

CITY OF MIDDLETOWN, CONNECTICUT

Police Headquarters Needs Assessment

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MIDDLETOWN, CONNECTICUT POLICE HEADQUARTERS Needs Assessment

I. EXECUTIVE SUMMARY

The City of Middletown has taken positive steps in upgrading the City's law enforcement capability by contracting for a Site Selection Study and Needs Assessment for the new police headquarters. The needs assessment documents the existing building condition, establishes the planning basis for 20-year staffing and space projections, delineates design guidelines and functional adjacencies, lists staffing, space, fur -

niture and site requirements for both current and 2015 needs, illustrates the space standards used and provides a building concept plan.

The building and site needs determined by this assessment form the basis for the budget estimate to be used in funding the project. The cost estimates are included in the site selection study due to variations in building and site costs with each site.

Following is a summary of the findings of this study:

Existing Building.

The existing building and its systems are serving far beyond their useful age. They have become a detriment to good law enforcement and a serious liability to the City. Numerous health, safety, code and security violations are described in Section II. It is not feasible to expand

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the existing 22,000 sq. ft. structure because all of the required additional space to meet the current needs for 43,945 sq. ft., an additional 21,945 sq. ft., would have to go above the existing two story building due to the limited site area.

The age, configuration and structural design of the existing building would make it prohibitively costly to add a third floor.

Planning basis

The demographic profiles detailed in Section III indicate that a higher than average percentage of Middletown's population is less affluent, younger, minority and more crowded into rental units than the rest of the county. The City's socio-economic trends indicate a decrease in population by official U.S. Census count, but an actual population that is significantly higher and slowly increasing by Planning Department count. The police calls for service leveled off in 1988 after a steep climb in the 1980s. The long-term projection indicates that the upward trend will resume but at a slower rate, resulting in a 36% increase in staffing need from 125 in 1995 to 170 in 2015.

Space Needs

Based on an in-depth analysis of the Middletown Police Department's operations, facilities and equipment. The current needs detailed in Section V are summarized as follows:

Main Building	43,945 sq. ft.
Garage	3,783 sq. ft.
Parking	145
(official and staff cars)	

Based on the 36% increase projected for staffing needs during the next 20 years, it is estimated that the 2015 needs will be as follows:

Main Building	52,655 sq. ft.
Garage	3,881 sq. ft.
Parking	183
(official and staff cars)	

This report concludes by illustrating a concept plan for a three-story building in Section VII based on the Design Guidelines and Adjacencies in Section IV, Space Needs in Section V, and the Space Standards in Section VI.

II. EXISTING FACILITY REVIEW

A. Age and Condition

The original building was constructed for office use in the 1920s and underwent major reconstruction and additions in 1965 when it was converted to the police department headquarters. Although well constructed and fairly well maintained, it has become increasingly obsolete and overcrowded to the point where there are many code, security and safety violations posing potential liability to the city. The deteriorating systems, space and equipment are a serious detriment to the officers and civilian staff in their efforts to provide good law enforcement for the City of Middletown.

B. Space

The existing building contains approximately 22,000 sq. ft. including the garage structure. The space needs analysis shows a requirement of 43,945 sq. ft. for current needs and 52,655 sq. ft. in 2015 for the main building. Every division and activity of the police department is severely overcrowded to the point where operations and security are adversely affected. Examples include:

Exit corridors have been converted to storage, juvenile detention and locker spaces, forcing emergency exiting through office and classroom spaces that

are crowded with furniture and equipment making emergency evacuation difficult, dangerous and convoluted.

- Evidence storage is inadequate causing evidence to be stored in several spaces throughout the building compromising control and security.

- Officers are storing equipment and supplies at home and in their cars due to lack of space and lack of security.

- Officers' lockers are too small to store the equipment required for contemporary law enforcement, such as helmets, radios, flashlights, rain gear, books and uniforms.

- The same space is used for prisoner booking, interrogation and officer report writing compromising security and confidentiality of information.

- There are not enough interview spaces to separate victims and suspects nor opposite gang members compromising security and creating the potential for violence.

- There are no confidential spaces nor discrete entrances for witnesses and informants which inhibits their ability to testify and potentially endangers their lives.

- The overcrowding has caused certain extreme conditions such as twelve patrol sergeants sharing one office of

approximately 100 sq. ft. and the Internal Affairs officer operating out of a desk in the open clerical area of the Administrative Division.

C. Functional Adjacencies

Due to the restrictions of trying to fit a police facility into a structure not designed for it, there are many incompatible adjacencies in the existing building including:

- The booking area is separated from the holding jail by a major staff circulation corridor which is not only inefficient, but presents a potentially hazardous conflict between civilian staff and prisoners. An attempt has been made to provide security by means of locking doors separating this corridor from the adjacent office areas; however, these single doors do not provide the secure separation for the jail that sally ports with two interlocking doors would provide.

- The 9-1-1 dispatchers are too close to the front desk, where it is noisy and vulnerable to violence in the lobby.

- Evidence storage is widely separated making management difficult and inefficient.

- The Squad/Briefing room is used as an exit way to the rear stairs causing disruption and security problems.

- The men's locker room is also used as an exit way from the east corridor to the west rear stair causing disruption, intrusion on privacy and security problems.
- The Detective Bureau, coffee room and Street Crime unit are used as an exit way to the west rear stairs causing disruption, compromise to confidential information and evidence under analysis and security problems.
- The women's locker room is remote from the patrol oriented spaces and from the Squad/Briefing room. It is accessed only by a semi-public corridor serving Administration, the Chief's office and Detective Bureau.

D. Health and Safety

The most serious health and safety problems pose potential liability problems for the city and violate OSHA and building code requirements. They include:

- The heating ventilating air conditioning (HVAC) system is transmitting lead particles from the old shooting range throughout the building. Evidence stored there is also apparently being contaminated by the lead residue.
- Required fire exit corridors on the second floor are blocked by storage and locker rooms.

- The fire exit corridor to the rear exit at the northwest corner is blocked by the security door separating the jail/booking area from the office area. If a bomb, fire, or violence occurred in the front lobby, exiting from Records would be difficult.
- Blood soaked evidence is currently stored in a restroom in the garage area. There needs to be a drying room with completely separate and specially designed ventilation to avoid cross contamination or transmission of bio-hazardous materials throughout the building.
- A defective fume hood in the fingerprint analysis lab is transmitting chemical fumes throughout the building.
- Evidence such as motorcycles and power mowers containing fuel are stored in the garage with the general storage. Volatile or flammable liquids should be stored in a separate fire resistive space with an automatic fire suppression system.
- There is no fire sprinkler system in the building.
- The women's locker room is almost 30 feet long with an exit at only one end.

E. Security

Numerous breeches of security are apparent due to the layout of the existing building, the failure of deteriorating

systems and absence of a modern access control system. Some examples are:

- The back doors are left propped open for fresh air to compensate for the inadequate HVAC system.
- There is poor control of the main lobby from the front desk. The existing layout provides hiding places and allows people to enter the lobby, bypass the desk officer and go directly upstairs to the Chief's office, Administration or the communications equipment room.
- There are no public restrooms at the lobby requiring visitors to go inside the security perimeter to use the restrooms.
- There is no security for prisoner transportation due to no vehicle nor personnel sally ports with door interlocks.
- There is no security for the Records section. There should be a public counter and an officer counter to keep everyone out of this space except staff who work there. There should also be a secure Records vault.
- There is no security for the Booking area. It should be a dedicated space and not mixed with Report Writing and Interview.
- There is no easy way to have direct visual observation into the men's cell block.

- There is no access control system with appropriate zoning, monitoring and intrusion detection.
 - The staff entrances are not secure, poorly lighted and present difficult access to the interior because the main circulation corridors have been interrupted by storage and equipment rooms.
 - There is no way to quickly secure the lobby nor harden the facility against large hostile groups, gangs or relatives of an arrestee bent on retaliation.
 - Both staff and official vehicle parking are not secure and poorly lighted. The parking lot is also far too small causing vehicles to crowd the surrounding streets and Housing Authority site.
- dispatchers. This would free them from doing routine records tasks allowing them to focus on emergencies.
- More radio frequencies are needed. The present air space is overcrowded at times and would present a serious problem during a major citywide emergency.
 - The Records Management System (RMS) needs to be updated with contemporary hardware and software and coordinated with other city departments and state and federal agencies.
- stations and seating, especially for dispatchers who spend long hours, sometimes under high stress, at their stations must be completely adjustable in all directions.
- Lighting throughout the building is inadequate and outmoded. Lighting in all spaces involving heavy computer use should be a combination of indirect general overhead lighting or non-glare parabolic lens lighting and adjustable task lighting.
 - There are numerous deficiencies in ADA compliance relating to the restrooms, doorways and vertical access.

G. General Working Environment

The building contains general environmental defects that make working conditions difficult and uncomfortable:

- Jail odors are obvious at times throughout the building, especially on Monday mornings. The jail HVAC should be a separate system independent from the rest of the building.
- There are several poorly lighted and poorly ventilated interior work spaces such as the Deputy Chief's office and the Communications Center.
- Lack of ergonomically correct work stations can lead to eye strain, carpal tunnel syndrome, fatigue, stress and back pain and also be in violation of current OSHA requirements. Work

F. Communications

There are deficiencies in the citywide communications system, as well as the building itself, that when corrected would greatly enhance the efficiency and reliability of the 9-1-1 emergency system.

- The E-9-1-1 system indicating the phone number and address of the caller should be installed for fire and ambulance dispatch to reduce time delay and possibility of error.
- Mobile Data Terminals (MDTs) should be installed in the patrol cars to reduce the workload on

H. Expansion Potential

Upgrading and adding to the existing building to meet contemporary standards and current needs of the Middletown Police Department would be difficult at best and probably cost more than a new building. The existing building would have to be gutted and stripped of all electrical, mechanical and plumbing systems and rebuilt from the base structure. It would also have to be more than doubled in size. The following issues would have to be considered and resolved:

- Floor to floor height is less than 13 ft. In order to accommodate all the HVAC, communications, electrical and plumbing systems for a modern police facility floor to floor height should be 14 to 15 ft.

- The existing building is approximately 22,000 sq. ft. with a ground floor footprint of 14,000 sq. ft. The site planning studies produced in the Site Selection Study showed that Site G, the existing police headquarters site, would require a three-story structure with a footprint of approximately 14,000 sq. ft. in order to fit the building and parking on the site. Therefore, if the existing building were to be used all expansion would have to occur by adding an additional floor over the entire 22,000 sq. ft. footprint. Vertical expansion would require strengthening all existing footings, walls, columns and roof.

- Using the existing building would require moving the Police Department out into temporary quarters for approximately 18 months doubling moving costs and adding approximately \$650,000 in rental costs.

- Using the existing building would continue to perpetuate some of the same problems that now exist. The Police Department operations have suffered in conforming to a building configuration not designed for it.

III. PLANNING BACKGROUND

A. Community Profile

- Located in the geographical center of the State of Connecticut, Middletown is the largest city in Middlesex County.
- The area of the city is 42.9 sq. miles.
- The current population in 1995 is 44,661 according to the Police Department Planning and Research Department. During the 1970s, the city grew at the rate of 1% from 36,924 to 39,040. During the early 1980s, the overall growth was about the same at 1% per year from 39,040 to 42,762. However, there was a spike in 1988, when the population surged to 44,750 as a result of a 3-1/2% per year growth from 1985 to 1988. The City then lost population at the rate of over 5% per year for two years, decreasing to 42,762 in 1990.
- The population density of Middletown is 1,041 per square mile, which is about 2-1/2 times the county average.
- Community assets are the diversified economic base, relatively low land and housing costs, its history as part of the original 13 states, and the beautiful Connecticut river with its potential to serve commerce and attract tourism.

B. Economic Profile

- After a strong economic growth during the 1980s, in the early 90s the City suffered the worst economic recession since the 1930s. The unemployment rate more than doubled from 3.4% in 1989 to 7.6% in 1992.
- Middletown is the least affluent of the Middlesex County municipalities with an average per capita income of \$13,460 estimated in 1989 by the Middlesex County Revitalization Commission in contrast to the country average of \$16,207 and \$17,377 for the county, except for Middletown.
- Middletown suffered the greatest retail sales loss between 1989 and 1990 when the recession struck, totaling \$37,417,830, a loss of 7.9% or \$875 per capita as compared to the county loss of 6.2% or \$636 per capita and 5.5% or \$534 per capita for the county, except for Middletown.
- Approximately 22% of the City's population or 3,219 households had an annual household income of less than \$15,000. There are 2,374 assisted housing units in the City (the sixth highest percentage in the State). According to the City's "Plan of Development for the Year 2000" an additional 245 very low rent units are

required after subtracting 600 occupied by low income elderly homeowners with little or no mortgage payments.

C. Demographic Profile

Racial composition, age distribution, household composition and, education are as follows:

- The median age of the Middletown population is by far the lowest in the county at 31.3 compared to 34.8 for Middlesex County and 36.3 for the county, except for Middletown.
- Middletown has the highest percentage of its population in the 18 thru 24 year age group, 15.8% compared to 10.2% for the county and 7.7% for the county, except for Middle-town.
- Children from birth through 17 make up 19.3% of Middletown's population compared to 21.9% of the county and 23.1% of the county, except for Middletown.
- People in their most productive working years from 25 through 54 make up 45.5% of Middletown's population compared to 46.3% for the county and 46.7 for the county, except for Middletown.
- Older people ages 55 through 85 and over make up 19.4% of Middletown's population compared to 21.6% for the county and 22.5%

for the county, excluding Middletown.

- Middletown has 7,652 minorities or 17.9% of its population compared to 8.2% for the county and 3.9% for the county, except for Middle-town.

- Middletown has the lowest percentage of married couple households, 46.4% of the total 16,821 households compared to 57.7% for the county and 62.6% for the county, except for Middletown.

- Middletown has the highest percentage of non-family households, 6,541 or 38.9% are non-family households compared to 30.5% for the county and 26.8% for the county, except for Middletown.

- Middletown has the highest percentage of renter occupied housing consisting of 45.7% of the housing units compared to 26.3% for the county and 18.1% for the county, excluding Middletown.

- Middletown has a relatively low percentage of vacant housing, 7.0% compared to 11.3% for the county and 13.0% for the county, except for Middletown.

- Middletown has the lowest percentage of total school enrollment graduating from high school, 4.0% compared to 5.7% for the county and 6.1% for the county without Middletown.

- Middletown has the lowest percentage of high school graduates, 35.5% entering a four-year college compared to 49.8% for the county and 52.4% for the county, without Middletown.

D. Projected Growth

The first comprehensive "Plan of Development" for the City, done in 1965, by Technical Planning Associates established a target build out population of 65,000. It was predicted that this target would be reached around the year 2000. The City's Year 2000 Plan reaffirmed the desirability of planning for an ultimate population of 65,000 in order to insure an adequate supply of potable water, a relatively uncongested road network and a quality living environment.

The strong growth in population and housing construction, particularly multi-family, during the 1980s made it appear that the 65,000 limit would be reached by the year 2000 as predicted. However, the recession decreased growth significantly in 1990 causing an actual loss in population from a peak of 44,750 in 1988 to 42,762 in 1990.

The U.S. Census of 1990 forecast further loss of population down to 39,900 in the year 2000; then remaining level until 2010. However, Planning Department statistics show a 1995 population of 44,661 and a slight upward trend. The relatively low housing costs compared to surrounding communities apparently have attracted migration into the City

even during periods of recession and high unemployment. Middletown's relatively high proportion of young people in the 18 to 24 year age group, their relatively low income and low percentage of those going on to higher education is reflected in the housing composition which consists of a very high proportion of rental housing, non-family households and overcrowding.

This socio-economic trend aggravated by the recession has resulted in more competition for increasingly scarce housing at affordable price levels causing more individuals to double and triple up in occupancy of the lower priced rental units.

Considering the City's demographic and economic profiles, we believe that the most likely population scenario is somewhere between the U.S. Census figure of 39,900 in the year 2000 and the City's Year 2000 Plan of 65,000. Chart A projects the population to grow from 42,762 to 54,000 in 2015, the 20 year planning period for this needs assessment. This 26% growth in population would have a direct effect on Police Department staffing needs during the next 20 years.

E. Crime Statistics

As could be expected, the police calls for service and arrests followed the population curve fairly closely, increasing sharply through the 80s as the population did; spiking about 1990 and then decreasing with the population for two years, leveling off in 1994; and then

resuming the increase at a much lower rate. Chart A shows calls for service peaking at 37,641 in 1989, falling to 34,514 in 1992, then remaining almost level to 34,859 in 1994. Arrests followed a similar pattern peaking at 5,778 in 1989, falling to 4,035 in 1993 and remaining level through 1994.

In spite of the decrease in the 1989-1992 period and then leveling off to a flat line, the long-term 20 year trend is up for both population and calls for service. As shown by Chart B, while population increased 17.5% from 1975 to 1995, calls for service increased 81.0% and calls for service per 1000 population increased 54%.

As the population ages, growth stabilizes, and the economy improves, the crime rate will tend to decrease; however, increasing population growth and the increasing elderly population requiring emergency assistance will cause the calls for service to continue to increase at a moderate rate.

F. Staff Projections

During the past 20 years the Police Department staff increased from 86 in 1975 to 125 in 1995 an increase of 45.3%. The rate of increase was only about half of the rate of increase of calls for service. The staff increase responds not only to the population and service call increase, but to a new breed of criminal well armed, financed by drug deals, backed by his gang; younger, more impulsive and willing to kill. The increasingly complex laws, regulations

and litigation also tend to drive up staffing needs as a larger portion of an officer's time is dedicated to report writing, research, record keeping and court testimony.

A third factor in staff increase is the increasing community expectations looking to the Police Department to solve neighborhood problems pro-actively, which requires more time to be spent coordinating with other agencies in a great variety of community policing efforts.

The 45.3% staff increase from 1975 to 1995 involved only a 25% increase in sworn officers, but a 300% growth in the non-sworn staff. This trend to a higher proportion of the less expensive non-sworn staff is expected to continue.

Based on both objective statistical projections and the subjective aspects of crime and regulation discussed above, we project a staffing increase from 125 in 1995 to 170 in 2015, a 36% increase in staffing need over the next 20 years.

The detailed breakdown by division, activity and office for staff need, both current and projected to 2015, is shown in Section IV.

G. General Planning Parameters

- The needs assessment shows a current need for a main building of 43,945 sq. feet, accommodating a staff of 136, garage 3,783 sq. ft., and parking for 145 vehicles. The 2015 need is estimated at 52,655 square

feet, accommodating a staff of 170; garage 3,881 sq. ft. and parking for 183 vehicles. Budget restrictions limit development at this time to current needs only, with planning and design for future additions, when required.

- After considering all criteria, including cost, the Council's commitment to the downtown area, and community acceptance, Site G is the recommended site for development of the new police headquarters.

- Issues that must be resolved include acquiring enough additional property by either purchasing and demolishing the three residential buildings along Broad Street described as "notably historic;" or acquiring Housing Authority property and relocating tenants; or acquiring air space rights over the existing Housing Authority parking lot fronting Church Street; or a combination of all three.

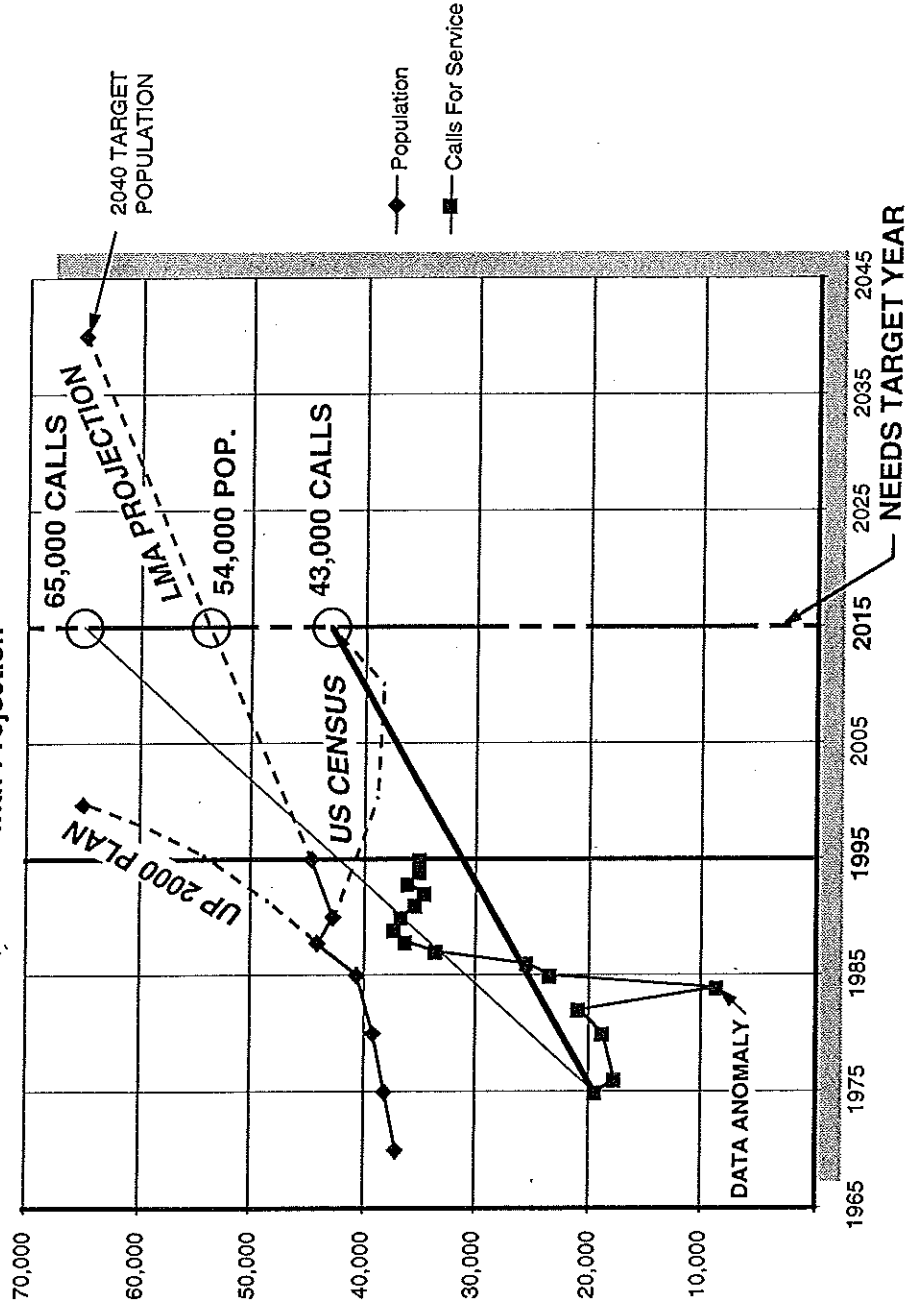
- The building will be a three story structure. Parking will be either open surface parking or structured parking or a combination of the two located beside the main building structure.

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CHART A

POPULATION vs. CALLS FOR SERVICE
with Projection

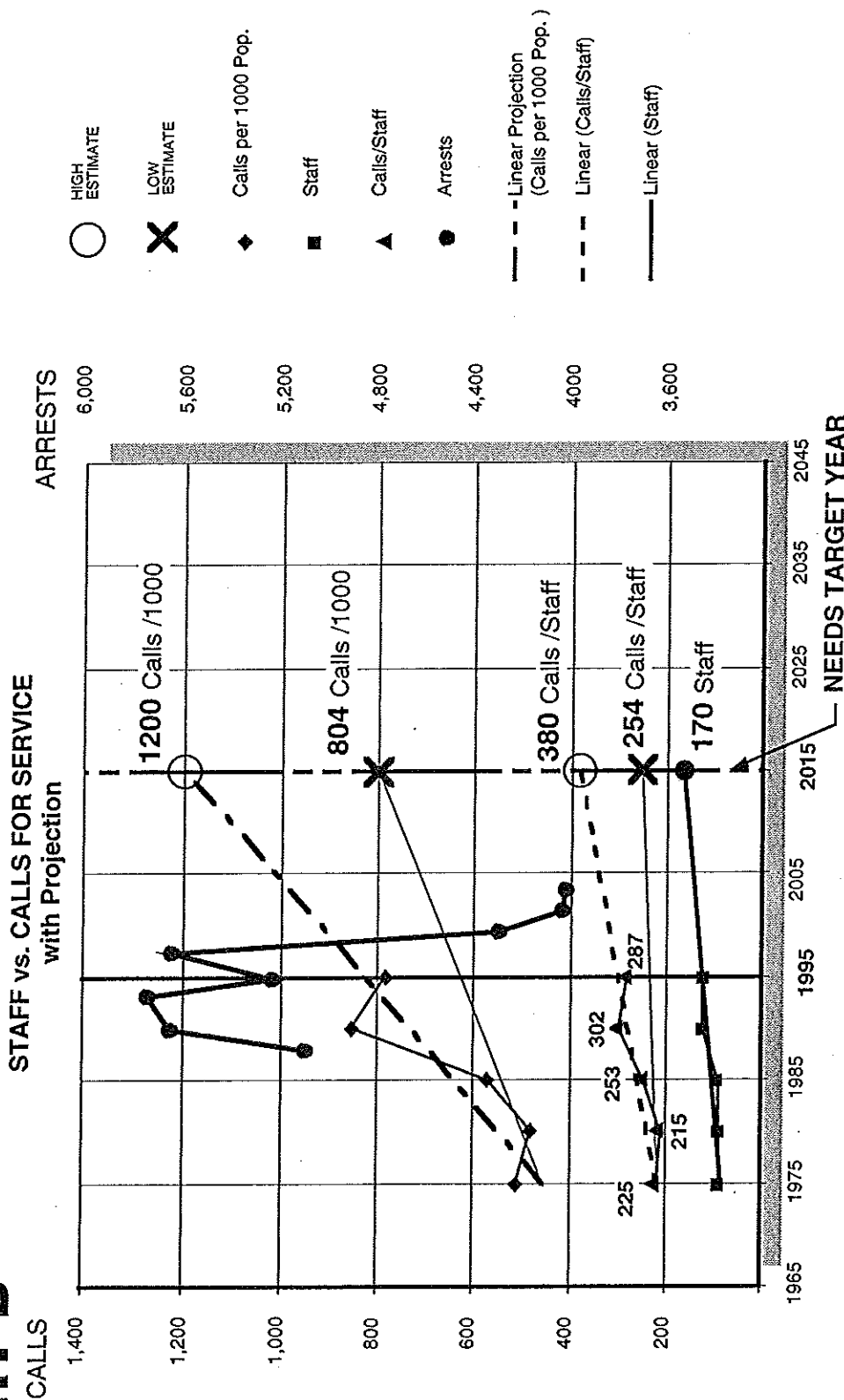


Population	1970	1975	1980	1982	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	2015	2040
Calls For Service	36,924	38,000	39,040	40,600	42,762	44,750	46,738	48,726	50,714	52,702	54,690	56,678	58,666	60,654	62,642	64,630	66,618	68,606

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CHART B



	1975	1980	1985	1990	1995	2000	2005	2010	2015	2020	2025	2030	2035	2040	2045
Calls per 1000 Pop.	510	478	478	573	854	784	1200	804	1200	804	1200	804	1200	804	1200
Staff	86	87	92	121	122	170	170	170	170	170	170	170	170	170	170
Calls/Staff	225	215	253	302	287	254	380	254	380	254	380	254	380	254	380
Arrests	5,134	5,688	5,778	5,239	5,676	4,343	4,035	4,024	4,024	4,024	4,024	4,024	4,024	4,024	4,024

IV. DESIGN GUIDELINES AND ADJACENCIES

Objectives

Appropriate design and planning objectives for the City of Middletown Police Headquarters are:

- Develop a facility that will adequately support the Police Department staff in resolving contemporary law enforcement problems of proactive community policing, gang violence, drugs, and coping with more sophisticated use of weapons and computer technology in crime.
- Replace the existing undersized functionally deficient and unsafe building to increase operational effectiveness and cost effectiveness within a limited budget.
- Incorporate state-of-the-art law enforcement communications and emergency management systems. Centralize the police, fire, EMS, and E-9-1-1 systems.
- Provide a safe, secure and uplifting working environment.

General Building

Guidelines relevant to operational efficiency, flexibility and management effectiveness of the facility include:

- Private offices (P.O.) should be limited to command staff, such as the Chief, Captains, Lieutenants, Administration, and certain

Sergeant positions where personnel issues are handled or confidential information must be protected. All partitions must be fully insulated and extend to the structural deck above. All HVAC ducts must be sound blocked between offices by acoustical baffles.

- Shared offices (S.O.) are appropriate for sections and activities that require security, privacy or acoustical separation from surrounding areas of the building. Open work stations can be provided within the shared office.
- Open office work stations (O.C.) should be used to the maximum extent feasible to achieve structural economy and maximum flexibility for future changes.
- Increasing demand for communications by telephone, computer, fax, E-mail and television will require that every work station be served by each of these low voltage networks. Each work station should also have access to clean dedicated circuits protected by UPS with enough capacity in conduits and pull wires to provide inexpensive changes or increased capacity in the future.
- "Surge" spaces should be planned wherever feasibly to extend work station clusters or plan inexpensive storage rooms that can be easily converted to usable work stations

to accommodate some future staff increases within the new structure.

- Minimize the number of public reception areas such as front desk, records, traffic, investigations and property by clustering them adjacent to the lobby and public circulation corridors.
- Spaces not directly accessible from the public lobby and public corridors should have public access by escort only.
- Maximize use of shared and flexible meeting and conference rooms. The goal is to minimize single purpose spaces that are not fully used. Examples include multi-use of the Training, Community and Emergency Operating Center (E.O.C.) by appropriately equipping the space for all these uses and designing for easy quick conversion from one use to the other.
- Work stations accommodating multi-shift users such as patrol sergeants should be shared but provide lockable files and storage for each individual user.
- Cluster secretarial and clerical work stations so that they share common file areas as much as feasible.
- All file drawers should be secure and lockable.

- Provide appropriate fire protection, ventilation, isolation, environmental control and security for specific types of storage, such as computer data, A/V equipment, bloody evidence, hazardous materials, cash, jewelry, and valuable property that has been seized or confiscated for evidence.
- The new facility will be planned for escorting visitors. The general public will be effectively restricted to the main lobby and secondary lobbies serving the Community Room, Administration and Investigations during certain working hours. Visitors should be asked to wait briefly in the main lobby for a staff member to greet and escort them to their appropriate destination.
- Coffee bars will be strategically located near the Community/E.O.C./Training Room, Break Room, Detective Conference Room, Chief's Conference Room, and Booking Room.
- Work rooms containing copy machine, collating table or counter, fax, printer, supply storage and other appropriate equipment should be centrally located on each floor near clerical areas.
- Display cases that are lockable and tamper resistant should be provided for the Main Lobby, Community Room, Squad Room and Break Room.
- Interior finishes should be acoustically sound absorbent, except in very high traffic areas such as the patrol entry, stairs and corridors to the Squad Room and Locker Room where heavy rubberized or ceramic tile would provide more durability. Vinyl wall covering and corner guards should be provided in the heavy use corridors. These areas are subject to damage by officers wearing cuffs, nightsticks and service revolvers over the full 24 hour seven-day week or 168 hours in contrast to the typical public office building exposed to wear and tear 40 hours per week.
- Light and color is important in reducing stress, maintaining staff morale and minimizing employee turnover. It pays off in reduced recruiting and training costs and a more efficient enthusiastic work force. Colors should be pleasing with a calming effect and day lighting should be brought into the interior work areas by means of skylighted atriums or clerestory windows so that no one is forced to work in a dim windowless place.
- Building hardening systems are just as important as the obvious visible characteristics of the spaces but should be virtually invisible to the casual observer. They include bullet resistant glass at the front desk and communications center observation wall. Vehicle invasion barriers disguised as landscape and
- sculptural elements and ballistic barriers buried in walls protecting the most vital elements of the facility.
- Tours of new public safety facilities are often in such demand that they become disruptive to operations. The design should accommodate tours by secure glass observation windows into sensitive spaces such as the communications center, crime laboratory, evidence processing, booking and the computer room so that visitors on an escorted tour can see the spaces from the hallways without entering.
- Energy Conservation can be a major cost savings. One of the greatest maintenance expenses during the life of the building will be utility costs, especially costs for heating and air-conditioning. Therefore, it is in the best interest of the City for the Architect to investigate proven and reliable energy conservation measures. These design features, while possibly increasing the initial construction budget, will ultimately pay for themselves and continue to pay the City returns via lower utility bills over the projected life span of the facility. The Architect in designing the facility should consider a variety of energy conservation strategies including the following:

- Minimize windows at East and West exposures and shade South, East and West glazing.
- Appropriate thermo-glazing and insulation.
- Minimize artificial lighting, enhance with natural day-lighting and photocell switching where appropriate.
- Multi-level lighting including double switching for all work areas with computers.
- Motion activated light switches.
- Task oriented lighting.
- Active and Passive Cooling strategies.
- Toilet facilities should be provided near the executive office cluster, communications, break room, exercise facility, booking and public lobby. Ventilation for toilet facilities shall be maximized.
- Facility expansions should be considered. The new facility should be designed to absorb growth for 1-10 years plus two expansions, 10-20 years and 20-30 years.
- An outdoor courtyard balcony should be provided, if possible. The lunch room or community room could be next to an outdoor "spill out" courtyard. This space could be used for breaks away from the office setting. This type of space properly planned also offers a quiet and secure area to have informal conversations with witnesses and victims. A natural gas line should be provided to this area for a gas grill.
- The command staff, wherever possible, should be located in close proximity to their respective areas of responsibilities.
- The Americans with Disabilities Act (ADA) is a Federal mandate requiring safe access to all areas of the building including work spaces, meeting rooms, restrooms, telephones and the holding facility. Security requirements cannot be an excuse for ignoring this requirement. The Communications Center offers ideal employment for the handicapped and any staff member including patrol officers can be temporarily handicapped by an injury. Designing to the ADA standards can provide the opportunity for a continued employment at a desk job until a temporary injury heals.
- Graffiti is a continuing problem that can be countered by specifying smooth glazed exterior cladding materials or coating porous materials such as brick with a graffiti release agent.
- Provide secure official vehicle parking separate from public parking.
- If possible, provide secure staff parking separate from public parking.
- Provide separate staff, prisoner, service and visitor access and circulation.
- The official vehicle parking area must be secure and operational at all times, 24 hours per day, seven days a week. It must be well lighted and monitored to minimize sabotage and vandalism. Visual and physical access must be restricted by walls and security gates.
- Staff parking for personal vehicles should also be secure and well lighted, with a capacity to accommodate change of shift at the busiest period.
- An enclosed trash area for dumpsters should be located so that the trash can be picked up from outside the security zone.
- Delivery and service vehicles should be able to make their deliveries outside the security zone. Main storage areas should be near the loading area to reduce movement of supplies in the building.
- Utilities such as electrical service, transformers, emergency generators, telephone, radio and air intakes should be within the security perimeter and not exposed to vandalism and sabotage.

Site

- Vehicle maintenance, fueling and car wash facilities should be inside the security perimeter and screened from outside view.

- Provide for the K-9 unit. The dog handlers periodically have to come to the headquarters for meetings, so there is the chance that the animals may have to wait for a long period of time. Since this is an unhealthy situation on hot days, limited kennel facilities should be provided adjacent to the building. These enclosures should be 6 feet by 12 feet and 6 feet high. They should be screened by 9 gauge chain link mesh. They should be covered. The floor should be concrete and it should slope to drain. A small storage area (60 sq. ft.) should be set aside in the secondary building to store obstacles, sleeves, etc., used in training exercises.

Systems

The following systems must be carefully selected and specified to walk the technology tight rope between premature obsolescence and unproven products. The low voltage system for computer networks (LAN and WAN), E-Mail, CADD for E-9-1-1, CCTV, CTV, MDT, Telecommunications, optical imaging RMS, AVL and 800 Mhz radio reception are all standard systems currently available. Provisions should be made in the design, work station detailing, delivery systems and spaces to accommodate these systems even if they are not all currently affordable. The goal is to achieve

more complete integration of multiple systems requiring fewer CRIs and an operation that is more user-friendly, more economical, more flexible for future change and more reliable.

The current trend in low voltage systems is to use a fiberoptic backbone with twisted pair cable to individual work stations; however, consideration should be given to emerging networking products that allow for shared computer and telephone wiring such as Integrated Data Networking (IDN) or Asynchronous Transport Mode (ATM) or even wireless LANs by means of "Leaky Co-ax" cable. It is important that the building and furniture be designed for easy economical change or upgrading of systems.

There should be low voltage rooms separate from the electrical rooms. They should have computer flooring (preferably recessed to avoid ramping problems), or overhead cable trays and be fully air-conditioned with humidity control. The best arrangement is to have the main low voltage room on the floor with the heaviest use and smaller rooms on the other floors lined up directly above and below.

- The low voltage equipment room containing telephone, CCTV, CTV and security backboards and radio equipment racks should be well lighted and contain a work bench, maintenance manuals and maintenance files.

- Cable television (CTV) is an essential communications medium during natural disasters and periods of civil disturbances. The television news media, especially the networks, have far better resources of manpower, vehicles and helicopters to cover and report a crisis than most police departments. The Community Room doubling as an E.O.C., the Briefing Room, major conference rooms, Communications Center, Chief's, Captains' and Watch Commander's offices should be equipped with CTV. Two monitors should be located in the Communications Center and E.O.C. The police headquarters should have its own cable TV satellite dish.

- National Crime Information Center (NCIC) terminals, providing information on motor vehicles, drivers, alerts, warrants, and rap sheets are part of the Middletown Police Department computerized information network. Two terminals are required in the Communications Center.

- The telephone system needs to be updated with voice mail capability, instruments at all work stations and enough lines so that a caller does not get a repeated busy signal.

- Building security is most efficiently achieved by a proximity access card system with programmed coding and recording capabilities. The proximity reader allows access without requiring the individual to

place a card in a slot, a great convenience when carrying articles or escorting a prisoner. The cards are programmed for access to specific zones or spaces by only those individuals that are authorized. The card number, individual time, date, space and zone for each access can be recorded for future reference, if desired.

The card access system is augmented by CCTV monitoring which can also be recorded. The CCTV can also be activated by motion or sound intrusion detection so that endless footage of uneventful video tape is not wasted.

Access points such as the jail Sally ports are also controlled remotely by the booking officer, or desk officer for the front door or communications supervisor for the Communications Center. These points of access must have both CCTV and intercom for proper identification of the person seeking entry. The booking officer should also have radio contact with patrol officers bringing prisoners into the jail so that he can be prepared to receive them.

The jail door operating system is not low voltage. It is important not to confuse the low voltage card access system with the jail door locking system. The jail system annunciates on the jail control console by low voltage, but the door operating systems are full 110 volt electrical circuits.

Intrusion alarm by infra-red motion detection augments the security system for especially sensitive or secure spaces by not only annunciating an alarm, both audio and visual at the Communications Center, but also by triggering the CCTV monitor and video recorder in that space. It can also turn on the lights. This would be appropriate for the evidence storage and records vaults, armory and computer/radio equipment rooms.

Radio reception must be clear in all areas of the building, including underground parking garages. Exterior antennas can improve radio reception within the facility but care must be exercised in avoiding exterior cladding materials such as metal lath and metal roofs that create interference.

Each officer should have the capability of radio contact with the communications staff and each office should have a radio monitoring system that allows the occupant to select any of the available police radio frequencies. This can also be accomplished by all officers and command staff carrying their personal radio for monitoring and communications.

Fire suppression should be by a "pre-action" system for spaces housing communications, telephone and computer equipment whereby the location of the fire is

signaled and there is opportunity to

extinguish it with small hand held extinguishers prior to release of water. Other spaces such as storage, conference rooms, holding cells and maintenance facilities are handled by conventional water-charged sprinkler systems. Sprinkler heads in jail cells must be of the "suicide proof" type.

Smoke purge systems are required in detention and certain types of atrium spaces.

A public address system should be provided to all areas of the building, except the Communications Center and street Crime Section. A P.A. system would be disruptive in the Communications Center and could compromise an undercover phone call if overheard in the background by a witness, suspect or informant on the other end of a phone call. The intercom and paging system must be designed to locate an individual without being disruptive to the whole staff. It should be provided in the break room, locker rooms, rest rooms, hallways and secure garage areas. The system should have audio and visual annunciation, the ability to control it by "in/out," "busy," "do not disturb," multi-channel and on/off at each speaker location. Custody, front desk, public telephones and reception areas should have 24 hour recording.

Time lapse photography or video recording should be continuous at

sensitive, secure areas or areas of

- sensitive, secure areas or areas of high potential liability such as custody, evidence, front desk and shooting range while operating, tapes should be erasable and reusable.

- Duress or panic alarms should be provided at the front desk, interview rooms, custody, Sally ports, street crime and all reception desks.

A. Executive Offices

1. **The Chief's Office** is a private office with space for an executive desk, credenza, bookcases, cable TV monitor, storage closet and conference area for 8 people.

The Chief is responsible for leading the Police Department in effective law enforcement, and coordinating the Police Department's crime prevention, law enforcement and emergency response programs with other city departments, state and federal agencies to insure the services meet the contemporary needs and conditions in the city.

- The office should be secure, dignified, have controlled or escorted access and clearance through the Executive Secretary.

- Convenient contact with Police Department staff and the public should be facilitated by planning a central location and direct circulation corridors.

- A small professional looking waiting area (5) for four people next to the Executive Secretary, Chief's office and close to the conference room is required.

- The executive suite should be secure with card access for after hours, concealed duress alarm at the Executive Secretary's desk and recording ability for incoming calls to document bomb threats and other security threats.

2. **The Deputy Chief's Office** should be a private office furnished with an executive desk, credenza, bookcases, cable TV monitor, closet and conference area for 4 people. The Deputy Chief is in charge of the Administrative Division which includes Communications, Training, Records, Front Desk, Administration, Background Investigations, Supply and Maintenance.

3. **The Executive Secretary's office** should be securable and be equipped with a work station large enough for two CRTs, computer keyboards, telephone and layout space, two four-drawer lateral files, two guest chairs and a bookcase. The executive secretary provides administrative support to the Chief.

4. **The Director of Planning and Research** needs a private office furnished with desks, four-drawer lateral file, bookcase, storage, cabinet and drafting table. Duties include staff advisor to the Chief,

maintaining written policies and procedures, unofficial legal research, compiling crime analysis reports and statistics and technical assistance to other divisions.

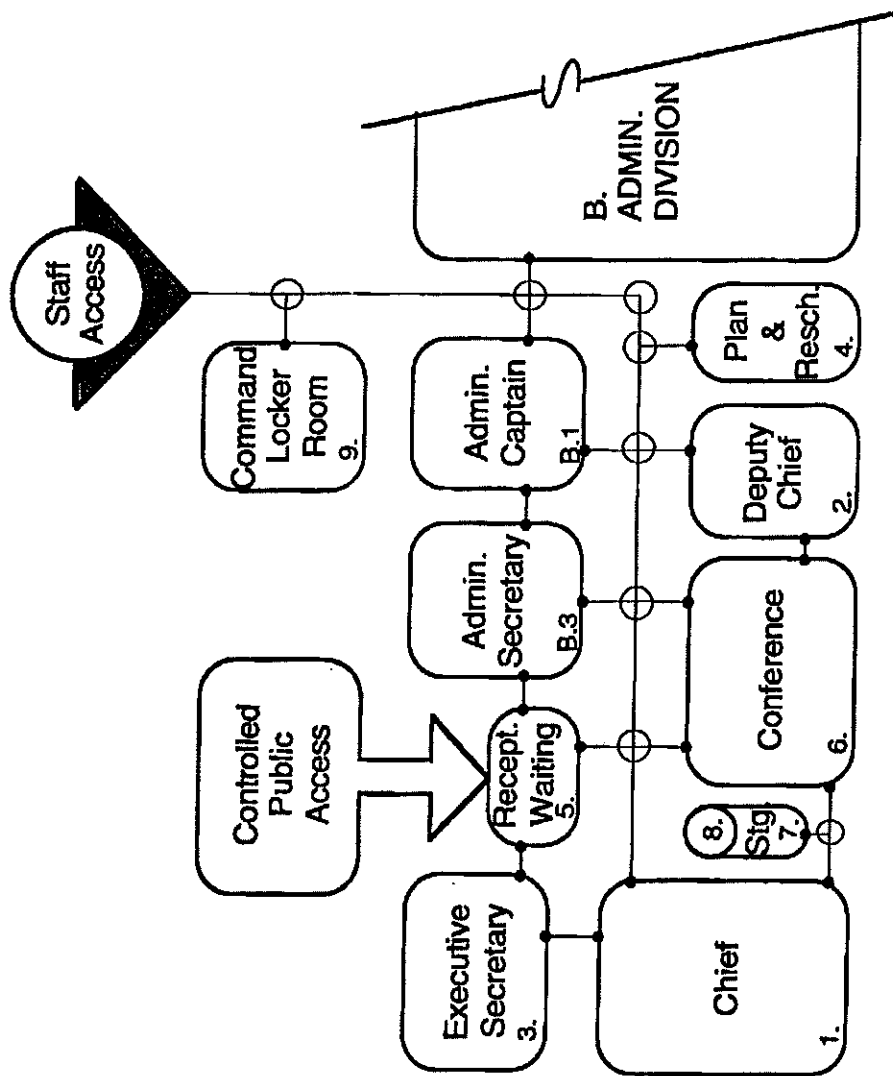
5. **The Conference Room** should be large enough for 12, equipped with whiteboard, tackboard, audio-visual equipment (7) and cable TV monitor. This space could be important in providing emergency operating response during crisis conditions by serving as the Tactical Command/Strategy portions of the E.O.C., separate from the non-police multiple agency response room for Public Works, Red Cross, Salvation Army, utility companies and other logistical services that would come together from outside the Police Department. The Chief's conference room would also require computer and radio outlets to serve in this capacity. There should be a coffee bar alcove (8) near the conference room equipped with a small sink and garbage disposal.

6. **Command Locker Room.** A separate toilet, shower, locker room is to be located in the executive office area for the Chief, Deputy Chief and Captains. The Chief's office, therefore, will not have a private toilet.

Adjacencies:

The Executive Office Section should be next to the Administrative Division. The Executive Secretary should be strategically located to receive visitors to the Chief and Deputy Chief, screen unwanted visitors and handle conference logistics.

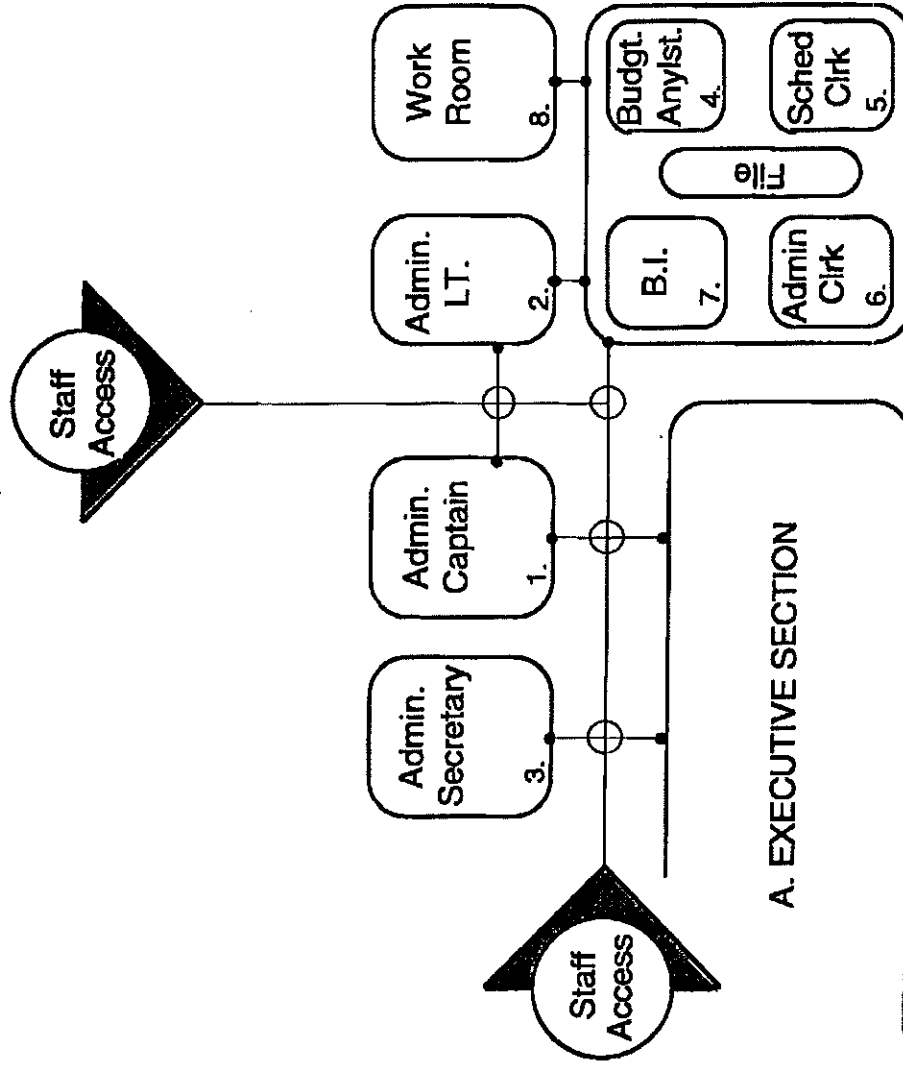
Numbers in adjacency diagrams related space numbers in Section V.



A. EXECUTIVE OFFICES

Adjacencies:

The Administrative Division relates closely to the Executive Section as shown by the adjacency diagram for that Section within this Section the four open office work stations should be adjacent to the Administrative Lieutenant or Office Manager and the Work Room, and close to the Administrative Captain and Administrative Secretary.



B-1 ADMINISTRATION

B-2 Communications

This section is responsible for all police communications both emergency and routine. There are currently ten dispatchers assigned to handle the 24-hour, seven days a week workload from five work stations:

- 2 - 9-1-1 Call Takers/CAD
- 1 - Police CAD
- 1 - NCIC Operator/Dispatcher
- 1 - Space backup Call Taker/CAD

There is a current need for 12 dispatchers to cover the 168 hour work week which would still allow only two dispatchers on night duty.

The entire system should be upgraded to include at least one additional radio frequency, 800 Mhz digital system, E-9-1-1 for fire and EMS, MDTs for the patrol cars and the consolidation of Police, Fire and EMS into the Communications Center. This would result in 21 dispatchers to handle the 168 hour work week for all emergency services from eight work stations:

- 2 - 9-1-1 Call Takers/CAD
- 1 - Police CAD
- 2 - Fire CAD
- 1 - Ambulance CAD
- 1 - NCIC Operator/Dispatcher
- 1 - Space backup Call Taker/CAD

The dispatchers also monitor the security system for the police headquarters, including the jail, enter and research complaints, do in-house record checks and NCIC driver checks. MDTs would

relieve them from a large amount of routine records work so that the relatively small staff could focus better on the emergencies. Traffic control signals are also currently monitored by Dispatch, but would be more appropriately monitored by Traffic.

The business phone system needs to be updated with a call routing system. There are 324 calls/day on a slow day and 15-20 hang-ups occur every day due to delays. The 9-1-1 system would handle 10-15% more calls/day but the response time would increase from an average of approximately 4 minutes to 7 minutes.

The new building should provide a communications center remote from the front desk but close to the Watch Commander. It should have a view to the outside or interior atrium with natural light, planting and soothing colors. Lighting should be a combination of indirect dimmable general lighting with individually controlled task lighting. The layout should allow direct eye contact between the supervisor and all dispatchers. all work stations should be fully adjustable in all dimensions to meet current ergonomic standards.

The following spaces should be provided:

1. **Communications Room.** This is the main operating floor containing the eight 9-1-1 call takers and dispatch work stations as delineated above. One of the stations should be larger and equipped with securi-

ty and communications work station radio monitoring for the supervisor. This space should be on access flooring 12" deep, preferably recessed for flush floor transition, anti-static carpet, built-in vacuum system, pre-action water type fire suppression system, bullet resistant glazing, effective sound deadening acoustics and HVAC backup system.

The main operating floor must also contain three E-9-1-1 printers, a Racal logger recorder, tape storage files, bookcase, fax, six four-drawer lateral files, two cable TM monitors, map rack and lighted wall display space.

2. **Toilet Room.** A unisex toilet room adjacent to the main operating floor meeting ADA handicapped standards.

3. **Locker Room.** 12" x 24" x 6' high lockers for 21 dispatchers.

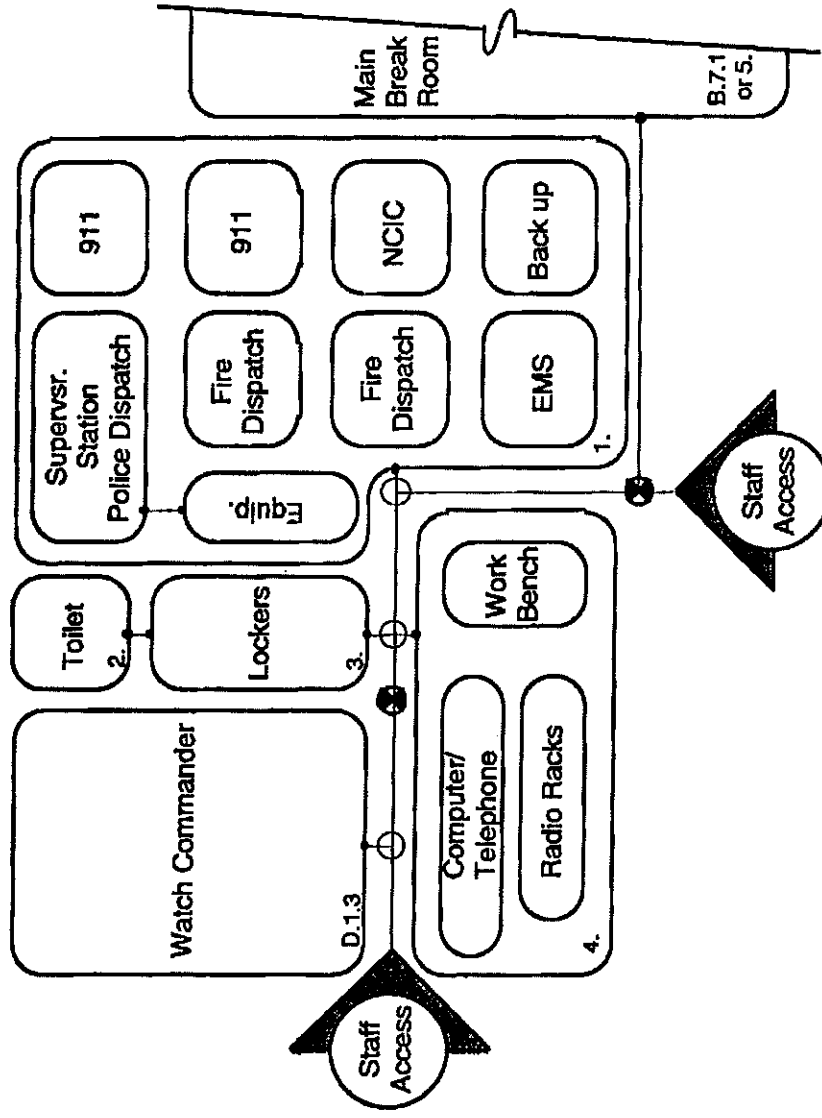
4. **Radio/Computer Room.** Fully air-conditioned and humidity controlled space for radio racks, computer equipment and small work bench with maintenance manuals, telephone and computer.

5. **Break Room.** If the Communications Center is not near the main break room, provide a small seating area with coffee bar adjacent to the main operating floor.

Gallery style viewing windows should be provided from the corridor or adjacent conference or break room to accommodate tours without the disruption of people entering the main operating floor.

Adjacencies:

The communications equipment room, lockers and toilet room should be adjacent to the main operating floor. The Communications Center should be close to the Watch Commander and Main Break Room.



B-2 COMMUNICATIONS CENTER

B-3 Records

The Records Section is responsible for processing crime and arrest reports generated by Patrol, Traffic and Investigations. It also assists the public, other agencies, lawyers, insurance companies and the Middletown police officers in maintaining a filing system capable of quickly retrieving relevant information.

The Records Section should be secure from the public and from police officers in order to maintain precise control of documentation.

The following work stations should be located in an open office clerical space secure from both the public and other staff.

1. **Chief Records Clerk.** Responsible for incoming mail distribution and supervision of the records staff.
2. **Systems Operator** - two.
3. **Records Clerk** - three. Each staff member should have their own file unit, computer terminal and bookshelf at their work station. There should be space for a future NCIC terminal.
4. **Public Counter.** This position requires concealed duress alarm, computerized cash register and a security window. The counter should be designed to comply with ADA standards and be wide enough to provide adequate separation from potentially hostile visitors.

ration from potentially hostile visitors.

5. **Officer Counter.** The officer counter is to provide service to officers requiring copies of reports so that they do not have to enter the records work space. It should be located so that it is easily visible to staff but not so the public can see the officers or overhear their conversations.

6. **Work Room/Mail Room.** This room should be equipped with a heavy duty copy machine, fax, collating table or counter, document scanner and supply storage. The officers mail boxes could also be back-fed from this room.

7. **Records Vault** This is a secure, restricted access fire resistant room containing both archives and current case records and personnel records. The space standards are based on high density rolling files due to the high volume and limited space. Records generated by 35,000 complaints per year, 90% of which goes on paper, represent a continuous increase year after year in space needs. Homicides, fatal incidents, and personnel records are kept virtually forever. Sexual assault for as long as the perpetrator is alive, and typical felonies and misdemeanors for 10 years unless the criminal remains active.

B-4 Evidence/Property.

The property officer is responsible for receiving, recording, filing, locating, checking out to qualified personnel and destroying at the appropriate time all evidence and property in the custody of the Police Department. A continuous chain of custody must be maintained and documented. There is a wide variety of special space requirements based on value, size and hazards of the material.

- The evidence/property section requires high security including duress alarm, intrusion alarm, door access and CCTV.
- Certain spaces containing bio-hazards, drugs or volatile materials require special ventilation separate from the building HVAC.

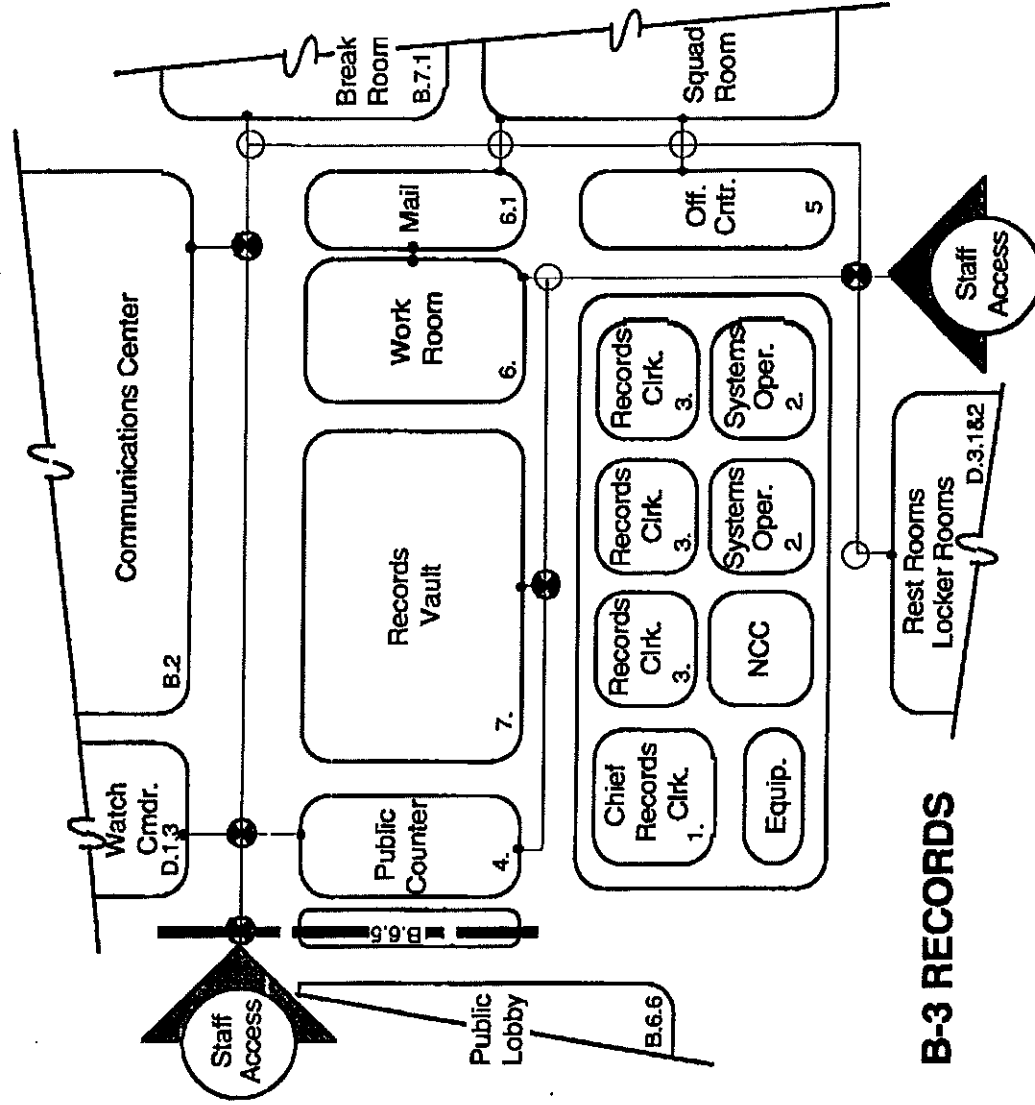
The following spaces and equipment are required:

1. **Officers 2-way deposit lockers.** Located near the report writing area these should be a bank of various size lockers for after hours secure deposit of evidence. The officer deposits from the non-secure side drops the key into a slot in a secure holding box and the property officer removes it from the secure side in the evidence room then returns the key to the empty lockers to repeat the cycle.

Adjacencies:

The Records Section must be adjacent to the Public Lobby and close to the Watch commander and Communications. The Officer Counter and Mail Room should be close to the Squad Room, the Break Room and Locker Rooms/Restrooms.

The Records Vault, Work room, Public Counter and Officer Counter should be adjacent to the Clerical Area.



V. SPACE NEEDS

Summary

The space needs for the Middletown Police Department were determined by compilation and analysis of staff surveys, key staff questionnaires, in-depth interviews with staff representing all Divisions and activities, on-site survey of the Police Department's operations, facilities and equipment, and experience with needs assessments for similar size police departments.

The following pages in this Section are a collection of line items giving the detail of each work space needed. These are summarized for each space and further summarized by unit, division, and facility.

The space standard column contains numbers referring to the space standards illustrated in Section VI.

	1995		2015
Staff	125	assigned	
	136	current need	170
Main Building	43,945	sq. ft.	52,655 sq. ft.
Garage	3,783	sq. ft.	3,881 sq. ft.
Parking	145	cars	183 cars

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

MAIN BUILDING SUMMARY

	DEPARTMENT/SECTION	1995				2015			
		Staff	Assigned Area	Dept. Area	Bldg. Gross 1.22xDept.	Staff	Assigned Area	Dept. Area	Bldg. Gross 1.22xDept.
A	EXECUTIVE OFFICES	4	1,471	1,765	2,153	4	1,471	1,765	2,153
B	ADMINISTRATION	30	9,941	11,867	14,478	34	12,142	14,496	17,685
	1. Administration	5	922	1,106		6	1,032	1,238	
	2. Communications	12	1,089	1,307		(21)* 12	1,593	1,912	* 9 more if fire &
	3. Records	4	1,316	1,579		6	1,676	2,011	& amb. added.
	4. Evidence	1	2,528	3,034		1	3,406	4,087	
	5. Training	1	1,456	1,747		1	1,456	1,747	
	6. Community Relations	3	1,383	1,660		4	1,498	1,798	
	7. Administrative Support	4	1,247	1,434		4	1,481	1,703	
C	INVESTIGATIONS	25	5,238	6,286	7,669	37	6,559	7,871	9,603
	1. Detective Bureau	13	3,413	4,096		16	3,893	4,672	
	2. Family Services	6	790	948		8	1,054	1,265	
	3. Street Crime	6	1,035	1,242		13	1,612	1,934	
D	PATROL & TRAFFIC	73	7,853	9,234	11,265	90	9,944	11,701	14,275
	1. Command and Support	15	3,446	4,135		19	4,516	5,419	
	2. Traffic	4	615	738		6	805	966	
	3. Lockers/Fitness	54	3,792	4,361		66	4,623	5,316	
E	DETENTION	1	2465	3205	3,910	1	2781	3615	4,410
F	PARKING AUTHORITY	3	517	620	756	3	517	620	756
G	SHOOTING RANGE		2,537	3,044	3,714		2,577	3,092	3,773
	TOTAL MAIN BUILDING	136 now 125 (increase 8.8%)			43,945	170 25% increase 36% increase from current			52,655 (19.7 increase)

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GARAGE AND SITE SUMMARY

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MIDDLETOWN, CT., POLICE HEADQUARTERS

10-May-95

STAFF / AREA PROJECTIONS

A. EXECUTIVE OFFICES

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
1	Chief's Office	PO 1	300	1		300	1		300	No private toilet. (Will be in Command Locker Room)
2	Deputy Chief	PO-2	225	1		225	1		225	
3	Executive Secretary	PO-3	175	1		175	1		175	Chief's Secretary
4	Director Planning & Research	PO-5	125	1		125	1		125	
5	Waiting Area	W-1	20		4	80		4	80	Near Chief's office. Administ. Sec. will be receptionist.
6	Conference Room	C-1	25		12	300		12	300	
7	AV & Storage	S-1	5		8	40		8	40	
8	Coffee Bar	B-1	16		1	16		1	16	
9	Command Toilet, Shower, Loc.Rm.		40		1	210		1	210	Chief, Dep. Chief and Captains.
	ADA toilet stall		50		1			1		
	Lav. & Urinals		30		1			1		
	Shower /Drying		15		6			6		
	Lockers	L-1								
	Net Assigned Area					1,471			1,471	
	Internal Circulation	20%				294			294	
	Net Area Subtotal			4		1,765		4	1,765	

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

B. ADMINISTRATION

B. ADMINISTRATION										
SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
B-1	ADMINISTRATION									Back up for Chief's secretary
1	Captain's Office	PO-3	175	1		175	1		175	
2	Admin. Lt. or Office Manager	PO-4	150	1		150	1		150	
3	Admin. Secretary/Receptionist	WS-1	120	1		120	1		120	
4	Budget Analyst	WS-2	80	1		80	1		80	
5	Scheduling Clerk	WS-2	80	1		80	1		80	
6	Administ. Clerk	WS-2	80	-		-	1		80	
	Files		15		2	30		4	60	
	Bookcase		3		5	15		5	15	
	Coat Closet		5		4	20		4	20	
	Printer		12		1	12		1	12	
7	Background Invest.	WS-2	80		1	80		1	80	
8	Work Room					160			160	
	Copy Machine		40		1			1		
	Supply Storage		40		1			1		
	Work Table		40		1			1		
	work Counter		40		1			1		
	Net Assigned Area					922			1,032	
	Internal Circulation	20%				184			206	
	Net Area Subtotal			5		1,106	6		1,238	

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

SPACE

B. ADMINISTRATION

10-May-95

Space NO.	Description	Space Std.	Unit Area	1995			2015			REMARKS
				Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
B-2	COMMUNICATIONS									
1	Communications Room	WS-3	100	12	5	723	21	8	1095	1995: Two 911 Call Takers One dispatcher One C1C One backup
	Console work stations		12		2			3		
	E 911 Printers		12		1			1		
	Racal Recorders		15		1			1		
	Tape Storage		10		1			1		
	31 Day Printout Storage		15		1			2		2015: Add two fire and one ambulance, if Dispatch is consolidated into P. D.
	Bookcase		12		1			1		
	Fax		15		4			6		
	Files		5		4			4		
	Security monitors		15		1			2		
	Cable TV monitors		15		1			1		
	Map rack		25		1			1		
	Libert HVAC unit		40		1			1		
2	Toilet Room (Unisex/Handicapped)	T-1	8		12	40		21	40	
3	Locker Room	L-2	20		1	96		1	168	12" w x 24" deep x 6' high
	Coat closet		20		5	20		8	20	
4	Radio/Computer	R-1	20			100			160	
	Equipment Room					110				
5	Break Room		20		4			4	110	Eliminate if Comms. Ctr. next to main break room.
	Dining		30		1			1		
	Kitchenette									
	Net Assigned Area					1,089			1,593	
	Internal Circulation	20%				218			319	
	Net Area Subtotal			12		1,307	21		1,912	

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MIDDLETOWN, CT., POLICE HEADQUARTERS

10-May-95

STAFF / AREA PROJECTIONS

B. ADMINISTRATION

B. ADMINISTRATION										
SPACE										
Space NO.	Description	Space Std.	Unit Area	1995			2015			REMARKS
				Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
B-3 RECORDS										
1	Chief Records Clerk	WS-4	100	1		100	1		100	High density rolling files - Slide out drawer, 36" wide, 2000 reports per drawer, 5 high, 10,000/lin. ft. One lin. ft./2 sq. ft. of room space.
2	Systems Operator	WS-2	80	1		80	2		160	
3	Records Clerk	WS-2	80	2		160	3		240	
4	Public Counter	IC-1	25		3	75		3	75	
5	Officer Counter	IC-1	25		3	75		3	75	
6	Work/Mail Room					216			216	
	Copy Machine		40		1			1		
	Document Scanner		16		1			1		
	Shredder		10		1			1		
	Printer		12		1			1		
	Fax		12		1			1		
	Supply Storage		3		8			8		
	Work Counter		4		8			8		
	Computer Main Frame		20		1			1		
	Coat Closet		5		4			4		
	Card File		15		2			2		
7	Records Vault					610			810	
	Case Records		2		150			150		
	Personnel		2		50			50		
	Archives		2		100			200		
	Safe		10		1			1		
	Net Assigned Area					1,316			1,676	
	Internal Circulation	20%				263			335	
	Net Area Subtotal			4		1,579	6		2,011	

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

B. ADMINISTRATION

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension
B-4 EVIDENCE									
1	Officers Deposit - 2 way Lockers	L-3	7		10	70		12	84
2	Booking Deposit - 2 way Lockers	L-3	7		4	28		6	42
3	Evidence Room								
	Property Officer	WS-4	100	1		1,060			1,460
	Work Counter/Sink		5		6			6	
	Copy Machine		40		1			1	
	Evidence Storage		4		200			300	
	Safe		10		1			1	
	Biohazard Storage		20		1			1	
	Drug Storage		20		1			1	
	Refrigerator		20		1			1	
	Freezer		20		1			1	
4	Drying Room		120		1	120		1	120
5	Deposit Cage		100		1	100		1	100
6	Bicycle Storage		5		150	750		200	1,000
7	Bulk Storage		20		20	400		30	600
8	Vehicle Impound		-		-	-		-	-
(See Section I-SITE)									
	Net Assigned Area					2,528			3,406
	Internal Circulation	20%				506			681
	Net Area Subtotal			1		3,034	1		4,087

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

B. ADMINISTRATION

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	
B-5 TRAINING									
1	Training Lt. & I.A. Office	PO-4	150	1		150	1		Training Officer & Library could share same space.
2	Library Bookshelves Reading Tables		4 20		20 4	160		20 4	
3	Training/EOC/Community Rm. Classroom Coffee Bar AV Storage Chair/Table Stg.	B-1	30 16 5 50		35 1 6 1	1,146		35 1 6 1	E.O.C. Command Center with radio, telephone, antenna, and computer outlets @ 10 stations. Also equipped for F.A.T.S. training.
	Net Assigned Area					1,456			
	Internal Circulation	20%				291			
	Net Area Subtotal			1		1,747	1		

MIDDLETOWN, CT., POLICE HEADQUARTERS

10-May-95

STAFF / AREA PROJECTIONS

B. ADMINISTRATION

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	
B-6	COMMUNITY RELATIONS								
1	Community Services C.O.	WS-4	100	1		100	1		
2	Community Services Officer Files	WS-2	80	1		80	2		
	TV/VCR		15		3	45		4	
	Fax		15		1	15		1	
	Printer		12		1	12		1	
3	Storage Room		12		1	12		1	
			5		20	100		6	DARE & Crime Prev. material.
4	Training/EOC/Community Room								
5	Front Desk	IC-1	-		-	-		-	(See B-5-TRAINING)
	Public Counter		25		3	1139		3	Secure Polycarbonate glass & sliding windows with speakers, ballistics barrier below counter.
	Desk Officer	WS-5	64	1			1		
6	Lobby								
	Waiting	W-1	20		8	230		8	
	Fingerprint alcove		30		1			1	
	Pay phone		10		1			1	
	Display		5		6			6	
7	Vestibule		100		1	100		1	Comfortable furniture.
8	Soft Interview	I-1	150		1	150		1	Adjacent to soft interview with window between.
9	Children's Room		100		1	100		1	
10	M & W Restrooms		150		2	300		2	
	Net Assigned Area					1,383			1,498
	Internal Circulation	20%				277			300
	Net Area Subtotal			3		1,660	4		1,798

Leach Mounce Architects

STAFF / AREA PROJECTIONS

B. ADMINISTRATION

B. ADMINISTRATION										
SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
B-7 ADMINISTRATIVE SUPPORT										
1	Break Room					220			350	
	Vending		15		4				4	
	Dining		20		8				12	
	TV Area		25		-				2	
2	Kitchen		150		1				1	
3	Supply room					150				
	Supply Officer	WS-2	80	1		401				
	Clerical	WS-2	80	1				1		
	Files		15					1		
	Storage Shelving		4		1			2		
					20			24		
	Fire extinguishers		5		4			4		
	First aid, CPR, gloves, etc		4		3			4		
	Typewriters/computers		5		2			3		
	Radios/flashlights, etc.		4		6			8		
	Bottled water		4		20			30		
4	Union Office		100		1	100		1	100	
5	Vehicle Equipment Storage	PO-6	-		-	-		-	-	
6	Bldg. maintenance shop									
	Bldg. Superintendent		80	2		256		2	272	
	Work bench	WS-2	6		6			6		
	Storage shelving		4		10			14		
	Janitors' sink		20		1			1		
7	Janitors floor closets		60		2	120		2	120	
8	Trash. Haz. material, equipment.		-		-	-		-	-	
	Net Assigned Area					1,247			1,481	
	Internal Circulation	15%				187			222	
	Net Area Subtotal			4		1,434	4		1,703	

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MIDDLETOWN, CT. POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

C. INVESTIGATIONS

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension
C-1 DETECTIVE BUREAU									
1	Captain's Office	PO-3	175	1		175	1		175
2	Lieutenant's Office	SO-1	125	1		150	2		250
3	Sergeant's Office	PO-5	125	1		125	1		125
4	Detective's Office					943	10		1,173
	Detectives' Work Stations	WS-5	69	8					
	Printer		12		2			3	
	Storage		5		24			30	
	Files		15		15			20	
	Fax		12		1			1	
	NCIC Terminal		20		1			1	
	Refrigerator		15	1				1	
5	Clerical/Reception	WS-2	80	1		80	1		80
6	Public Counter	C-1	25		2	100		2	100
7	Secretary	WS-4	100	1		80	1		80
8	Waiting	W-1	20		6	120		6	120
9	Work Room					160			160
	Copy machine		40		1			1	
	Work table		40		1			1	
	Work counter		40		1			1	
	Supply storage		40		1			1	
10	Conference Room	C-1	25		16	400		16	400
11	Soft Interview		-		-	-		-	-
12	Secure Interview	I-2	100		3	300		4	400
13	Monitor Room		80		1	80		1	80
14	Photo Lab.					200			200
									(See B-6 COMMUN. RELATIONS)
									Color & B/W developing and enlarging, sinks, fume hood, light-proof doors.

Leach Mounce Architects

MIDDLETOWN, CT. POLICE HEADQUARTERS

10-May-95

STAFF / AREA PROJECTIONS

C. INVESTIGATIONS

C. INVESTIGATIONS										
SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
C-1	DETECTIVE BUREAU					400			400	Fume hood with air and vacuum, humidity control, emergency eye wash, refrigerator for bio-hazard, vestibule, special HVAC and exhaust lab sinks, and laser-light analysis. Ninhydrin and cyanoacrylate (super glue) will be used for fingerprint analysis.
15	Chemistry/Serology Lab.									
16	Lab storage		5		20	100		30	150	
	Net Assigned Area					3,413			3,893	
	Internal Circulation	20%				683			779	
	Net Area Subtotal			13		4,096	16		4,672	

Leach Mounce Architects

MIDDLETOWN, CT. POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

C. INVESTIGATIONS

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension
C-2 FAMILY SERVICES									
1	Sergeant's Office	PO-5	125	1		125	1		125
2	Detectives' Office	WS-5	64	4		445	6		639
	Detectives' work Stations		12		1			1	
	Printer		5		12			18	
	Storage		15		4			6	
	Files		12		1			1	
	Fax		15		1			1	
	Refrigerator		3		10			12	
	Bookshelves								
3	Clerical	WS-2	80	1		80	1		80
4	Public Counter		-	-		-	-		-
5	Juvenile Holding	JH-1	70		2	140		3	210
6	Work Room		-	-		-	-		-
									(Share with C-1 DET.)
									(Share with C-1 DET.)
	Net Assigned Area					790			1,054
	Internal Circulation					158			211
	Net Area Subtotal			6		948	8		1,265

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MIDDLETOWN, CT. POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

C. INVESTIGATIONS

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
C3	STREET CRIME									
1	Sergeant's Office Safe	PO-5	125 10	1		125 10	2 1		250 10	Separate discrete entry for suspects and informants.
2	Detectives' Office	WS-5	64	5		610	10		1,092	
	Detectives' Work Stations Files		15		5			10		
	Copy machine		40		1			1		
	Coffee bar	B-1	16		1			1		
	Fax		12		1			1		
	Printer		12		1			2		
	Storage		5		15			30		
	Work table		40		1			1		
	NCIC terminal		20		1			1		
3	Storage Room		100		1	100		1	120	TVs, VCRs, Surv. equipment. Work bench and secure storage.
4	Evidence Tagging		50		1			1		
5	Suspect/informant Restroom		50		1	50		1		
6	Secure Interview	I-2	100		1	100		1	100	
7	Entry Vestibule		40		1	40		1	40	
	Net Assigned Area					1,035			1,612	
	Internal Circulation					207			322	
	Net Area Subtotal			6		1,242	13		1,934	

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95
D. PATROL & TRAFFIC

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
D-1	COMMAND & SUPPORT									
1	Captain's Office	PO-3	175	1		175	1		175	
2	Lieutenant's Office	PO-4	150	1		150	1		150	
3	Watch Command Ctr.	SO-2	170		1	170		1	170	Shared office, 3 desks.
4	Shift. Sergeants' Office					564	16	8	752	Two Sgts. share each desk.
	Sergeants' work stations	WS-3	64	12	6					
	Files		15		12					
5	Desk Officer	WS-5	64	1		64	1	16	64	Rotating assignment information resource for dispatch. (Share with B-3 RECORDS).
6	Work Room									
7	Conference/Interview	C-1	25		6	150		6	150	
8	Issue Storage		4		10	40		15	60	Near desk officer w/recharge rack.
9	Front Desk									(See B-6 COMM. RELATIONS)
10	Squad/Briefing		30		35	1,050		50	1,500	Podium and audio-visual.
11	Officers' Lounge		25		8	200		10	250	White board and tackboard.
12	Report Writing					462			678	Briefing tables, armless chairs.
	Computer stations	WS-4	48		4			6		
	Interview/Dictation	WS-5	64		2			3		
	Carrels	WS-6	24		4			6		
	Evidence prep. counter		5		6			6		
	Bookshelves		4		4			6		
13	SWAT gear, lockers		14		12	168		16	224	Fire proof walls.
14	Armory					243			383	Stainless steel and air compressor.
	Gun cleaning table		80		1			1		
	Desk		48		1			1		
	File cabinet		15		1			1		
	Ammo. storage		5		20			24		
	Gun storage		1		100			120		

Leach Mounce Architects

MIDDLETOWN, CT., POLICE HEADQUARTERS
STAFF / AREA PROJECTIONS

D. PATROL & TRAFFIC

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

D. PATROL & TRAFFIC

D. PATROL & TRAFFIC									
SPACE				1995			2015		
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension
D-2	TRAFFIC								
	Commanding Officer	PO-5	125	1		125	1		125
	Officers' work station	WS-5	64	2		128	4		256
	Clerical	WS-2	80	1		80	1		80
	Work Space								
	Drafting table		40		1	282		1	344
	Printer		12		1			1	
	Bookcases		3		6			6	
	Files		15		4			6	
	Fax		12		1			1	
	Work Table		40		1			1	
	Storage		5		20			24	
	Net Assigned Area					615			805
	Internal Circulation	20%				123			161
	Net Area Subtotal			4		738	6		966

Leach Mounce Architects

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

D. PATROL & TRAFFIC

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
D-3	LOCKERS/FITNESS			54		1,934	66			Patrol officers only. Add all others for locker requirements 24" x 24" x 6' high with elect.outlet.
1	Men's lockers room Lockers (Sworn) Showers/drying ADA toilet stall Standard toilet Urinal Lav. Grooming counter Bunker room Storage room Vestibule Lockers (Unsworn)	L-4	14 30 40 30 15 15 5 40 4 60 8		98 3 1 2 2 4 6 2 16 1 6			118 4 1 2 3 5 8 2 20 1 14	2,364	
2	Women's locker room Lockers (Sworn)L-4 Showers/drying ADA toilet stall Standard toilet Lav Grooming counter Bunk room Storage room Vestibule Lockers (Unsworn)	L-2	14 30 40 30 15 5 40 4 60 8		16 1 1 1 2 4 2 8 1 14	658		30 2 1 2 3 6 3 16 1 20	1,059	Separate alcove.
3	Exercise Room Weight machines Exercycle/step machine Punch bag Rowing machine		190 20 20 25		1 3 1 2	1,100		1 3 1 2	1,100	Separate alcove. 6 stations.

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

D. PATROL & TRAFFIC

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	
3	Exercise Room (Cont'd)								
	Mat area		50			6		6	
	Free weight bench		60			4		4	
	Aerobics		30			6		6	
4	Storage		4			15		15	
	Hydrotherapy Room		100			1		1	
	Net Assigned Area					3,792			4,623
	Internal Circulation	15%				569			693
	Net Area Subtotal			54		4,361	66		5,316

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

E. DETENTION

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	
1	Vehicle sally port								(See H - GARAGE)
2	Intake/Release		50		2	100		2	Gun lockers in all sally ports.
3	Personnel sally port		100		1	100		1	
4	Breathalyzer/Interview	I-2				80			
5	I.D. Room		40		1			1	
6	Mug shot		4		10			10	Counter with sink.
7	Fingerprint		20		5	100		8	
8	Holding cage	I-3	80		2	160		2	
9	Secure interview		80		1	80		1	
10	Toilet/shower					119			
11	Booking/Control Center								
12	Counter	C-1	25	1	3			3	Secure pass-thru polycarbonate glass, computer terminals
13	Property lockers	L-5	1.5		16			20	1' - 6" x 1' - 6" four high
14	Storage		5		4			5	
15	Staff toilet		50		1	50		1	
16	Conference Room	C-1	25		4	100		4	Padded with floor toilet.
17	Safety Holding Cell	SH-1	60		1	60		1	
18	Pay phone		8		2	16		2	Bench with cuff bar.
19	Intake waiting		15		4	60		6	
20	Janitor		40		1	40		1	
21	Clean storage		5		8	40		10	
22	Warming kitchen		50		1	50		1	Microwave, refrigerator and sink.
23	Washer and dryer		80		1	80		1	
24	I.D. Line up		30		6	180		6	Multi-use visitor booth.
25	Male holding	H-1	70		10	700		12	Floor drain and phone. Jack outside cells.
26	Female holding	H-1	70		5	350		6	Floor drain and phone. Jack outside cells.

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

F. PARKING AUTHORITY

SPACE			1995			2015			REMARKS
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	
1	Director's Office	PO-3	175	1		175	1		Private office with small conference table, safe and bookcase.
2	Public Counter	C-1	25		2	50		2	
3	Open Office	WS-2	80	1		292	1		
	Chief Clerk	WS-2	80	1			1		
	Records Clerk								
	Storage		5		12			12	See H - GARAGE See H - GARAGE
	Files		15		4			4	
	Printer		12		1			1	
4	Archives		-		-			-	
5	Meter storage and repair		-		-			-	
Net Assigned Area						517			517
Internal Circulation			20%			203			103
Net Area Subtotal				3		620			620

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MIDDLETOWN, CT., POLICE HEADQUARTERS

10-May-95

STAFF / AREA PROJECTIONS

G. SHOOTING RANGE

G. SHOOTING RANGE										
SPACE			1995			2015			REMARKS	
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.		Area Extension
G-1	SHOOTING RANGE Range Master Sgt. 25 Yd. Lanes Firing Line Files Ammo. Storage Cleaning Table Waiting Area	WS-2	80 340 32 15 1 40 15		1 6 6 1 80 1 6	2,537		1 6 6 1 120 1 6	2,577	4' wide x 75' plus bullet trap. Practice ammo. storage.
	Net Assigned Area					2,537			2,577	
	Internal Circulation	20%				507			515	
	Net Area Subtotal					3,044			3,092	

Leach Mounce Architects

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95

H. GARAGE

SPACE									
Space NO.	Description	Space Std.	Units Area	1995			2015		
				Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension
1	Vehicle sally port		288		1	288		1	288
2	Vehicle maintenance		200		2	400		2	400
3	Vehicle parts storage		5		10	50		10	50
4	SWAT/MEOL vehicles		432		1	432		1	432
5	Motors garage		80		4	400		4	400
	Motorcycle parking		5		6			6	
	Work bench		3		6			6	
	Storage		8		4			4	
	Lockers	L-6							
6	Bicycle garage		18		5	178		8	256
	Bicycle storage		5		6			6	
	Work bench		3		6			6	
	Storage		8		5			8	
	Lockers	L-6							
7	Boat storage		250		1	438		1	438
	22' Boston whaler w/trailer		100		1			1	
	12' Zodiac		5		6			6	
	Work bench		3		6			6	
	Storage		8		5			5	
	Lockers	L-6							
8	Meter storage and repair		5		8	100		8	100
	Work bench		3		20			20	
	Storage		3		20			20	
9	Traffic storage		5		8	60		8	60
10	Grounds maintenance		3		8	104		8	104
	Work bench		3		8			8	
	Storage		40						
	Bulk storage								

2 car drive through, if possible.
One bay equipped with fuming tent.
The 2nd bay with hydraulic lift
Garage should be heated in winter, well ventilated in summer.

Mesh lockers for helmets, gloves, sunglasses, etc.

Mesh lockers for helmets, gloves, sunglasses, etc.

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MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95
H. GARAGE

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Unit Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
11	Hazardous materials		3		10	30		10	30	Fire proof enclosure, separate and ventilation. Close to SWAT.
12	Scuba team storage Inflatable rafts Lockers	L-6	5 8 5		6 8 4	114		6 8 4	114	
13	Air tank storage		192		1	192		1	192	
14	Emergency generator		48		3	204		3	204	
	K-9 facilities		36		1			1		
	Dog run		8		3			3		
	Animal bathing									
	Lockers									
Net Assigned Area						2,990			3,068	
Internal Circulation						449			460	
Net Area Subtotal						3,439			3,528	

Leach Mounce Architects

MIDDLETOWN, CT., POLICE HEADQUARTERS

STAFF / AREA PROJECTIONS

10-May-95
I. SITE

SPACE				1995			2015			REMARKS
Space NO.	Description	Space Std.	Units Area	Staff Qty.	Support Qty.	Area Extension	Staff Qty.	Support Qty.	Area Extension	
1	Visitor Parking		350		18	6,300		24	8,400	Convenient to public entry.
2	Visitor ADA handicapped space		512		1	512		1	512	
3	Staff Parking		350		80	28,000		100	35,000	In secure yard.
4	Staff ADA handicapped spaces		512		2	1,024		2	1,024	
5	Official vehicles		350		38	13,300		48	16,800	Covered.
6	Fuel island		200		1	200		1	200	Covered, gas pumps and underground tanks with double wall and leak alarm system, water and air.
7	Car wash		200		1	200		1	200	Covered, with vacuum.
8	Seizure/impound		350		6	2,100		8	2,800	
9	Landscaping and setbacks		-			9,900			9,200	
10	Trash enclosure		200		1	200		1	200	Pickup from non-secure side.
11	Loading area		450		1	450		1	450	Preferably from non-secure area.
12	Approach drives		800		3	2,400		3	2,400	
13	Main building footprint		-			14,648			17,552	Min. based on 3 stories.
14	Garage footprint		-			3,783			3,881	
Net Assigned Area						83,017			98,619	
Internal Circulation										
Net Area Subtotal										

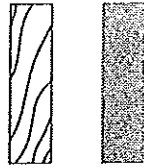
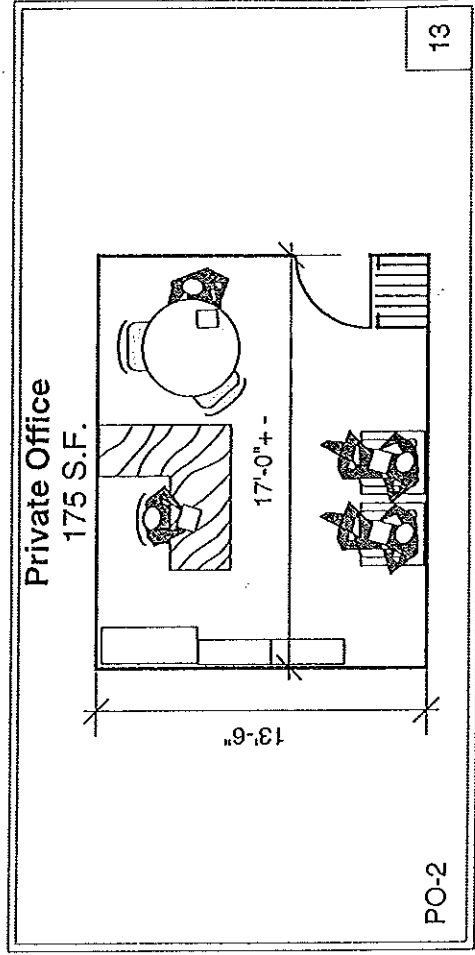
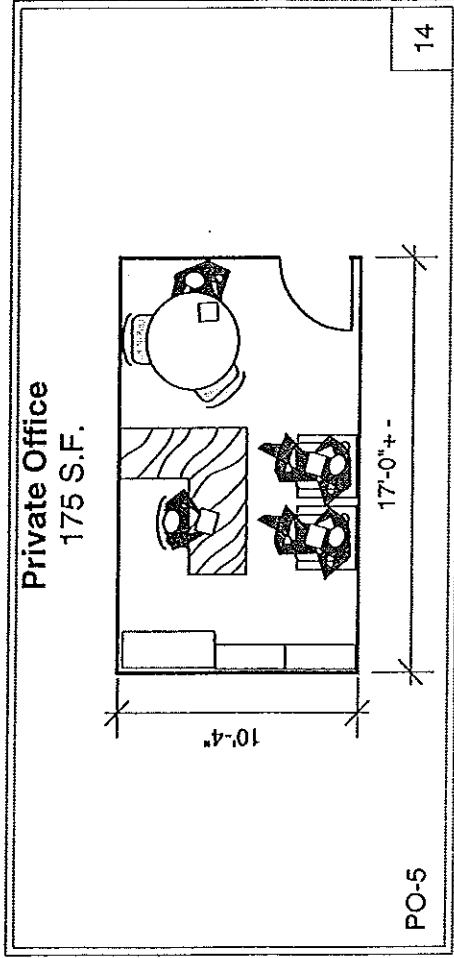
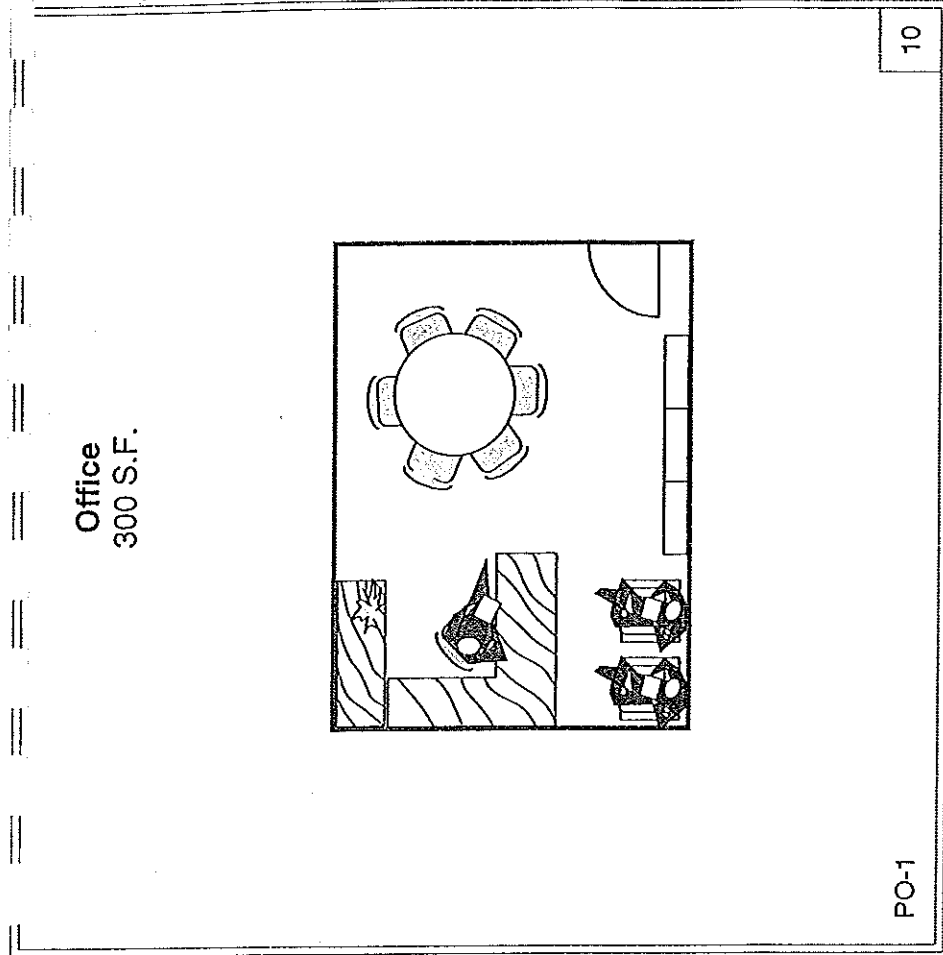
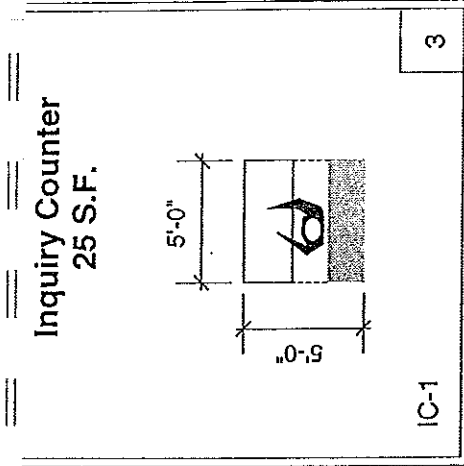
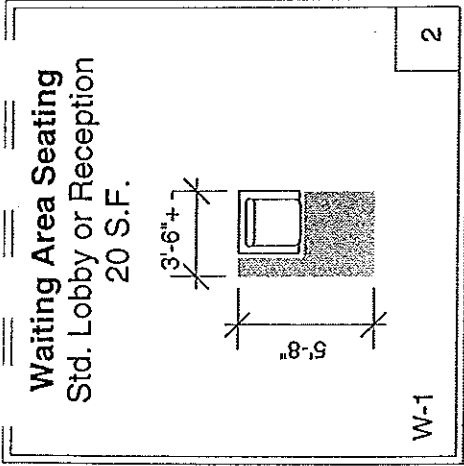
Leach Mounce Architects

VI. SPACE STANDARDS

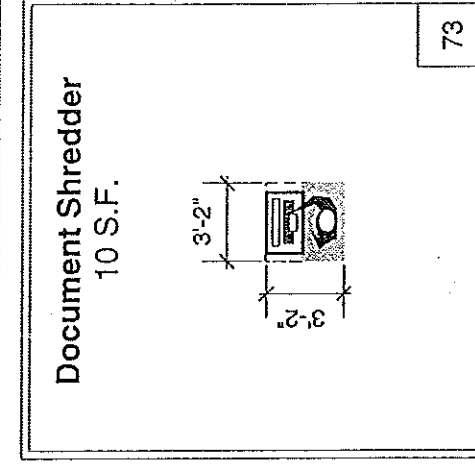
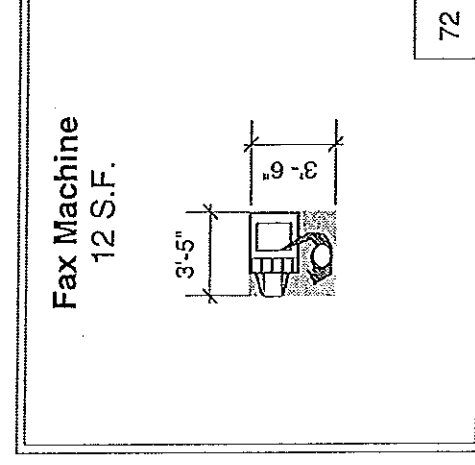
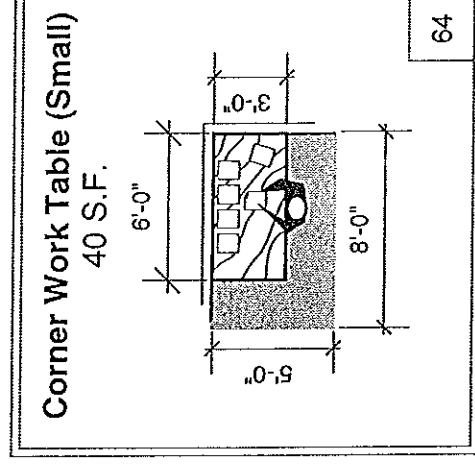
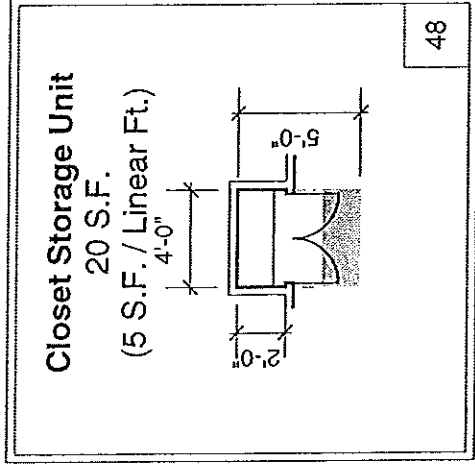
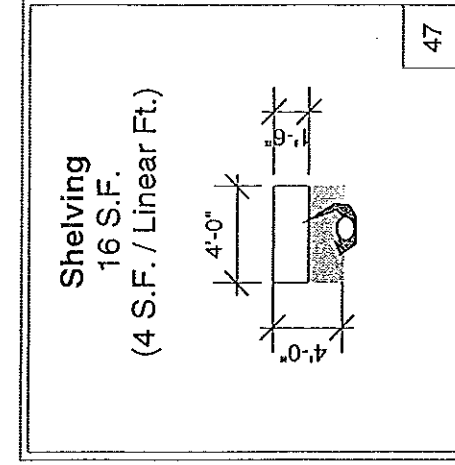
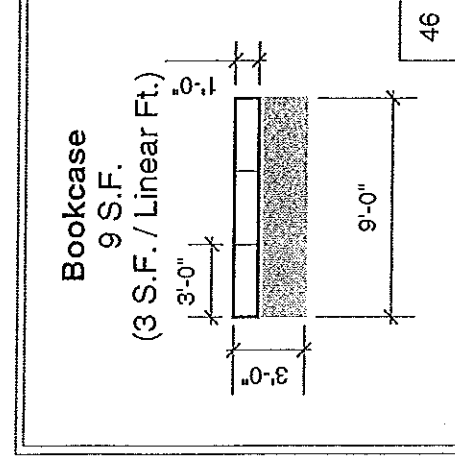
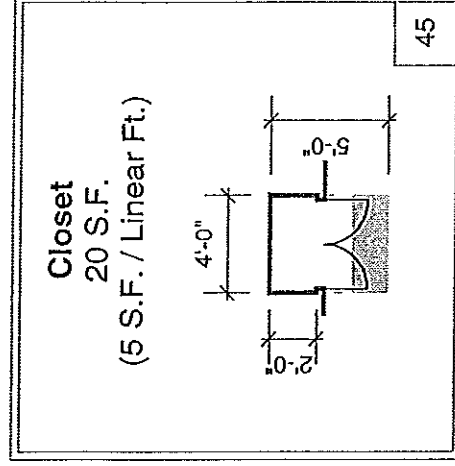
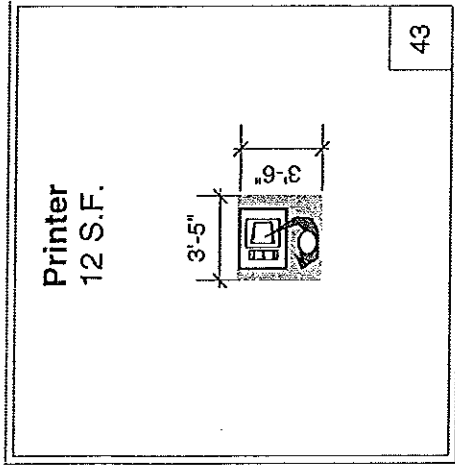
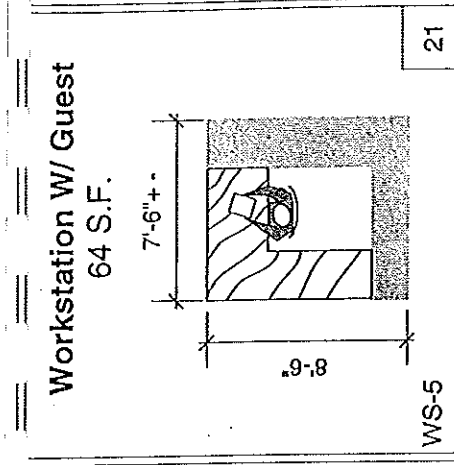
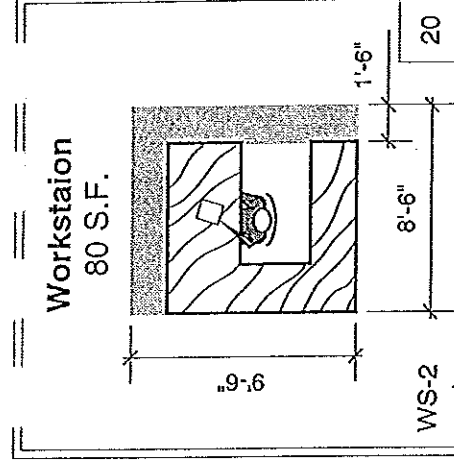
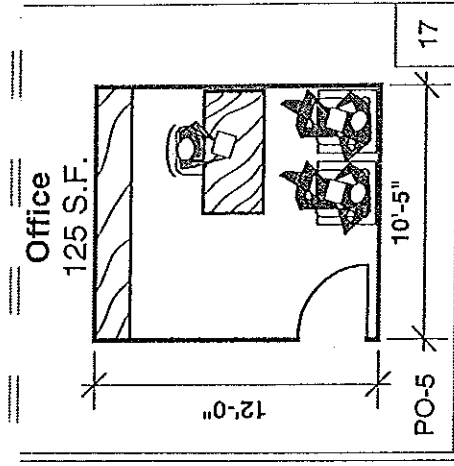
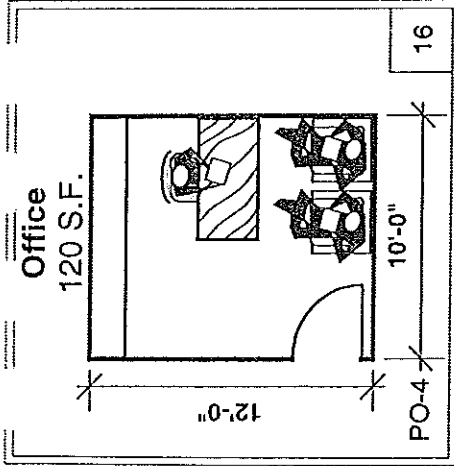
The diagrams in this Section illustrate offices, workstations, furniture, equipment and other elements; that in combination form the public safety facility. They are the building blocks for computing the total floor space, and were developed over time by experience with many public safety facilities of all sizes. Selection of specific elements and sizes of offices and work stations was determined by interview and consultation with key staff. they are not intended to dictate room shape or furniture but only to determine space needs.

The summation of these elements forms the "net assigned area" in each department to which is added a departmental circulation factor which varies from 15% to 35% depending on the nature of the space or operations.

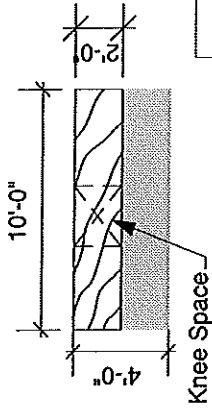
After each Department area is calculated, the figures are again factored by an additional 20% - 22% for single story and 22% - 25% for two story for building gross up. This includes the Mechanical, Electrical, Structural, stairs, elevators and miscellaneous janitorial and toilet spaces that apply to the building in general.



SPACE STANDARDS

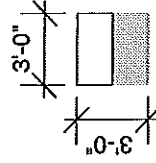


Work Counter
4 S.F.
Per/linear ft.



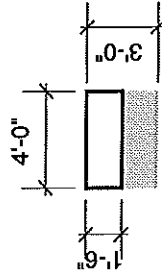
50

File-Shelves
9 S.F.
(3 S.F. / Linear Ft.)



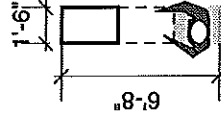
54

File-Lateral
12 S.F.



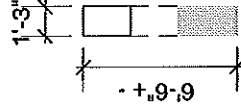
55

File-Legal
10 S.F.



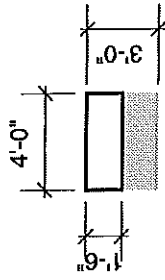
56

File-Letter
8 S.F.



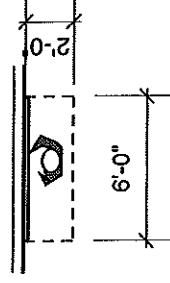
57

Mobile Shelves
12 S.F.



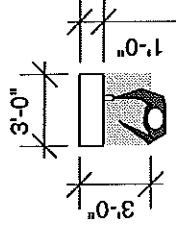
51

Tack / Markerboard
12 S.F.



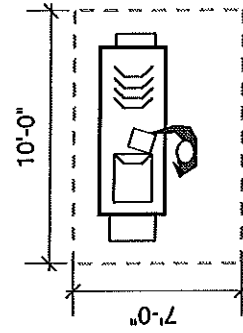
52

Catalogs
9 S.F.



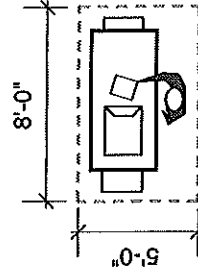
53

Copier-Large
70 S.F.



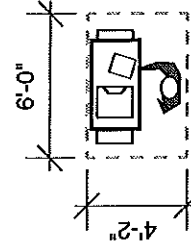
58

Copier-Medium
40 S.F.



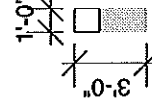
59

Copier-Small
25 S.F.



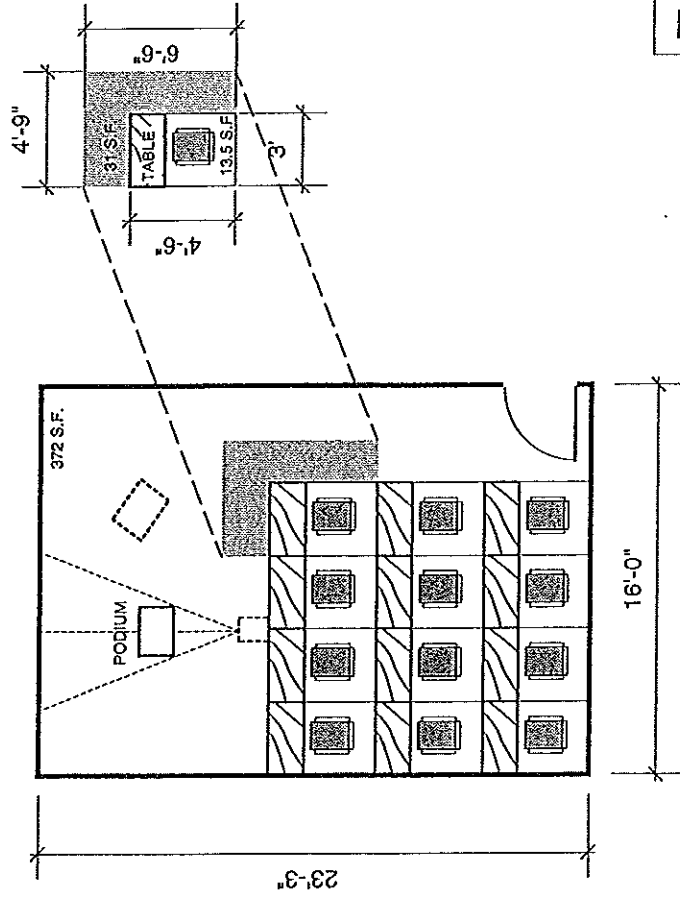
60

Form Storage
3 S.F.



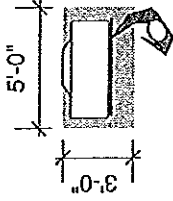
61

Briefing Seating
With Podium and Audio Visual Equipment
30 S.F.



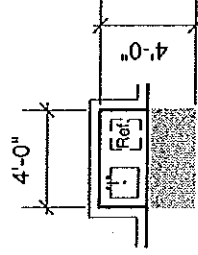
77

Large TV Monitor
15 S.F.



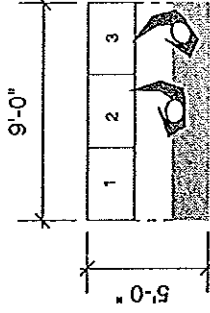
82

Coffee Bar
16 S.F.
(4 S.F. / Linear Ft.)



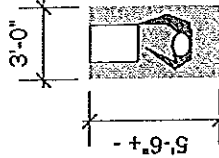
85

Vending Machine
15 S.F.



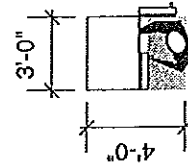
86

Document Scanner
16 S.F.



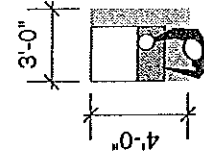
83

Refrigerator
Conventional
12 S.F.



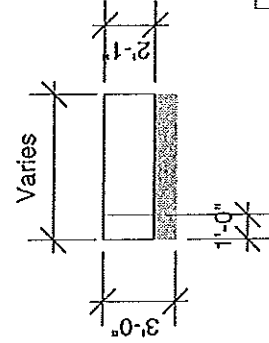
89

Dishwasher
12 S.F.



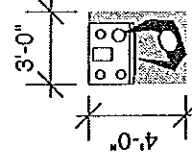
91

Counter w/ Storage
3 S.F.
Per/Linear ft



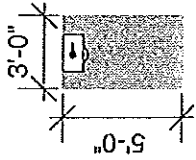
92

Range
Conventional
12 S.F.



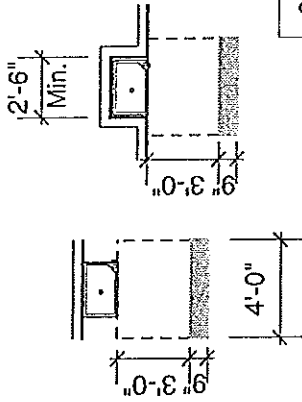
93

Urinal Space
15 S.F.



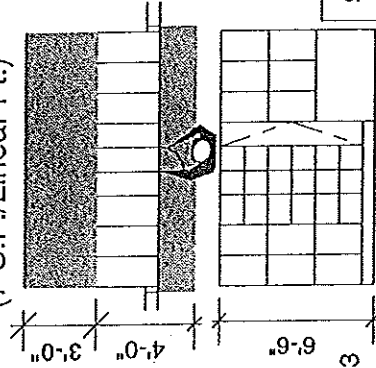
95

Drinking Fountain
15 S.F.



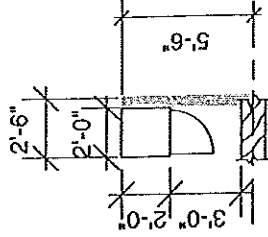
97

Evidence Lockers
(7 S.F./Linear Ft.)



99

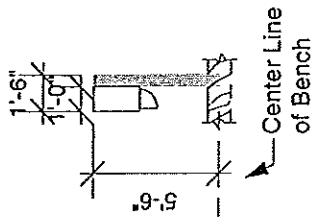
Lockers
14 S.F.



L-1
L-4

100

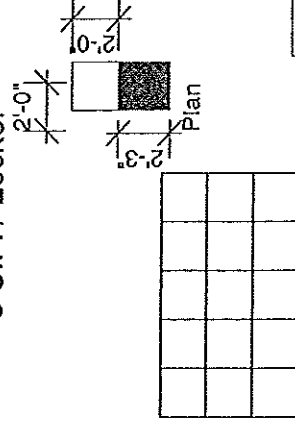
Lockers
8 S.F.



L-2

101

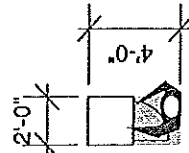
Gear Storage Cubicle
3 S.F. / Locker



Elevation

102

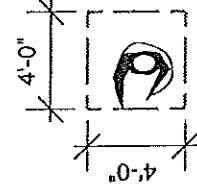
SWAT, Scuba & Motors
Lockers
8 S.F.



L-6

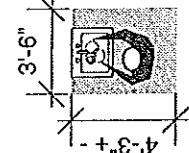
103

Drying Area
16 S.F.
Per/Person



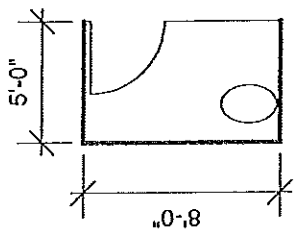
107

Lavatory
15 S.F.
Per/Person



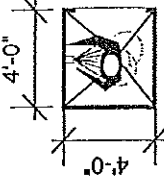
109

ADA Handicapped Toilet
Space
40 S.F.



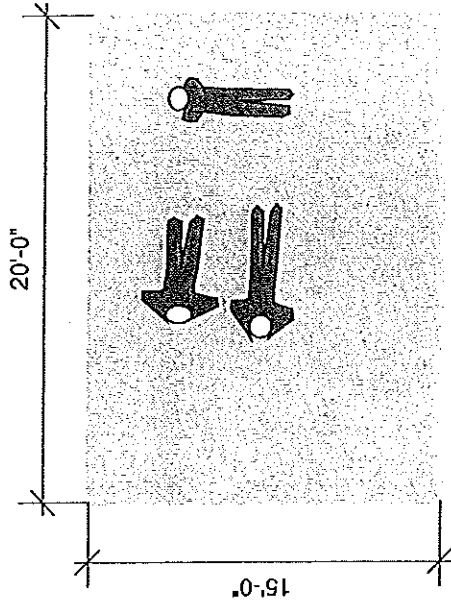
110

Stall Shower
35 S.F.



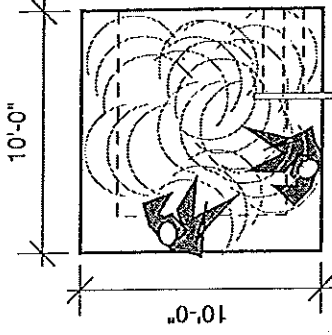
106

Mat Area
300 S.F.



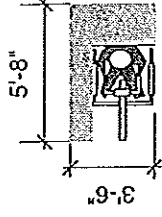
111

Hydro Therapy
100 S.F.



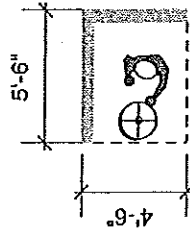
112

Exercycle/Step Machine
20 S.F.



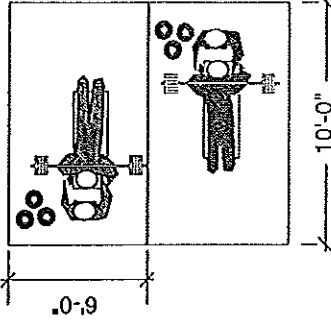
114

Punch Bag
25 S.F. +



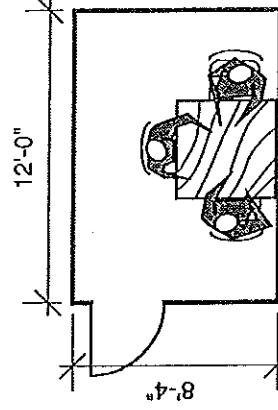
115

Weight Bench
60 S.F.



116

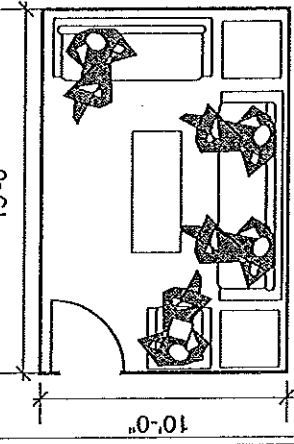
Secure Interview Room
100 S.F. 4 Person



I-1

124

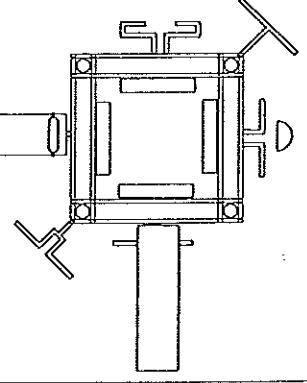
Soft Interview Room
150 S.F. 6 Person



I-2

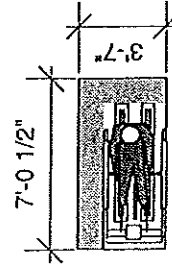
125

Weight Machine
190 S.F.
6 Station

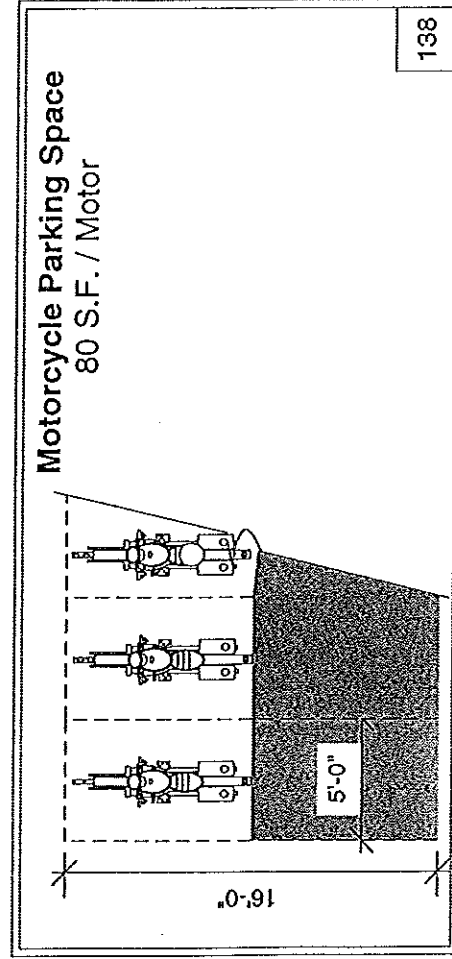
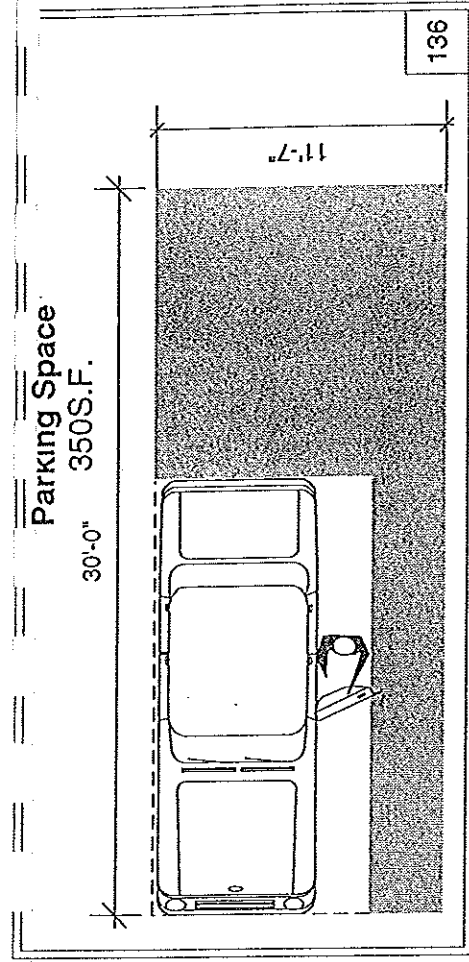
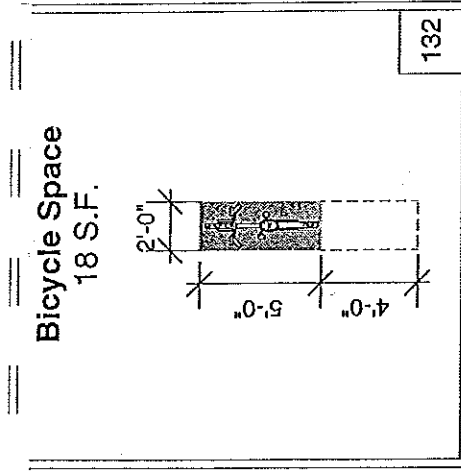
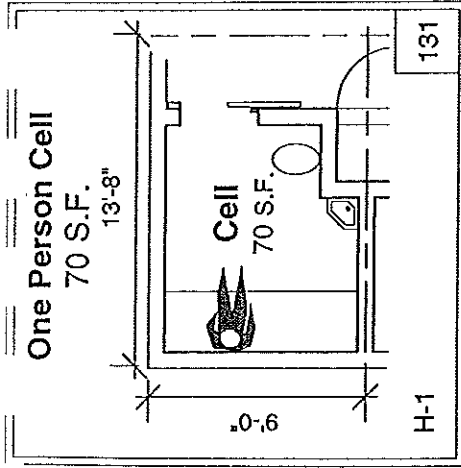


128

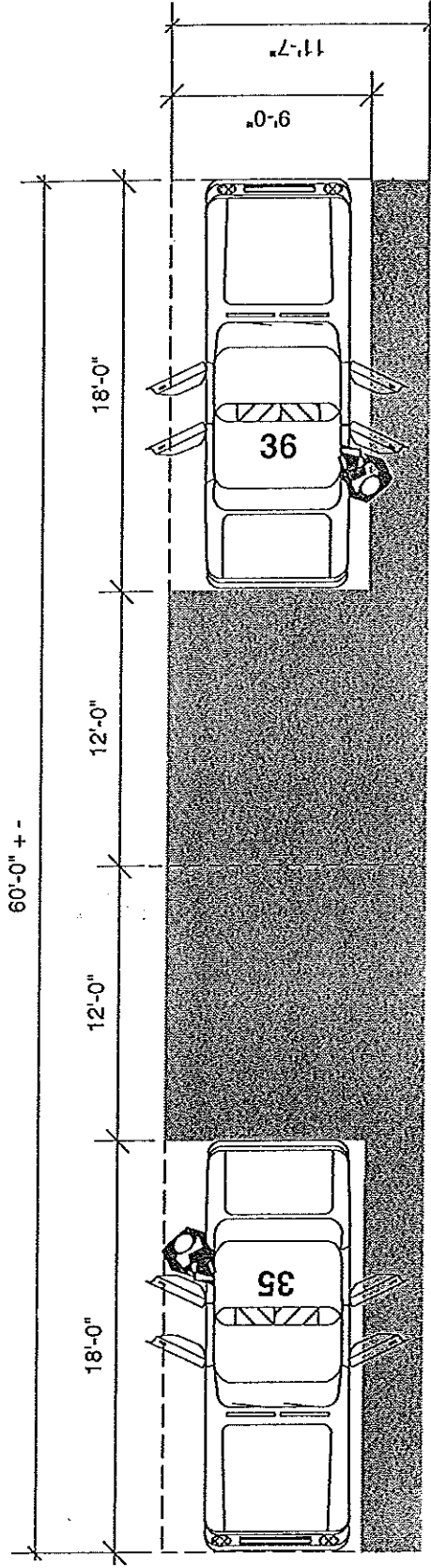
Rowing Machine
25 S.F.



117

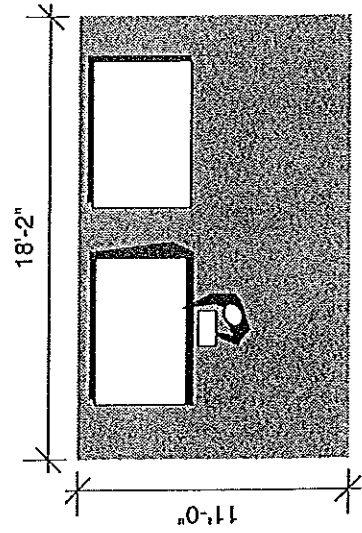


Police Vehicle Parking Space 350 S.F.



137

Trash Storage 200 S.F.

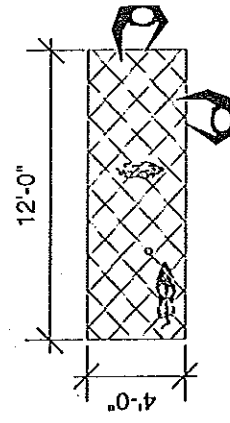


139

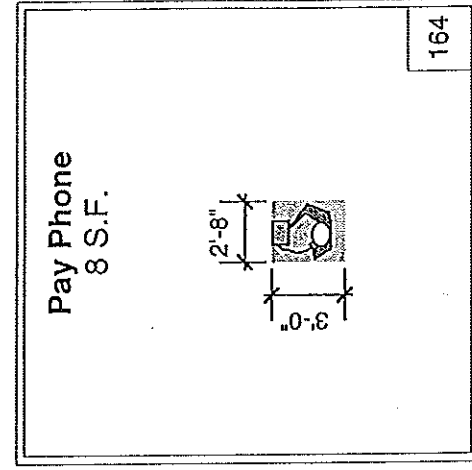
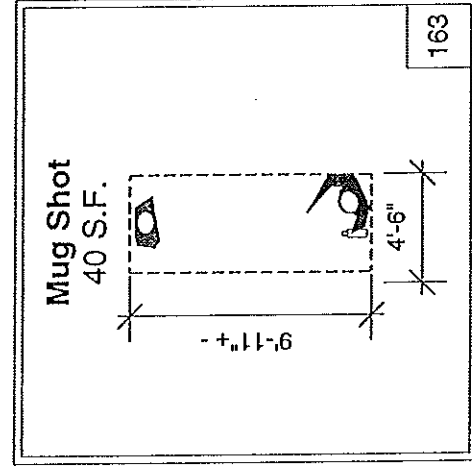
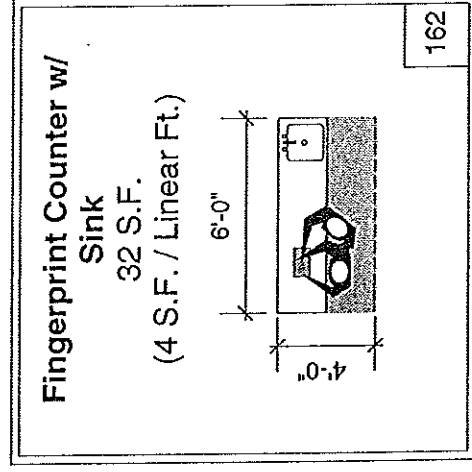
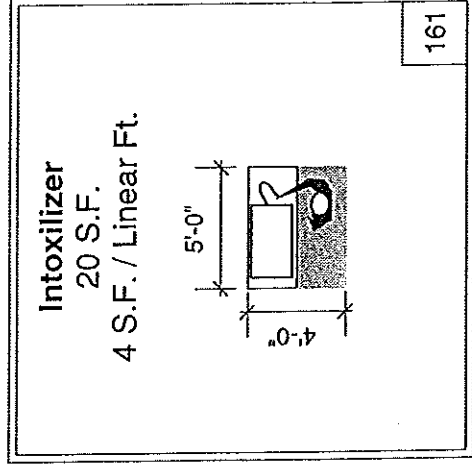
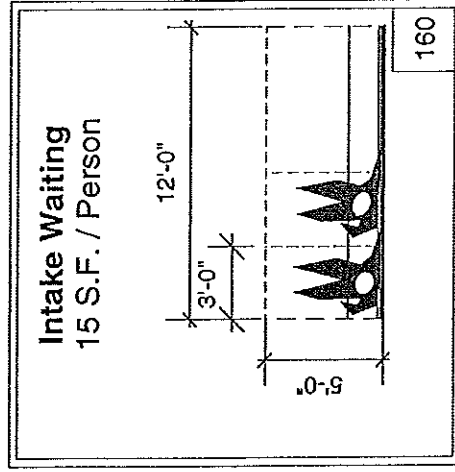
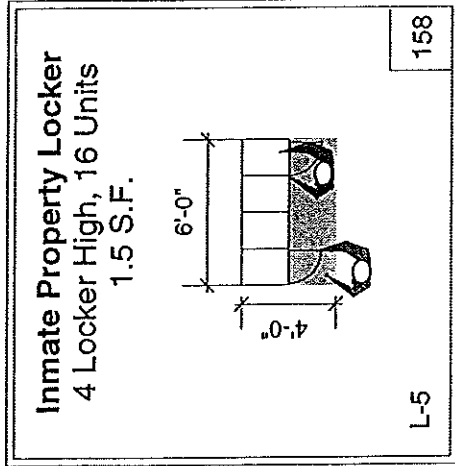
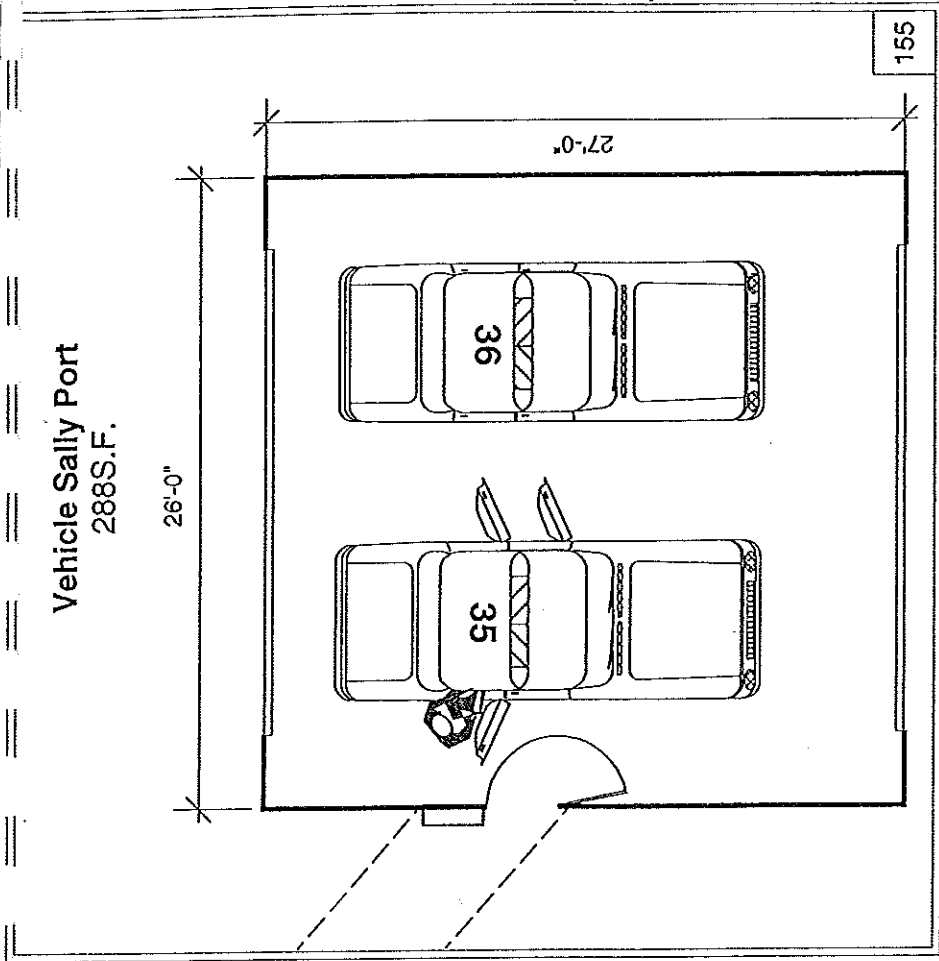
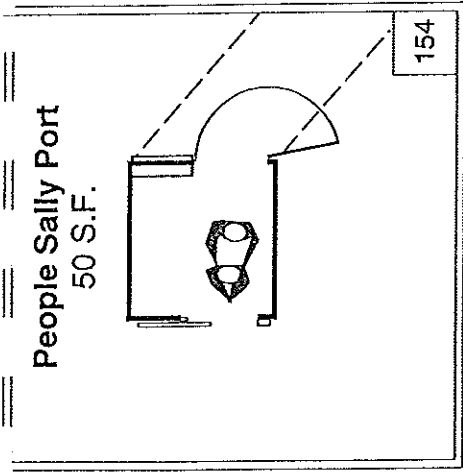
Animal Clean Up 36 S.F.

148

Dog Run 48 S.F.

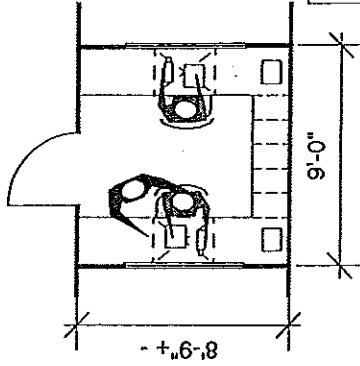


149



Interview Monitor

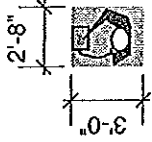
80 S.F.



166

House Phone

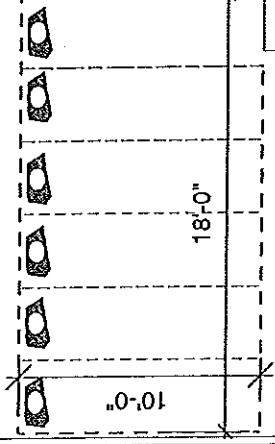
8 S.F.



167

Line Up w/ Graphics

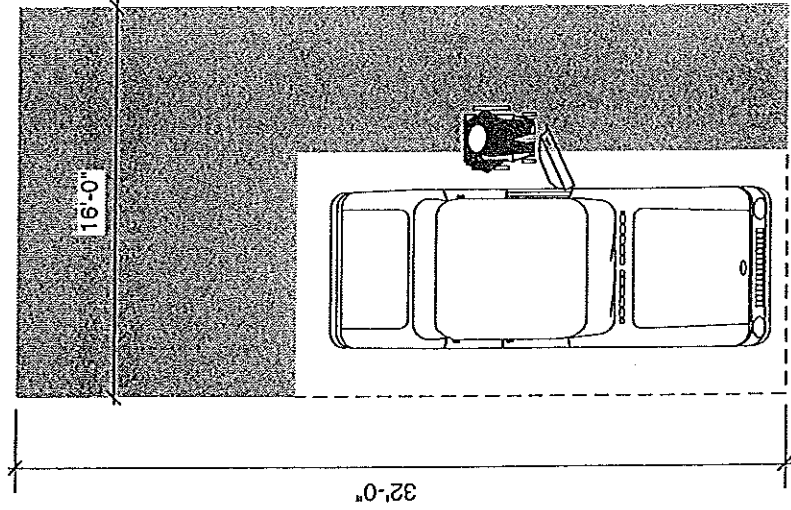
10 S.F.



168

Handicap Parking

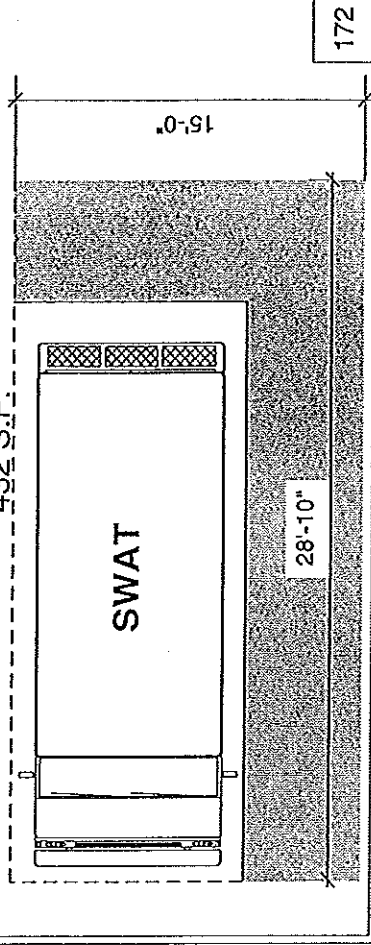
512 S.F.



170

SWAT Van

432 S.F.

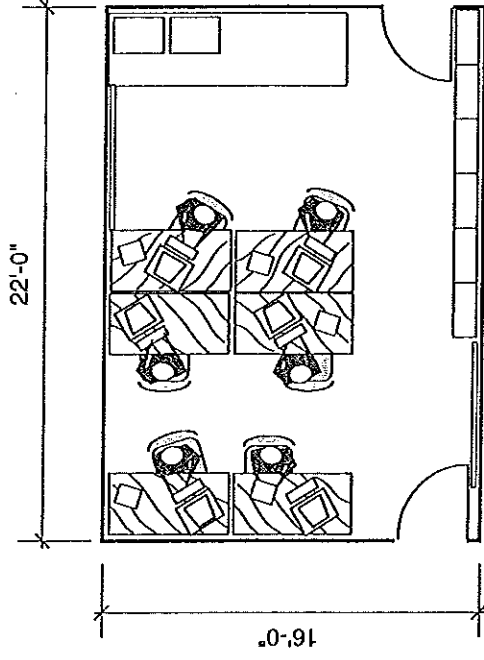


172

Report Writing

352 S.F.

60 S.F. / Station



XX

Cell

123 S.F.

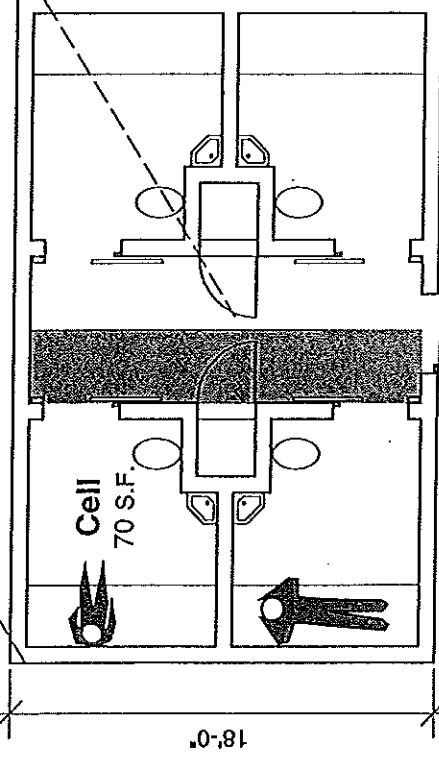
13'-8"

Cell
70 S.F.

Single Occupancy

Jail

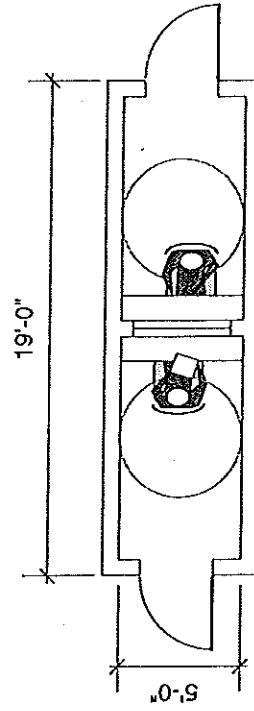
492 S.F.



H-1

Visitor/Attorney Interview

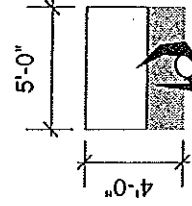
95 S.F.



Evidence Freezer

20 S.F.

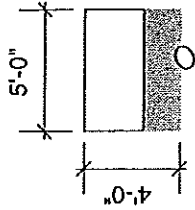
Lockable



187

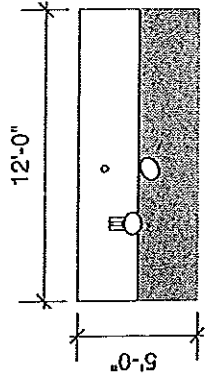
SPACE STANDARDS

Evidence Refrigerator
20 S.F.
Lockable



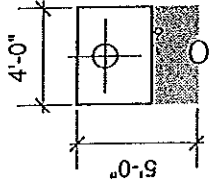
188

Lab Work Counter
5 S.F.
Per/linear ft.



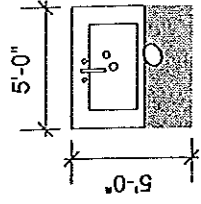
189

4' Fume Hood
20 S.F.



190

Lab Sink
25 S.F.



191

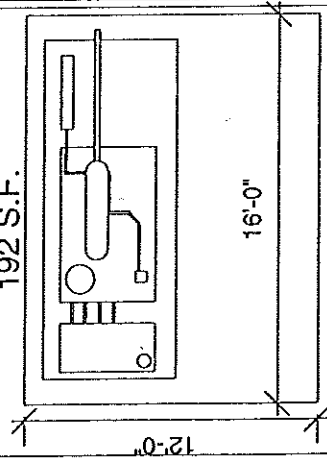
Range Lane

300 S.F. + 100 = 400 S.F. / Lane
4'x 25 Yd. + Firing Line & Range Master



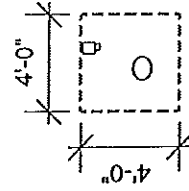
201

Emergency Generator
192 S.F.



208

Card Reader
16 S.F.



210

VII. BUILDING CONCEPT PLAN

The location and adjacencies of the seven divisions or departments in the building requires consideration of the stacking scheme, security, zoning and characteristics of the site.

A. Stacking Scheme

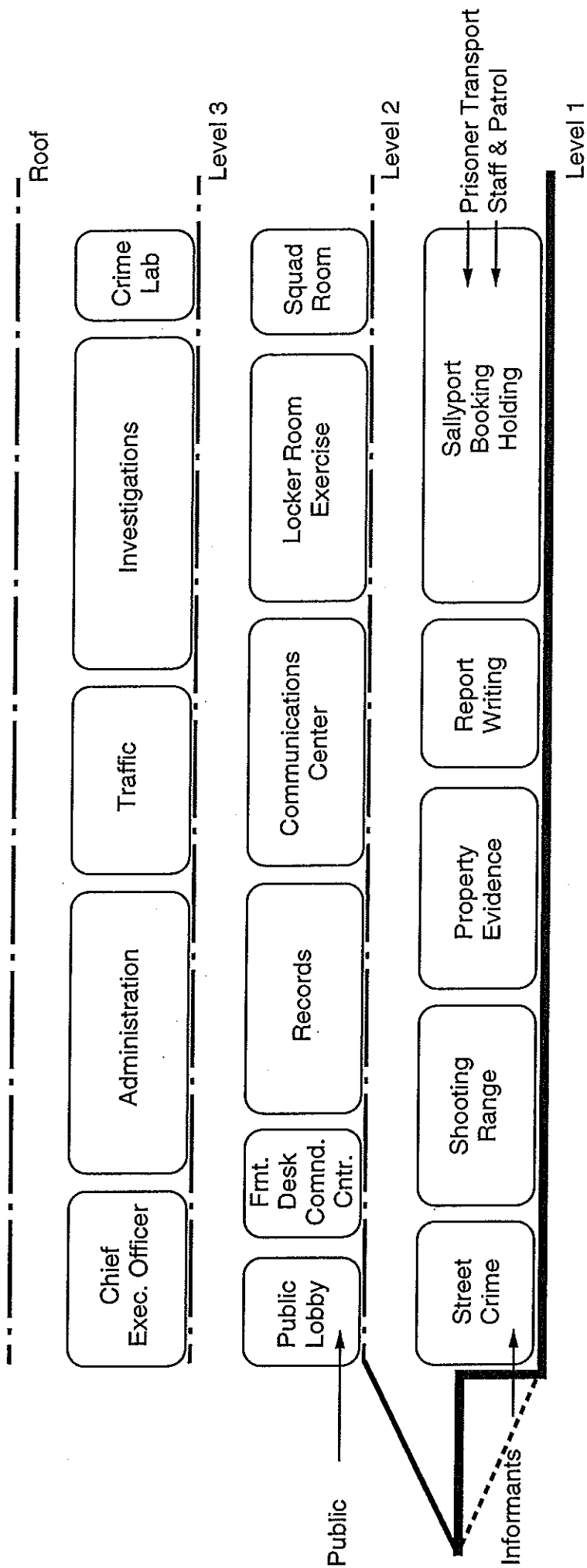
The very small site area requires a three-story building, allowing a relatively small footprint of approximately 15,000 sq. ft., approximately one-third the total required building area. For proper security zoning it is necessary to separate the major public access spaces such as lobby, front desk and community room from the highly secure spaces such as detention, evidence storage and communications. It is also very desirable not to transport prisoners vertically by stairs or elevator due to potential security problems, staff time and expensive control systems. It is, therefore, prudent to have the jail on the same level as the vehicle sally port and the public spaces and entry on a different level, taking advantage if possible of any slope on the site to get direct access to two different levels.

Site G, with a grade differential of approximately 8 ft., offers the possibility of direct access to the first and second levels by means of ramping approximately six feet to achieve the 14 ft. floor to floor required.

Entire divisions cannot be considered as a whole in diagramming stacking, adja -

cency and security plans because certain activities of each are highly secure or discrete and some require convenient public interaction.

The art of stacking the spaces appropriately to achieve optimum adjacencies and public convenience or isolation from the public must also be balanced against achieving approximately equal floor areas at each level in order to get the most compact footprint and economical building structure.



STACKING DIAGRAM

Middletown Police Facility

Jeter, Cook & Jepson Architects, Inc.
Leach Mounce Architects

B. Security Zoning

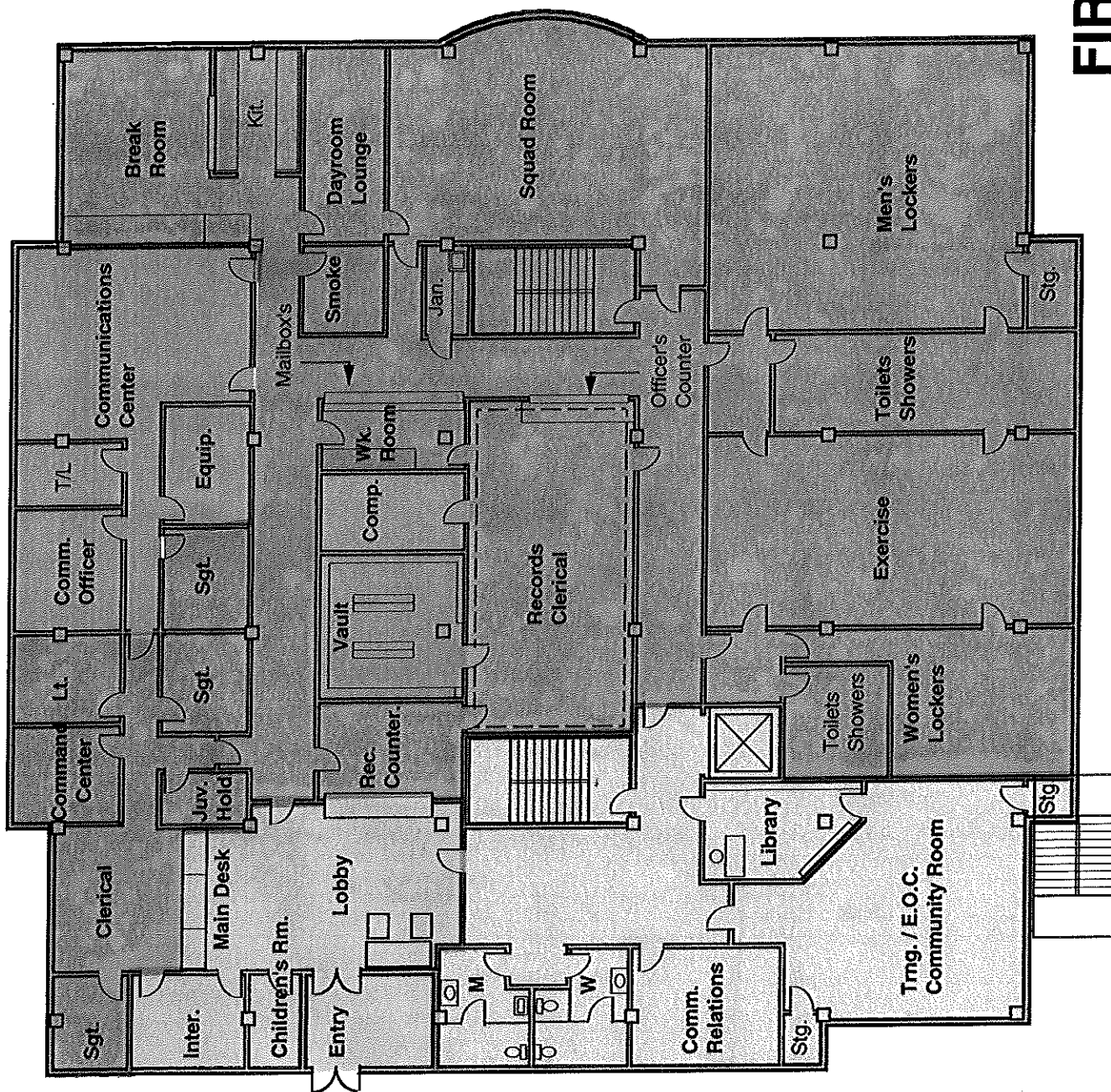
Another factor in the building organization is security zoning for appropriate coded access.

The following stacking diagram and floor plans illustrate one possible scheme for achieving the appropriate adjacencies, se-

paration of visitor staff and prisoner spaces, security zoning and approximately equal floor plates.

Zone	Access By	Spaces
1	Public 24 hours, 7 days per week. Must be able to secure quickly, if necessary.	Visitor parking lobby, soft interview, public side of front desk and records counter.
2	Public 8:00 am to 5:00 pm	Extended lobby, public restrooms, training/E.O.C., Community Relations, second floor lobby, Range lobby for special events.
3	All police staff sworn and unsworn 24 hours/7 days a week.	Executive-Administration, Administrative Support, Detective Bureau, Family Services, Command and Support Spaces, Traffic, Lockers, Fitness, Squad Room, Staff and Officer vehicle parking.
4	Communications Center, Staff, Executive Staff, Watch Commander	Communications Center and support spaces.
5	Records, Staff, Executive Staff, Watch Commander	Records vault
6	Evidence Clerk, Chief	Property and Evidence storage
7	Criminalist, I.D. Tech., Detective Captain and Lieutenant, Chief	Evidence and Photo Labs.
8	Rangemaster, Executive Staff, Watch Commander	Shooting Range, Armory
9	Booking Officer, Watch Commander	Booking and Detention Spaces

SECURE BUT CONVENIENT TO PUBLIC		SECURE AND ISOLATED FROM PUBLIC
Executive Offices	Chief, Deputy Chief and Conference	
Administration	Administration Records Training/Communications E.O.C. Community Relations	Communications Evidence Administrative Support
Investigations	Detective Bureau Family Services	Street Crime Crime Analysis Labs.
Patrol and Traffic	Watch Commander Desk Officer Front Desk Traffic	Shift Sergeants Squad Briefing Report Writing SWAT Armory Lockers Exercise Room
Detention	Visiting I.D. Line-up Release Interview	Intake Booking Holding
Parking Authority	Director and Clerical Staff	
Shooting Range		Range and ammo.
Site	Visitor Parking	Official Vehicles Staff Vehicles Garage

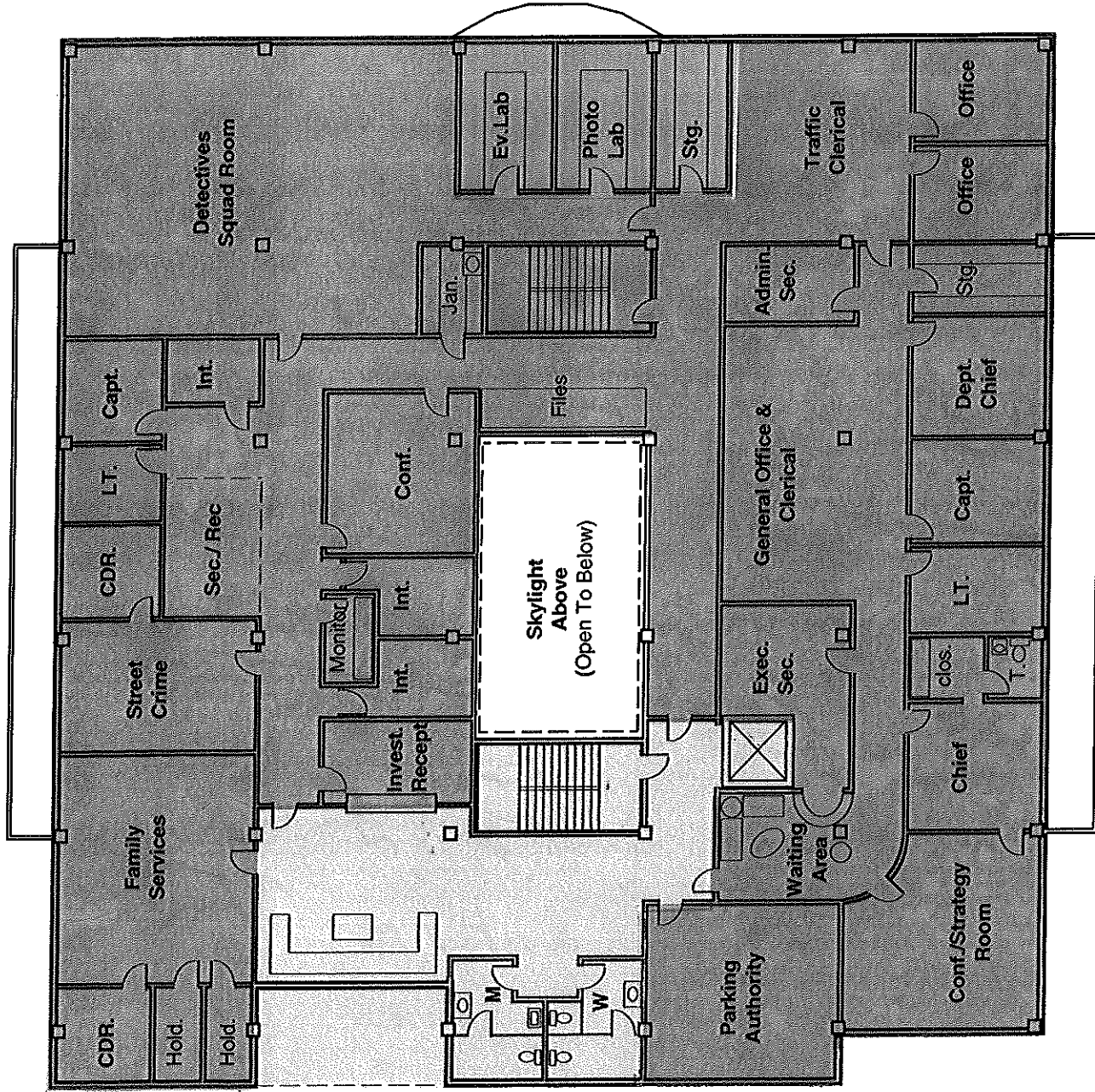


FIRST FLOOR PLAN

0 8' 20' 40' 60' N

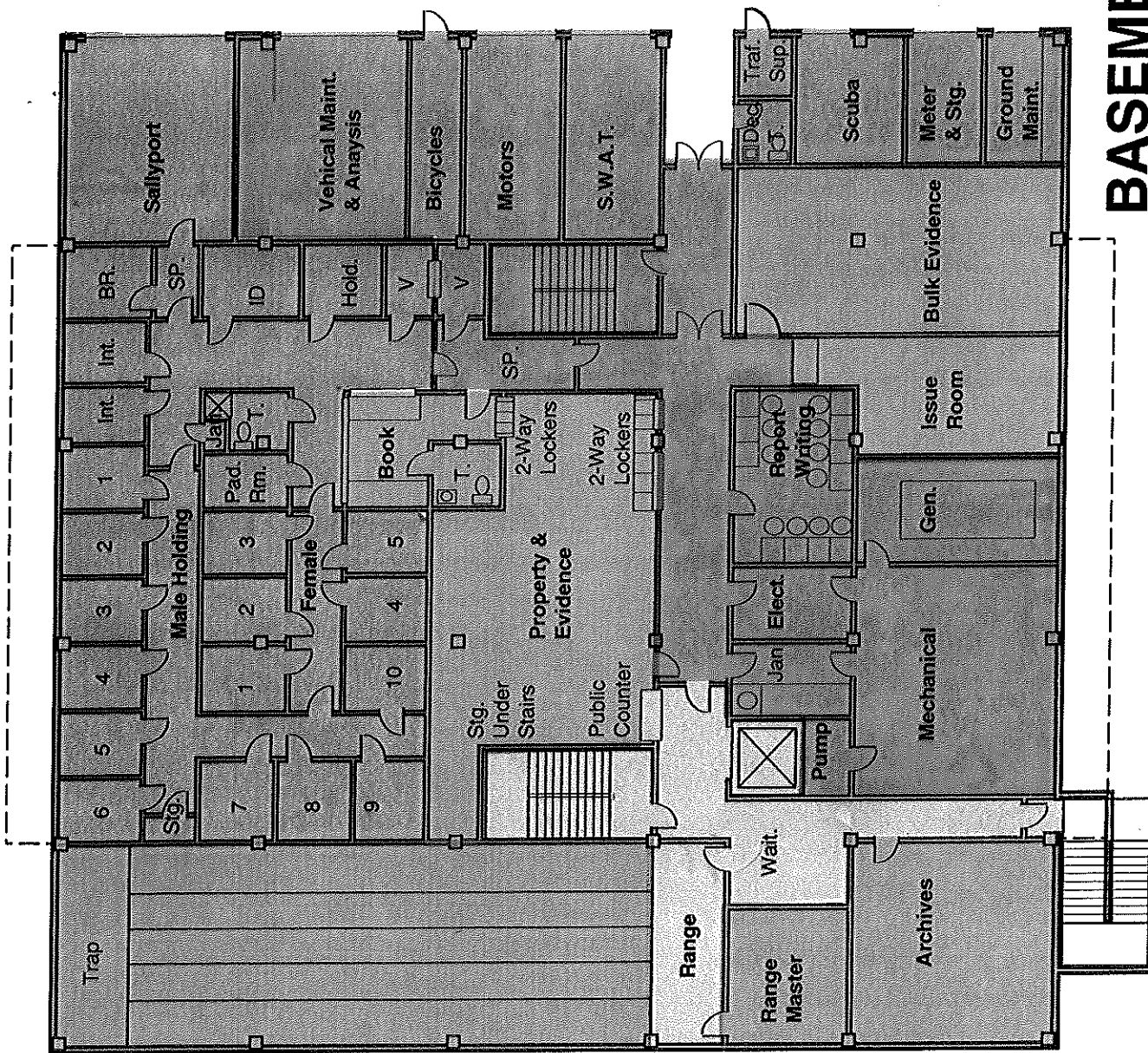
Jeter, Cook & Jepson Architects, Inc.
Leach Mounce Architects

Middletown Police Facility



SECOND FLOOR PLAN





BASEMENT FLOOR PLAN

