

POLICE SPACE NEEDS

Police Department Program

The Town of Windham Police Department is co-located with the Fire Department in the Public Safety Building located at 375 Gray Road. The department occupies approximately 7,220 square feet of the 16,890 square foot facility.

The chief and staff offices, investigations, evidence and locker rooms are located on the second level. Patrol and administrative areas are on the first level. The dispatch function was recently co-located to the Cumberland County Regional Communications Center. The detention area has been modified in the past to include only a supervised booking/holding area. No escorted detainment of arrestees within the facility is required. Arrestees are transported directly to the County Jail system for detention.

The Police Department requires 14,185 square feet for all projected needs. This is a 96% increase in space area over the 7,220 currently occupied. For the program areas currently provided and occupied by the department we have identified a need of 8,466 square feet. That is 1,250 square feet of increased need to adequately provide for the current department needs. The remainder of the difference is future program identified as a total of 5,718 square feet.

Space Needs Assessment

The department currently has 26 sworn officers, including the Police Chief. The anticipated growth of the department over the next 20 years will expand this to between 30 and 35 sworn officers. Patrol officers work primarily in their patrol vehicles, however, they also need work space in the office to prepare reports and perform other required administrative functions. Workstations can be shared between officers on different shifts. There needs to be enough space provided to allow multiple officers to efficiently complete required paperwork in the office. However an individual work area for each officer is not required.

The department maintains a sub-station office at the North Windham Fire Station on route 302 that is inadequate. Space is required for two patrol workstations and a separate interview room. Patrol officers and detectives need a location to prepare paperwork. The work space area should not be used to conduct interviews or meetings that may be personal in nature.

Evidence storage needs to be provided to securely store items collected as part of investigations. These items include all manner of personal objects, property, firearms, and paraphernalia. Some of these items require refrigeration and others are large and bulky, such as bicycles. The current evidence storage room is beyond capacity and additional secured areas are being used throughout the facility. Consolidation of evidence storage areas would increase efficiency of space use.

An evidence laboratory area with a fume hood, sink and workspace allows for critical analysis of evidence as part of the departments investigations. The current lab configuration and size provides adequate space to perform the required functions to support the investigations division. Vehicles are also part of the evidence chain. The wash bay on the first level is utilized as the impound and inspection bay for vehicles under investigation. The bay is not large enough for investigators to properly move around a vehicle parked in the bay.

Each officer is required to maintain multiple uniforms and a change of clothes. To achieve this requires adequate locker size to accommodate uniforms, boots, shoes and jackets along with other personal items and toiletries. The lockers in the facility are narrow and do not provide enough space for the uniforms and equipment. Police department gear lockers should be 24 inches wide and full height with some interior shelving and ability to accommodate hangers. The current shower facilities and toilet room in the locker area are adequately sized.

The police department currently utilizes a portion of the public works materials yard for impounding of vehicles or large equipment. The impound yard has no security fencing and means of remote surveillance. The remote location is inconvenient for processing and return of equipment to the owner.

The storage area for gear and files is inadequate in the facility. One of the garage bays has been converted to a storage area for materials and gear. Duty bags, containing gear required for patrol officers are currently stored in the garage bay on shelving. This exposes the gear to temperature differences throughout the year. A larger equipment storage area should be combined with the need for move evidence storage space.

The armory should be secured with access control to prevent unauthorized personnel from entering the room at any time. Standards of the American Correctional Association should be followed for guidance. The current room used to store firearms, tactical equipment, vests, and cleaning supplies is in a closet on the second floor. A securable space for arms and tactical gear is required. There should be a room with a table and work areas for planning, secure lockers for hand guns, tasers, and rifles, and charging areas for flashlights and radios.

There are currently five sergeants working in a roughly 170 square foot space with four workstations. The anticipated staffing growth for the Police Department will add two more sergeant positions. A common work area is functional for these staff positions. Shared work stations do not function well as each sergeant has specific tasks and work that are time consuming and are not easily packed away or finished in one shift. Each sergeant should have his or her own workstation.

Summary

The program has been developed to identify the space required to address the deficiencies identified in the needs assessment. The anticipated space needs of the department are 14,185 square feet. This is nearly twice the current space allocation of the department in the public safety building. Options for expansion or acquiring more space are presented in the Facility Master Plan.

Police Department

Office Space	Quantity	Size	Unit SF	Current Needs		Future	Remarks
				Meeting	Deficient		
Administration							
Chief	1	16 x 14	224	224			
Administrative Assistant	3	8 x 8	64	192			
Animal Control	1	8 x 8	64	64			
Community	1	8 x 8	64	64			
School Resource	1			0			located at highschool
Patrol							
Lieutenant	1	10 x 12	120	120			
Sergeant	5	8 x 8	64		320		
Patrol Officers	14						
Patrol Workstations	8	8 x 8	64		512		future patrol included
Investigations							
Detectives	2	10 x 20	200		400		
Community Service	1	10 x 20	200		200		
Future Growth of Staff							
Patrol	7						included in patrol wrkst above
Sergeant	2	8 x 8	64			128	
Detective	1	10 x 20	200			200	
Sub-Total:				664	1432	328	

Employee Total: 40

Net, Office Space: 2,424
Add 60% Circulation Factor: 1,454
Gross, Office Space: 3,878

Support Space	Quantity	Size	Unit SF	Current Needs		Future	Remarks
				Meeting	Deficient		
Administration							
Conference Room	2	13 x 16	208		416		8 people
Copy Work Room	1	10 x 20	200	200			
File Storage	1	10 x 10	100	100			
Security Equipment Storage	1	8 x 8	64	64			
Public Restrooms	2	7 x 8	56	112			
Lobby	1	10 x 20	200	200			
Patrol							
Interview Room	2	10 x 10	100		200		
Armory	1	10 x 20	200		200		work table, racks for firearms
Cleaning	1	8 x 10	80		80		Sink, part of armory space
Equipment Storage	1	10 x 20	200		200		emergency equipment, gear
Duty Bag Storage	1	10 x 20	200		200		
Investigations							
Conference Room	1	10 x 20	200			200	8 people
Evidence Drop Off	1	8 x 8	64		64		
Evidence Processing	1	8 x 8	64		64		
Evidence Storage	1	20 x 20	400		400		
Impound Bay	1	20 x 30	600		600		
Evidence Lab	1	12 x 12	144	144			sink and fume hood

Town of Windham
Space Needs Analysis Facilities Study

Booking/Detention

Vehicle Sallyport	1	20 x 30	600		600
Booking Counter/Work Area	1	6 x 12	72	72	
Booking Waiting	1	4 x 10	40	40	
Holding w/ bench and toilet	1	7 x 10	70	70	

Employee Facilities

Locker Room (M)	24	3 x 3	9		216	
Toilets	4	7 x 8	56		224	
Showers	3	5 x 6	30		90	includes drying
ADA Shower	1	7 x 8	56		56	
Locker Room (F)	8	3 x 3	9	72		
Toilets	2	5 x 6	30	60		
Showers	1	7 x 8	56	56		
ADA Shower	1	7 x 8	56	56		
Exercise	1	16 x 24	384	384		
Kitchen	1	10 x 8	80	80		
Lunch Room	1	15 x 20	300	300		15 people
Secure Archive Files	1	10 x 8	80		80	

Building Services

Electrical	1	10 x 20	200	200		
Mechanical	1	35 x 40	1400	1,400		
Janitor	1	7 x 7	49	49		
Tel/Comm/Network	1	10 x 20	200	200		
Sub-Total:				3859	3,690	200

Net, Support Space: 7,749
Add 33% Circulation Factor: 2,557
Gross, Support Space: 10,306

Total Gross Space 14,185

Outside Impound Yard

currently at public works

North Windham Sub-Station

See Fire Department Program

Patrol Officer Work Area	2	8 x 8	64		128
Interview Room	1	10 x 10	100		100
Storage	1	8 x 12	96		96

Notes:

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Additional Requirements: