

**NEWBURY POLICE DEPARTMENT FACILITY
SITE INSPECTION REPORT AND RECOMMENDATIONS**



**RESPECTFULLY SUBMITTED
BOB CONNORS**

**CHAIR, NEWBURY CAPITAL PLANNING COMMITTEE
MAY 8, 2012**

Newbury municipal facilities continue to operate well past their planned life span and the Police Department's facility is no exception. The facility has become seriously overcrowded, suffers from a lack of sufficient infrastructure (HVAC, electrical, data, and telecommunication) and is challenged to provide Newbury with vital services given outdated security and safety systems which if not addressed will ultimately result in a decline of operational efficiency and morale.

In brief, the facility does not meet current standards for the programmatic needs of a 21st century police department facility such as a secure entry lobby, a communications center, a cellblock, interview rooms, men's and women's locker rooms, training rooms, offices, evidence storage, booking room, squad room, day room, garage or a sallyport.

Building a new police station is of course an expensive and complicated endeavor that will need full public support to be successful. To gain support, the public must first understand *why* this project is so important as well as *how* critical concerns and shortcomings with our current Police Department's facility puts public safety at risk. The following site inspection evaluation and related recommendations are respectfully submitted for consideration in addressing the Newbury Police Department's facility.

BACKGROUND AND OVERVIEW OF CURRENT POLICE FACILITY

When the current Newbury Town Hall was constructed and opened in 1977, the Police Department was a part-time police force. Nearly thirty five years later, the Police Department is still working out of the same small rooms that were allocated for use within the Town Hall building.

The Police Department's facility suffers from numerous mechanical and electrical issues. For example, there is no mechanical ventilation system; the building's structural system is not designed to meet current codes related to public safety buildings in the event of a natural disaster such as a hurricane or earthquake.

In addition, a recent site visit has shown the current police station fell short of health and safety standards, including air quality, public access, and safe storage of records and equipment. Upon entering the building one can immediately see that the current layout provides many potential hazards to the staff, and visitors, ranging from life safety to daily operations and emergency operations.

Walking through the building it becomes very apparent that the building's organization and space layout has not changed for over 35-years. Jail cells do not conform to current mandated safety codes. Dispatch operates on aging, failing equipment without back-up equipment for support and without the proper wall ratings for fire and ballistic requirements. Multiple room uses within the current complex have been adapted to accommodate current operational needs, but in doing so, their new multi-functional uses cause unsafe and potentially unsanitary conditions.

These deficiencies combined with the limited lot area make renovation and expansion of this facility fiscally impractical. The following preliminary site assessment provides a snapshot of the Police Department's current facility shortcomings and needs.

POLICE DEPARTMENT'S FACILITY SHORTCOMINGS AND NEEDS

I. Garage Bay

Currently: There is no Garage Bay.

Needed: It is anticipated that three Garage Bays are needed for: 1) Forensic Seizures – vehicles used in crimes such as robberies, assaults, and sexual assaults, that need to be forensically processed; 2) Storage and maintenance of our cruiser's; 3) Sallyport for unloading arrests in a secure area for both prisoner and officer safety.

II. Impound Yard

Currently: There is no Impound Yard.

Needed: An Impound Yard is needed to: 1) hold vehicles that have been used in other crimes including fatal and serious personal injury accidents that require processing; 2) hold other impounded property including bicycles, etc.

III. Training Room/Conference Room/EOC

Currently: There is no Training Room, Conference Room or Emergency Operations Center.

Needed: An area is needed for departmental trainings and monthly department meetings. Currently the department uses the general office area for department meetings. This area does not allow seating for everyone and is not conducive to meetings or training sessions.

Why an Emergency Operations Center (EOC)? Every community needs to have a facility available to Town officials and staff coordinating for emergency responses of the different services involved. Ideally this should be near the Town's central dispatch location thus facilitating coordination between Police, Fire, EMS and DPW as well as being able to be in direct communication with regional responders, Civil Defense and National Guard when necessary.

IV. Booking Room/Holding Cells

Currently: The current prisoner booking room is not a secure room. It gives unruly and combative prisoners access to the administrative area and potentially to the rest of the PD. The room is not physically conducive to officer safety and does not flow with proper and correct prisoner handling methods. There are no holding cells to detain violent offenders or prisoners for short-term periods. Also, by law a separate area to hold juveniles is needed since sight and sound separation is required.

Needed: A secure booking area is needed to process detainees. At least two adult cells (male/female) and one separate holding cell for juveniles are needed.

V. Administrative Area

Currently: The current administrative area does not flow with walk-in traffic. The dispatcher has to leave his/her workstation (radios, telephone and computer) to handle walk-in traffic.

Needed: The administrative area should allow the dispatcher to greet visitors and handle walk-in traffic from his/her workstation.

VI. Foyer/Lobby

Currently: The current foyer/lobby is very small with no place to sit. If more than one visitor comes in at the same time, they are bumping into each other. There is also not enough room for forms and literature.

Needed: A larger lobby area is needed so that multiple visitors are able to sit comfortably. The lobby should also provide an area for visitors to fill out forms and contain public bathrooms.

VII. Break Room/Kitchen

Currently: There is no kitchen and no separate area for employees to eat meals. The refrigerator and microwave are located in the general area, which makes the area cramped and potentially unsanitary.

Needed: A separate room is needed with a sink and a table and chairs for employees to eat meals.

VIII. Restrooms

Currently: There are two generic restrooms for everyone.

Needed: Separate restrooms for men and women are needed and public bathrooms within lobby area.

IX. Parking Lot

Currently: The current parking lot is not well defined. When the Town Hall is open for business and meetings, the parking lot can become cluttered with vehicles, making it difficult for traffic to enter and exit. Parking is cramped and potentially hazardous.

Needed: A larger area is needed for employee and visitor parking. This area should also be well lit at night and provide a secure area for employee parking.

X. Storage /Armory/Secured evidence Areas

Currently: There is one storage closet in the building. This closet is approximately 3'x6' in diameter and is full. Because this is the only storage closet, office supplies and miscellaneous equipment is stored throughout the building in random areas.

Needed: Additional space is needed to organize and store uniforms, equipment, firearms, ammunition, office and computer supplies.

XI. Officer's Report Room

Currently: The current officer's room is extremely cramped. It is the administrative area for 10 full-time and 6 part-time officers. It also houses all the department forms, employee bulletin boards, roll call information, and is the main area for information exchange and interviews.

Needed: Additional office space is needed to provide workstations for officers to write reports and conduct private interviews.

XII. Records

Currently: Department records are stored in file cabinets in each room as well as an off-site storage location. Archived records, which must be kept in perpetuity in accordance with MA statute, are not easily accessed and are subject to monthly storage costs.

Needed: A clean and dry storage area that is easily accessible is needed for proper record retention.

XIII. Locker Room

Currently: There is no separate locker room. A unisex changing room with lockers is available.

Needed: A locker room is needed to provide room for each officer, including a seating area, and a separate locker room for female officers.

XIV. Interview Room

Currently: There is no Interview Room.

Needed: An Interview Room is needed for private conversations ranging from domestic and assault issues, criminal investigations and juvenile affairs.

XV. Supervisor's Office

Currently: There is no Supervisor's Office.

Needed: A Supervisor's Office is needed so that supervisors can conduct performance appraisals and have personal conversations with their subordinates.

XVI. Detective's Office

Currently: There is no Detective's Office.

Needed: A Detective's Office is needed to provide a private room to handle confidential and case sensitive investigations.

XVII. Crime Scene Evidence Processing Room

Currently: There is a 160 square foot evidence Storage Room only, which is completely filled.

Needed: A Crime Scene Evidence Processing Room is needed to process prints, castings, photographs, etc.

XVIII. Exercise/Training Area

Currently: There is no Exercise/Training Area.

Needed: The Commonwealth of Mass has an ongoing requirement for police officers to pass a physical fitness test. An exercise room and physical training room would help officers to stay in compliance with the state. All equipment is purchased by the Police Association or donated at no cost to taxpayers.

XIX. Building Size

Currently: The Newbury Police Department is housed within the Town Hall basement. The area is overcrowded, cramped and just too small. The IACP recommends 300 – 350 square feet for each full time employee.

There are 10 full-time employees and 6 part-time employees, which means a minimum recommendation of 3,300 square feet. The existing area is approximately 2,100 square feet, which translates to the existing building being 1200 square feet short, or the equivalent of 12-10x10 rooms. *(It should be noted that temporary trailers located on site for police department use are not included as existing space/operations due to the temporary nature of the trailers.)*

Additionally, the FBI recommends 1 full-time officer for every 500 residents. The Newbury Police Department currently employs 1 officer for approximately 633 residents. Newbury currently has 6970 residents.

Needed: The minimum recommended square footage (300) times the number of recommended officers (14) means a proposed 4,200 square foot building. This proposed square footage is in accordance with today's standards and does not take into consideration any anticipated town growth.

RECOMMENDATIONS

To support future policing operations in Newbury it is recommended appropriate facilities be designed and built as soon as possible. It would be more cost-effective in the long term to construct a facility that meets 25-year program needs, rather than rely on disruptive and expensive alterations or expansion later.

The new facility should be designed to be cost effective to maintain, and durable enough to stand up to intense 24-hour use. This need for high-quality components, and the need to design a facility that will reflect an appropriate architectural character for the town, will form a significant financial investment for the town. However the payback in increased police efficiency, staff morale and safety is obvious. Based on initial research from my perspective, something must be done and the least expensive approach would be to take advantage of current low interest rates and initiate this project as soon as possible.

RECOMMENDATION ONE: ESTABLISH BUDGET AND STUDY COMMITTEE

The town should appropriate a sum of \$20,000 to study the available sites in town and evaluate them either for a Public Safety Complex or separate Police Station. In addition, the Town should initiate a Police Station Study Committee. This committee will be tasked with studying the needs and feasibility of building a new Police Station or Public Safety Complex while at the same time considering renovation of the existing Police Station for continued future use as additional Town Hall office, meeting and storage space.

The committee upon completion of the feasibility study and with Town Meeting approval will move to the next stage and become an official building committee to oversee the construction of a new Police Station and a renovated Town Hall Basement. A sample committee to be known as the “Newbury Police Department Building Committee” should consist of five members, two of whom shall be appointed by the Board of Selectmen and one of whom shall be designated by the Capital Planning Committee from among its members, one member from the Board of Selectmen and one member from the Finance Committee and two members from the community at large. Ex officio members should include the Chief of Police, facility manager and the Town Administrator.

RECOMMENDATION TWO: CONDUCT NEEDS ASSESSMENT

The first step of a facility project is to conduct a Needs Assessment to identify and document the existing conditions and deficiencies of a facility by examining *all* of the needs including department, staff, equipment and public needs. Staff participation is encouraged during this information collection process.

A thorough Space Analysis Study, completed in conjunction with a Needs Assessment, demonstrates the inadequacies of the current environment, and offers reliable estimates of current and projected space requirements based upon industry standard, trends, and growth. When the time comes to build a new facility, a *formal* Needs Assessment is required for any project to move beyond an idea into a more defined space planning stage, based on the spatial requirements established by the Needs Assessment.

RECOMMENDATION THREE: DETERMINE FACILITY NEEDS

Determining facility needs, and recommending a course of action to meet those needs, involves a number of steps such as:

- ✓ Understanding policing operations and strategies in Newbury
- ✓ Understanding the community, its growth trends and policing needs
- ✓ Determining current and anticipated service loads
- ✓ Determining staffing projections
- ✓ Determining space and facility needs
- ✓ Identifying available development/accommodation options
- ✓ Evaluating, testing and comparing the most feasible of these
- ✓ Recommending a course of action

To understand Newbury Police Department operations and strategies, the context within which it operates, and to determine current and future facility needs involves conducting, preparing and examining the following:

1. On-site review of existing operations
2. On-site interviews with senior staff and representatives of all functional units to discuss current and future needs
3. Survey questionnaires to all department staff and obtained feedback and suggestions
4. Research of community trends, population history and growth, demographics, police service statistics, crime rates and other factors impacting current and anticipated operations and staffing
5. Space needs analysis, based on the specific needs of the Newbury Police Department, with comparison to other local and national standards/practices
6. Interviews with community and municipal representatives to understand the dynamics within the Town, its objectives, and issues surrounding the provision of new police facilities.

RECOMMENDATION FOUR: CONDUCT FINAL/FORMAL SPACE NEEDS ASSESSMENT

The final Space Needs Assessment study should identify the various functional components, adjacency requirements, security needs, circulation, flow of operations, and individual area requirements. The study will provide an estimated cost for the project and, when appropriate, an analysis of funding options.

Data contained in the study will form a solid foundation for identifying available facility options, funding requirements and any associated funding options. [Table One provides itemizations of estimated sample cost of \$3,148,240.]

Conducting a formal Space Needs Assessment, including a preliminary cost estimate, is a fundamental step towards defining the required scope of a facility project. Hiring a specialized architect, experienced in Public Safety design, workflow and operations is crucial to obtaining an accurate and detailed analysis to address current and projected space needs.

RECOMMENDATION FIVE: CONSIDER DEVELOPMENT OPTIONS

A number of development options must be considered, illustrating ways in which a new police facility or public safety complex could be constructed on a variety of sites. Potential sites to consider are as follows:

- Woodbridge School renovation with addition off rear of building for Sallyport and ADA compliance
- Governor's Academy property located on Rte 1
- Manter Field
- Byfield Library
- Combined Town hall, Police Station and Fire Station at 25 High Road
- To be determined site

Table 1**Affordability of the Project***Itemizations of estimated sample cost of \$3,148,240***POLICE STATION SAMPLE COST ESTIMATE**

Site work	243,000
General Construction	
4200 sq ft @ \$412	1,730,400
Construction Factors	
Contingencies	173,040
Escalation to Construction Mid-point	231,400
Project Development	
Architectural/Eng Fees	210,000
Project Manager	140,000
Legal & Testing	46,600
Printing/Reproduction	11,000
Furniture, Fixtures & Equip.	40,000
Moving/Relocation	10,000
Property Acquisition (Share)	150,000
Municipal sewer connection	162,800

Total Probable Cost	3,148,240
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TAB "C"
NEWBURY P.D. PHOTOS
CURRENT CONDITIONS
2012

Photo Gallery-2012
Newbury Police Department current conditions

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Figure 1: Newbury PD 2012



Figure 2: Lobby area



Figure 3: Lobby transaction counter

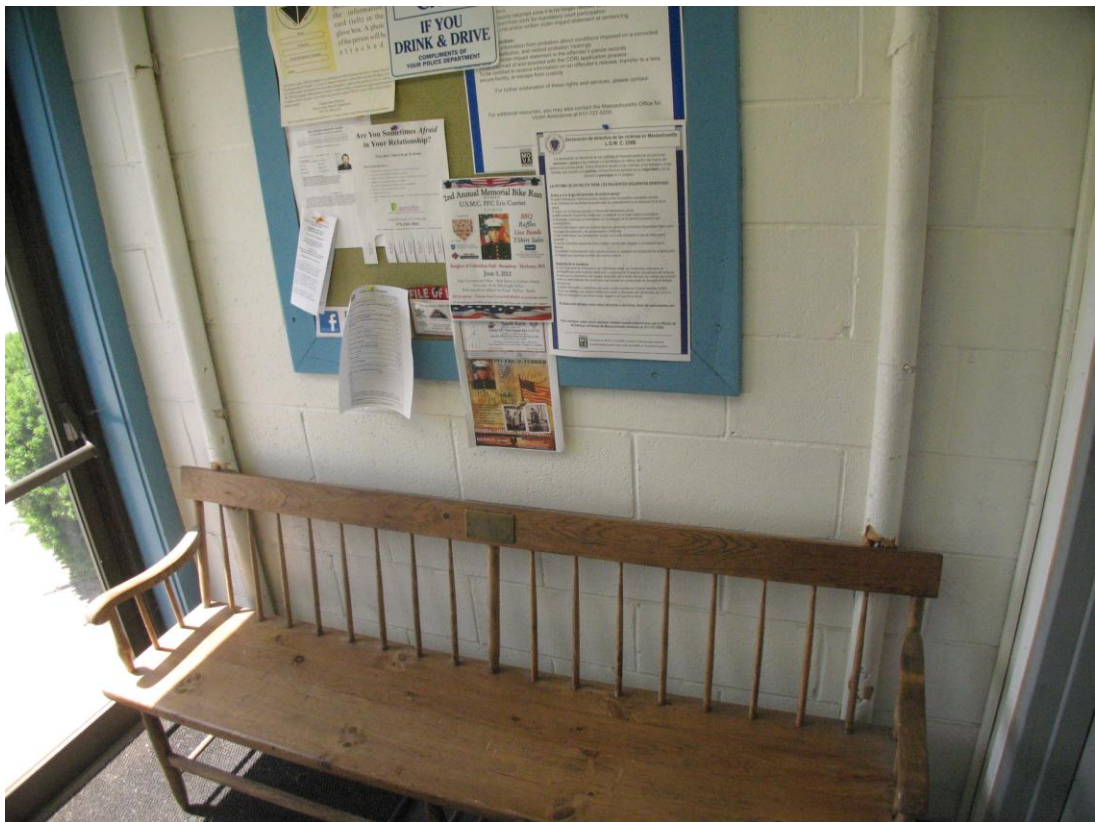


Figure 4: lobby bench blocking primary egress



Figure 5: Entry to processing area



Figure 6: Back of lobby door hallway



Figure 7: Outdated cell not currently operational

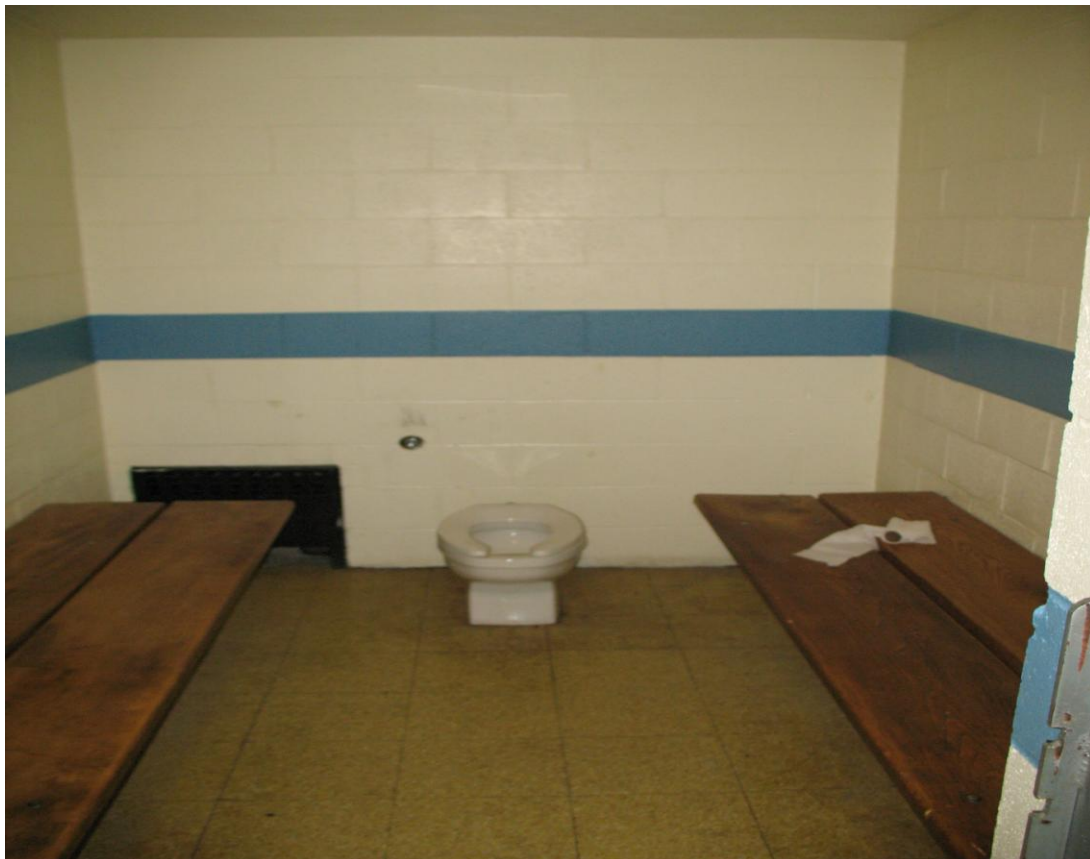


Figure 8: Functional holding cell



Figure 9: Limited shelving for prisoner blanket storage



Figure 10: Mail room overcrowding



Figure 11: Overcrowding in storage locker area



Figure 12: EOC communications desk



Figure 13: Communications center-no ballistic protection



Figure 14: Secondary dispatch as required by 911 PSAP



Figure 15: Printers, copiers & manual storage within dispatch-communications center



Figure 16: Communications console



Figure 17: Second means of egress, below minimum requirements



Figure 18: Rear egress stairway, below minimum standards

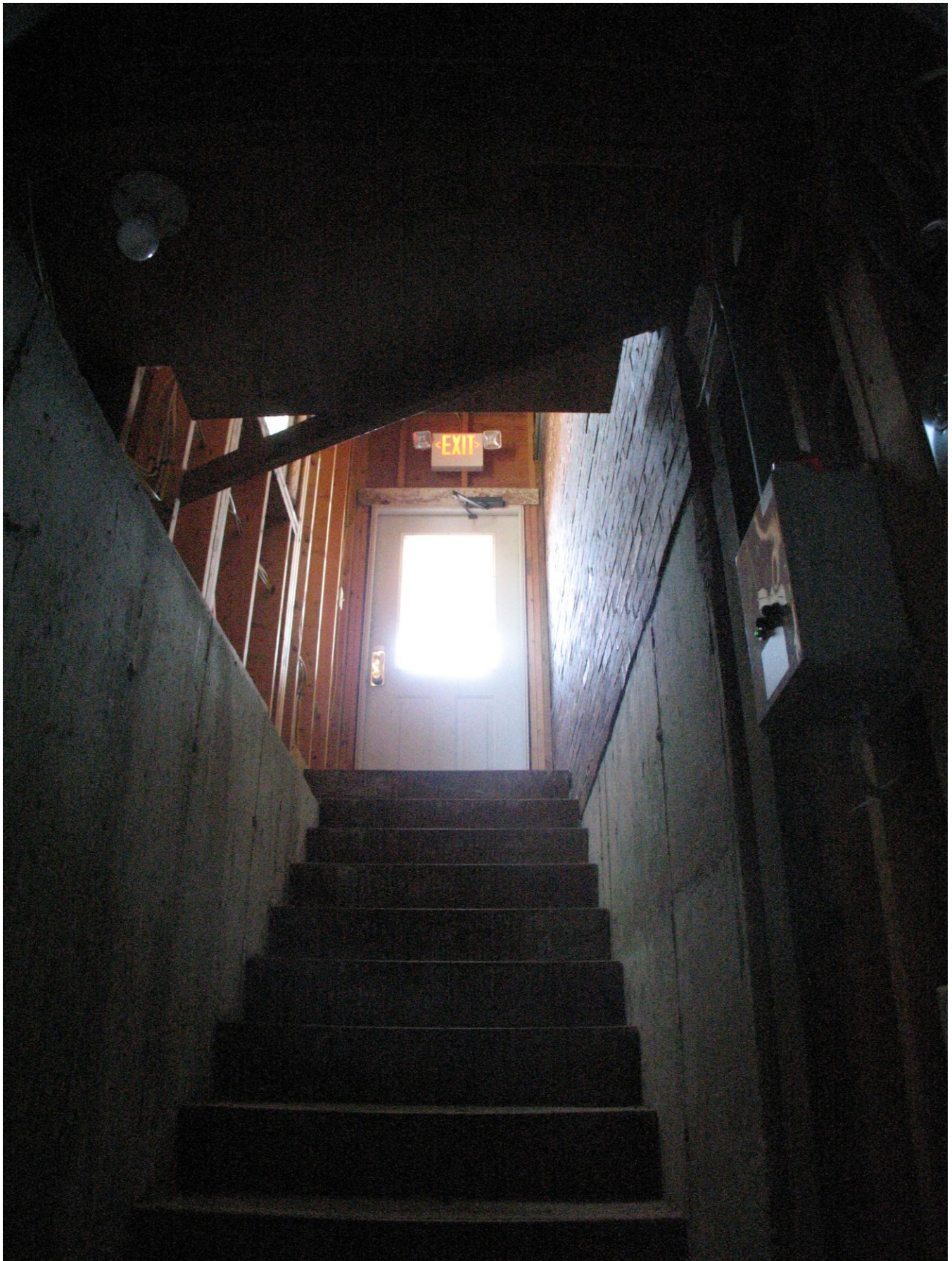


Figure 19: Rear entry stairwell, below minimum standards



Figure 20: Locker room, overcrowded & undersized



Figure 21: Temporary trailers used for Administrative offices behind town hall



Figure 22: Temporary admin offices connecting to town hall



Figure 23: Town Hall water heater located within basement



Figure 24: Town Hall heating system & storage