	20	20	
P-1.6	Bulk Storage	0	0	0	From questionnaire - confirm size. OFFSITE POSSIBLE. Includes bikes, large stolen items, etc. Currently use 8x20 container on site. Need +/- 200 sf; DPW garage OK if fenced and secured for PD only as impound lot.
C-1.5	Small Conference Room	-	-	-	See C-1 Common
	SUBTOTAL	500	500	500	
	Efficiency Factor 20%	100	100	100	
	TOTAL P-1	600	600	600	

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P-2 Community Resources

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Space Designation		Space Need			Notes
No.	Function	2020 (current need)	2025	2035	
P-2	Community Resources				
P-2.1	Animal Control Work Area	64	64	64	Workstation, locate near sally port. For records writing, files
P-2.2	K-9 Storage with Safe	40	40	40	
P-2.3	Police Prosecutor/ Paralegal (Asst. Prosecutor, P/T Officer)	64	128	128	Shared open work area
	SUBTOTAL	168	232	232	
	Efficiency Factor 20%	34	46	46	
	TOTAL P-2	202	278	278	

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Space ID Name

P-3 Administration

Program Area

LAVALLÉE | BRENSINGER ARCHITECTS

Space Designation		Space Need		
No.	Function	2020 (current need)	2025	2035
P-3	Administration			
P-3.1	Chief of Police Office	160	160	160
P-3.2	Captain/Executive Officer	130	130	130
P-3.3	Small Meeting Room	120	120	120
P-3.4	Copy/Supply Alcove	60	60	60
P-3.5	Intern Work Area	72	72	72
P-3.6	Reception/Waiting	64	64	64
P-3.7	Administrative Assistant	64	64	64
P-3.8	Police Commission Files Storage	36	36	36
C-1.6	Command Staff Conference Room	-	-	-
	SUBTOTAL	706	706	706
	Efficiency Factor 20%	141	141	141
	TOTAL P-3	847	847	847

Notes

include reference library. Also Police Commission Meeting space

Adjacent to P-3.4 small meeting room
see C-1 Common/Shared

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P-4 Dispatch

LAVALLÉE BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
P-4	Dispatch					
P-4.1	Dispatch Supervisor		64	64	64	workstation off dispatch
P-4.2	Call Taker/Dispatchers @ 80 sf each	2	160	160	160	current: 2 dispatchers + supervisor. Includes 2 workstations plus small touch down area for supervisor (standing desk)
P-4.3	Break Room with Lockers		120	120	120	lockers + kitchenette
P-4.4	Staff Unisex Bathroom		80	80	80	
P-4.5	Specialized Equipment Storage		80	80	80	
P-4.6	After-Hours Public Service Counter		0	0	0	share with reception desk? See C-1.5
	SUBTOTAL		504	504	504	
	Efficiency Factor 20%		101	101	101	
	TOTAL P-4		605	605	605	

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P-5 Booking and Intake

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Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
P-5	Booking and Intake					
P-5.1	Vehicle Sally Port		600	600	600	1 bay @ 20' x 30'
P-5.2	Detainee Wash Down Alcove		12	12	12	
P-5.3	Security Vestibules @ 64 sf each	2	128	128	128	
P-5.4	Juvenile Holding Cell @100 sf each	1	100	100	100	
P-5.5	Detainee Property Storage Room		80	80	80	combined adult and juvenile
P-5.6	Booking		120	120	120	
P-5.7	Adult Male Holding Cells @100 sf each	2	200	200	200	
P-5.8	Intoxilizer Room with Medical Area		120	120	120	
P-5.9	Live Scan Alcove		80	80	80	4 lockers see Common C-1
P-5.10	Secured Interview Room		80	80	80	
P-5.11	Temporary Evidence Drop Lockers		60	60	60	
C-1.5	Small Interview/Briefing Room		-	-	-	
	SUBTOTAL		1,580	1,580	1,580	
	Efficiency Factor	20%	316	316	316	
	TOTAL P-5		1,896	1,896	1,896	

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P-6 Property and Evidence

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Space Need			Notes
No.	Function	2020 (current need)	2025	2035	
P-6	Property and Evidence				
P-6.1	Evidence Drop/Retrieval/Viewing Room	150	150	150	adjacent to booking
P-6.2	Evidence Storage Room	280	280	280	Existing = 8x14
P-6.3	Cash/Valuables Vault	40	40	40	
P-6.4	Weapons Vault	100	100	100	
P-6.5	Narcotics Vault	120	120	120	
P-6.6	Chemical Processing Lab	160	160	160	
P-6.7	Evidence to Be Destroyed Staging Area	60	60	60	
P-6.8	Freezer Bank/DNA Storage	40	40	40	Inside Evidence Storage area
P-6.9	Found Articles Storage	64	64	64	Exterior
P-6.10	Vehicle Evidence Processing Bay	-	-	-	Exterior; fenced area with cameras. DPW Location OK. Recommended 600 sf
	SUBTOTAL	1,014	1,014	1,014	
	Efficiency Factor 20%	203	203	203	
	TOTAL P-6	1,217	1,217	1,217	

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Space ID Name

P-7 Investigations

Program Area

LAVALLÉE | BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
P-7	Investigations					
P-7.1	Detective Workstations @ 64 sf each	1,2	64	128	128	
P-7.2	Files Storage		60	60	60	
P-7.3	Specialized Equipment Storage Room		100	100	100	
P-7.4	Detainee Restroom		64	64	64	
P-7.5	Interview Rooms @ 80 sf each	1	80	80	80	
P-7.6	Interview Monitoring Equipment Room		60	60	60	
	SUBTOTAL		428	492	492	
	Efficiency Factor 20%		86	98	98	
	TOTAL P-7		514	590	590	

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P-8 Patrol/Operations/Training

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
P-8	Patrol/Operations/Training					
P-8.1	Patrol Workstations (F/T) @ 36 sf each	3,5	108	180	180	added (2) P/T stations starting 2022
P-8.2	Patrol Work Area Files Storage		20	30	30	can be included with workstations area (not separate); stackable file cabinets
P-8.3	Patrol Sergeant's Suite @ 80 sf each	1	100	100	100	group office - open workstations.
P-8.4	Staff Sergeant's Office		100	100	100	private office, reduced 2.5
P-8.5	Central Business Hub		60	60	60	copy, print, shared supplies & resources
P-8.6	Armory		80	80	80	
P-8.7	Ammunitions Storage		40	40	40	
P-8.8	Quartermaster Supply Storage		250	250	250	
P-8.9	PD Bicycle Storage @16 sf each	4	64	64	64	Police bicycles; near equipment bays
P-8.10	Reference Library		-	-	-	included in Admin sm. Meeting room P-3.4
	Community Meeting		-	-	-	See Common C-1
	Room/Training/Commissioners Briefing					
C-1.7	Room/Command Staff Conference Room					
C-1.6	Small Interview/Briefing Room		-	-	-	See Common C-1
C-1.10	Physical Agility Room/Defense Tactics Lab		-	-	-	600 sf; See Common C-1
	SUBTOTAL		822	904	904	
	Efficiency Factor 20%		164	181	181	
	TOTAL P-8		986	1,085	1,085	

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Public Safety Building Study

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Space ID Name

P-9 PD Departmental Support

Program Area

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
P-9	PD Departmental Support					
P-9.1	Staff Restrooms @ 150 sf each	2	300	300	300	
P-9.2	Male Locker Room	20	220	220	220	
P-9.3	Male Shower Room	3	150	150	150	
P-9.4	Female Locker Room	5	65	65	65	
P-9.5	Female Shower Room	1	50	50	50	
P-9.6	Central Break Room		150	150	150	
P-9.7	PD Storage		60	60	60	
P-9.8	Unisex Dormitories @ 90 sf each	2	180	180	180	
P-9.9	Covered Parking/Indoor Storage		100	100	100	Radar Trailer
	SUBTOTAL		1,275	1,275	1,275	
	Efficiency Factor 20%		255	255	255	
	TOTAL P-9		1,530	1,530	1,530	

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Space ID Name

S-1 Facility Support

Program Area

LAVALLEE BRENSINGER ARCHITECTS

Space Designation			Space Need			Notes
No.	Function		2020 (current need)	2025	2035	
S-1	Facility Support					
1-1.1	Trash/Recycling Storage		80	80	80	
1-1.2	Custodial Closet	1	60	60	60	
1-1.3	Mechanical Room	1	240	240	240	
1-1.4	Electrical Room	1	100	100	100	
1-1.5	Stair Towers @ 200 sf each	2	400	400	400	
1-1.6	Telephone		80	80	80	
1-1.7	IT Server Room		150	150	150	
1-1.8	IT Storage		50	50	50	
1-1.9	Telephone/Fiber Room		80	80	80	
1-1.10	IT/IDF Closets @ 32 sf each	1	32	32	32	
1-1.11	Elevator Machine Room		80	80	80	
1-1.12	Elevator		64	64	64	
	SUBTOTAL		1,416	1,416	1,416	
	Efficiency Factor 20%		283	283	283	
	TOTAL S-1		1,699	1,699	1,699	