

**DRAFT**

**Space Needs Assessment**  
*for the*  
**Dalton Police Department**  
**Dalton, MA**



*January 2025*

**J H**  
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# Space Needs Assessment for the Dalton Police Department Dalton, MA

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## **GENERAL INFORMATION**

**Date:** January 2025

**Department:** Dalton Police Department

**Address:** 462 Main Street  
Dalton, MA 01226

**Telephone No.:** (413) 684-0300

**Primary Contact:** Deanna Strout, Chief of Police

**Total Building Area:** +/- 32,289 gross square feet  
(includes municipal town hall  
& library)  
17,474 net square feet  
(includes municipal town hall  
& library)  
Constructed in 1890

**Existing Lot Size:** 0.695 acres  
(includes municipal town hall  
& library)

**Community Area:** 21.9 square miles total  
(21.8 square miles of land)  
(0.3 square miles of water)

## **GROWTH ESTIMATES**

### **Population Statistics:**

Year	2000	2010	2020	2035	2045
	<i>census</i>	<i>census</i>	<i>census</i>	<i>projected</i>	<i>projected</i>
Dalton, MA	6,892	6,756	6,330	5,850	5,467

source:           UMASS, Donahue Institute, United States Census

## **CALLS FOR SERVICE PROJECTIONS**

### **Police Department**

Year	2008	2010	2024	2035	2045
<b><u>Crime Statistics:</u></b>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>est.</i>	<i>est.</i>
Calls for Service (total)	10,908	18,793	13,590	15,000	18,000
Citations	736	695	402	500	700
Criminal Arrests	101	57	48	60	70
Court Summons	147	114	65	120	140

Note : 2007 – Dispatch relocated to PD from Fire Department

# **VEHICLE PROJECTIONS**

## **Police Department Vehicles:**

<b>Year</b>	<b>2000</b>	<b>2010</b>	<b>2024</b>	<b>2035</b>	<b>2045</b>
Cruisers (marked)	4	5	7	8	8
Unmarked Cars	0	1	1	2	3
Other:					
Pick-up Truck	1	1	1	1	1
Utility Trailer	0	0	1	1	1
Speed trailer	0	0	0	1	1
Light Tower	0	0	0	0	1
Patrol Bicycles	4	4	0	0	0
<b>Total Motor Vehicles</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	<b>11</b>
<b>Total Other</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4</b>

# **STAFF PROJECTIONS**

## **Police Personnel:**

<b>Year</b>	<b>2000</b>	<b>2010</b>	<b>2024</b>	<b>2035</b>	<b>2045</b>
<b>Sworn Personnel:</b>					
Chief of Police	1	1	1	1	1
Lieutenant	0	0	0	1	1
Investigations (Sergeant)	0	0	0	1	1
Detectives	0	0	1	1	2
School Resource Officers	0	0	0	1	2
Patrol Sergeants	1	1	3	3	3
Patrol Officers	11	9	7	10	12
Reserve Officers	3	6	1	0	0
<b>Support Services:</b>					
Dispatchers	6	6	6	8	8
Executive Assistant	1	1	1	1	1
Records Clerk / Admin. Asst.	0	0	0	1	1
<b>Total Positions (Sworn)</b>	<b>16</b>	<b>17</b>	<b>13</b>	<b>18</b>	<b>22</b>
<b>Total Positions (Civilian)</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>10</b>

## **Gender Statistics (for planning purposes only):**

<b>Year</b>	<b>2000</b>	<b>2010</b>	<b>2024</b>	<b>2035</b>	<b>2045</b>
Sworn (Male)	15	15	11	13	15
Sworn (Female)	1	2	2	5	7
Support Services (Male)					
Support Services (Female)					

# **SPACE NEEDS ASSESSMENT**

## **DALTON POLICE HEADQUARTERS**

### **Proposed Square Footage** **(Net)**

#### **1. Public**

a.	<u>Vestibule</u>	80
	1. Identifiable public entrance to the facility	
	2. Air-lock vestibule	
	3. Walk off mat	
	4. Public access to Vestibule and Public Lobby at all times (24/7/365)	
	5. Door access control to Lobby for emergency lock-down capabilities	
	6. Adjacent to Public Parking / HC parking	
b.	<u>Lobby / Reception / Waiting</u>	300
	1. Access to Communications Dispatch and Records Clerk position	
	2. House Telephone	
	3. Public seating for up four (4)	
	4. Display Case	
	5. Poster Case	
	6. Medical drop-box location	
c.	<u>Public Toilet Rooms</u>	Two (2) @ 60 120
	1. Handicap accessible	
	2. Male and Female facilities	
	3. Sized for occupancy of Training Classroom / Meeting Room / EOC.	

## **2. *Training Classroom / Meeting Room / Emergency Operations Center***

### **a. Training Classroom / Meeting Room / E.O.C. 800**

1. Seating for forty (40) at training tables and chairs
2. Wall mounted monitor(s)
3. Video projection capability
4. Independent sound system
5. Lighting on dimmers, varied lighting levels
6. Dual use as secondary Emergency Operations Center
  - Emergency generator power
  - Radio communications hookup
  - Additional telephone / data lines
  - Remote dispatch console capability
7. Video input and output locations
8. Movable tables and chairs
9. Direct access from Public Lobby, secondary access from secured areas

### **b. Furniture Storage 50**

1. Storage of tables and chairs
2. Audio visual equipment rack
3. Lockable
4. Adjacent to Training Classroom / Meeting Room

### **c. Kitchenette 50**

1. Countertop and base cabinets
2. Sink
3. Microwave
4. Refrigerator / Freezer
5. Adjacent to Training Classroom / Meeting Room/ E.O.C.

## **3. *Interview Room / Public Permitting***

### **a. Interview Room / Public Permitting 80**

1. Interview Room for Police / Public statements, bonding, probation
2. Computer workstation for one (1)
3. Visitors' chairs for two (2)
4. Acoustic separation from adjacent spaces
5. Public and Staff entry in secured locations
6. Interview room recording devices (audio / visual)
7. AFIS fingerprinting station (future) for use with public permitting
8. Photo backdrop for public permitting
9. Adjacent to Public Lobby, Records Clerk /Admin. Asst.



#### 4. *Communications Dispatch Center*

a.	<u>Communications Dispatch Center</u>	<u>350</u>
	1. Bullet resistant transaction window to Public Lobby with intercom	
	2. Console positions: two (2) active, ergonomic design with “sit / stand” feature, redundant designs. Expandable to three (3) consoles to support a regional dispatch response center.	
	3. Central Dispatching / E911 PSAP location	
	4. Monitoring of CCTV surveillance / security systems	
	5. Access controlled to police staff	
	6. Redundant HVAC system	
	7. Lighting on dimming system	
	8. Bookshelving / Manuals storage centrally located	
	9. Acoustic control on walls and ceiling	
	10. Monitor display area on walls	
	11. Tackboard / Markerboard	
	12. Surge suppression and static controlled surfaces	
	13. Video / 2-way audio contact with detention facilities	
	14. Remote release door access controls at transaction window for Lobby and Interview / Permitting Room	
	15. Position all monitors to restrict public viewing	
	16. Locker storage for dispatchers within locker rooms (1/2 height type). Ten (10), minimum, preferred	
	17. Adjacent to Public Lobby	
b.	<u>Communications Supervisor</u>	<u>120</u>
	1. Workstation for one (1)	
	2. Dispatch console position for one (1)	
	3. Visitors’ chairs for two (2)	
	4. Bookshelving / manual storage	
	5. File storage	
	6. Glass partition to Dispatch Center	
	6. Adjacent to Communications Dispatch Center	
c.	<u>Restroom</u>	<u>60</u>
	1. Handicap accessible	
	2. Directly adjacent to Dispatch Center	
	3. Provide with radio / phone functions	
	4. Adjacent to Communications Dispatch Center	

- d. Kitchenette 50
1. Countertop and cabinet storage
  2. Refrigerator / Freezer
  2. Microwave
  3. Sink
  4. Adjacent to Communications Dispatch Center
- e. Communications Equipment Room (see Data Equipment)

## 5. ***Records Clerk***

- a. Records Clerk 125
1. Workstation for one (1)
  2. Bullet resistant transaction window (sliding) to Public Lobby with deal tray
  3. File storage, lockable (records / payroll records)
  4. Bookshelving
  5. Office supply storage
  6. Access controlled to police staff
  7. Lost and Found / Evidence retrieval storage adjacent to transaction window
  8. Adjacent to Public Lobby, Public Interview / Public Permitting
- b. Records File Storage 75
1. High density file storage system for active and archive records storage
  2. Adjacent to Records Clerk

## 6. ***Administration***

- a. Chief of Police 225
1. Workstation for one (1)
  2. Visitors' chairs for two (2)
  3. Coat closet with firearms locker
  4. Natural light
  5. Bookshelving
  6. File storage
  7. Adjacent to Executive Assistant, Lieutenant, Conference Room

b.	<u>Lieutenant</u>	175
	1. Workstation for one (1)	
	2. Visitors' chairs for two (2)	
	3. Coat closet with firearms locker	
	4. Natural light	
	5. Bookshelving	
	6. File storage	
	7. Adjacent to Chief of Police, Administrative Assistant, Conference Room	
c.	<u>Executive Assistant</u>	175
	1. Waiting area for two (2)	
	2. Coat closet for visitors and staff use	
	3. Workstation for one (1)	
	4. File storage	
	5. Work area and counter	
	6. Bookshelving	
	7. Natural light	
	8. High speed copier, scanner, fax machine	
	9. Paper shredder	
	10. Office supplies storage	
	11. Adjacent to Chief of Police, Lieutenant, Conference Room	
d.	<u>Conference Room</u>	200
	1. Conference table seating for eight (8), minimum	
	2. Dual use for Administration and Department staff	
	3. Adjacent to Executive Assistant, Chief of Police, Lieutenant, Staff Corridor	
e.	<u>Office Supplies Storage</u>	50
	1. General storage of office supplies, paper products	
	2. Adjustable shelving	
	3. Lockable	
	4. Adjacent to Executive Assistant	
f.	<u>Restroom / Shower</u>	75
	1. Toilet / Sink / Shower	
	2. Handicap adaptable design	
	3. Two (2) wardrobe lockers with bench and boot drawer	
	4. Use by Chief of Police, Lieutenant, Executive Assistant	

## **7. *Investigations / Detective Bureau***

- |    |   |     |
|----|---|-----|
| a. | <u>Detective Sergeant</u>   | 125 |
|    | <ol style="list-style-type: none"> <li>1. Workstations for one (1)</li> <li>2. Visitor's chairs</li> <li>3. File storage</li> <li>4. Bookshelving</li> <li>5. Adjacent to Investigations / Detective Bureau</li> </ol>  |     |
| b. | <u>Investigations / Detective Bureau</u>  | 250 |
|    | <ol style="list-style-type: none"> <li>1. Workstations for two (2)</li> <li>2. Visitors' chairs, one (1) per workstation</li> <li>3. File storage</li> <li>4. Bookshelving</li> <li>5. Interview room recording system head end equipment</li> <li>6. Adjacent to Detective Sergeant, Soft Interview Room / Juvenile Waiting</li> </ol> |     |
| c. | <u>Soft Interview Room / Juvenile Waiting</u>   | 100 |
|    | <ol style="list-style-type: none"> <li>1. Soft furniture setting</li> <li>2. Wall mounted monitor</li> <li>3. Interview Room recording capability (CCTV and Audio)</li> <li>4. Vision panel to Investigations / Detective Bureau</li> <li>5. No natural light</li> <li>6. Adjacent to Investigations / Detective Bureau</li> </ol>      |     |
| d. | <u>Storage Closet</u>   | 25  |
|    | <ol style="list-style-type: none"> <li>1. Investigations equipment storage / supplies storage</li> <li>2. Lockable</li> <li>3. Adjacent to Investigations / Detective Bureau</li> </ol>   |     |

## **8. *General Office***

- |    |  |     |
|----|--|-----|
| a. | <u>General Office</u>  | 175 |
|    | <ol style="list-style-type: none"> <li>1. Workstations for two (2), Professional Development, Special Assignments, Outside Agencies, etc.</li> <li>2. File storage</li> <li>4. Bookshelving</li> <li>5. Adjacent to Investigations / Detective Bureau</li> </ol> |     |

## **9. School Resource Officers (S.R.O.'s)**

- a. School Resource Officers (S.R.O.'s) 175
  - 1. Workstations for two (2)
  - 2. Visitors' chairs, one (1) per workstation
  - 3. File storage
  - 4. Bookshelving
  - 5. Adjacent to Patrol Functions
- b. Storage Closet 25
  - 1. Equipment storage / supplies storage
  - 2. Adjacent to School Resource Officers (S.R.O.'s)

## **10. Animal Control Officer**

- a. Animal Control Officer 100
  - 1. Workstation for one (1)
  - 2. Visitors' chairs for two (2)
  - 3. File storage
  - 4. Bookshelving
  - 5. Equipment supply cabinet
  - 6. Adjacent to exterior door entry location, Patrol functions

## **11. Quiet Room / Lactation Room**

- e. Quiet Room / Lactation Room 60
  - 1. Acoustic separation from adjacent spaces
  - 2. Soft furniture
  - 3. Wall mounted monitor
  - 4. No natural light
  - 5. Undercounter refrigerator / Freezer

## 12. *Patrol Functions*

a.	<u>Patrol Sergeant's Office</u>	<u>225</u>
	1. Workstations for three (3)	
	2. Visitor's chair for one (1) per workstation	
	3. File storage	
	4. Bookshelving	
	5. Wall mounted monitor	
	6. Vision panel to Patrol Room	
	7. Adjacent to Patrol Room, Report Writing, Patrol functions	
b.	<u>Patrol Room</u>	<u>350</u>
	1. Seating for six (6) at training tables	
	2. File drawer and mail drawer, one (1) per patrol officer, lockable (12 min)	
	3. Mailboxes, one (1) per patrol officer, (12 minimum)	
	4. Wall mounted monitors for CCTV surveillance	
	5. Wall mounted recharging for equipment, body cameras	
	6. Adjacent to Patrol Sergeant's Office, Report Writing	
c.	<u>Report Writing</u>	<u>200</u>
	1. Computer workstations for three (3)	
	2. Bookshelving for reference books, legal manuals	
	3. Forms storage	
	4. Printer / scanner / fax	
	5. Adjacent to Patrol Sergeant's Office, Patrol Room, Patrol Functions	
d.	<u>Lunch Room / Day Room</u>	<u>200</u>
	1. Residential style appliances	
	2. Range / Ventilation Hood	
	3. Microwave(s)	
	4. Sink	
	5. Refrigerator / Freezer	
	6. Storage cabinets	
	7. Vending machines: two (2) total	
	8. Seating for twelve (12)	
	9. Wall mounted monitor	
	10. Telephone, wall mounted	
	11. Locate adjacent to Patrol Functions	

e.	<u>Locker Rooms</u>	850
	<ol style="list-style-type: none"> <li>1. Male: Twenty (20) total patrol, minimum</li> <li>2. Female: Seven (7) total, minimum</li> <li>3. Locker sizes: <ol style="list-style-type: none"> <li>a. 36w. x 24d. x 72h., double door with boot drawer</li> <li>b. Power receptacles within lockers for recharge</li> <li>c. Direct ventilation of lockers through exhaust plenum</li> <li>d. Weapons storage compartment (lockable)</li> </ol> </li> <li>5. Male showers: two (2) individual, one-piece construction</li> <li>6. Female showers: one (1) individual, one-piece construction</li> <li>7. Locker benches</li> <li>8. Sink area</li> <li>9. Toilet / urinal area</li> <li>10. Robe hooks</li> <li>11. Shoe shine area</li> <li>13. Full height mirrors</li> <li>14. Speakers for radio frequencies</li> <li>15. Telephone, wall mounted</li> <li>16. Adjacent to Staff Entry, Patrol Functions</li> </ol>	
f.	<u>Physical Training Room</u>	275
	<ol style="list-style-type: none"> <li>1. Ceiling clearance for weightlifting</li> <li>2. Stationary fitness equipment and limited free weights</li> <li>3. Drinking fountain / bottle filler</li> <li>4. Wall mounted monitors</li> <li>5. Wall mirrors</li> <li>6. Adjacent to Locker Rooms</li> </ol>	
g.	<u>Patrol Storage</u>	50
	<ol style="list-style-type: none"> <li>1. Storage of Patrol equipment and supplies (RAD equipment, riot gear, helmets, batons, etc.)</li> <li>2. Adjacent to Patrol Sergeant's Office</li> </ol>	
h.	<u>Honor Guard Storage</u>	25
	<ol style="list-style-type: none"> <li>1. Storage of Honor Guard equipment and supplies (uniforms, flags, ceremonial rifles, etc.)</li> <li>2. Adjacent to Patrol Sergeant's Office</li> </ol>	

### **13 PBA / Union Office**

- |    |                           |    |
|----|---------------------------|----|
| a. | <u>PBA / Union Office</u> | 80 |
| 1. | Workstation for one (1)   |    |
| 2. | File storage              |    |
| 3. | Outside telephone line    |    |

### **14. Sally Port**

- |     |  |     |
|-----|--|-----|
| a.  | <u>Sally Port</u>  | 900 |
| 1.  | Accommodate two (2) vehicles; front-to-back, drive-through preferred |     |
| 2.  | Ambulance accessible   |     |
| 3.  | Floor drains with grease / oil separator                             |     |
| 4.  | CCTV and Audio monitoring  |     |
| 5.  | Interlocked doors at exterior and Prisoner Processing                |     |
| 6.  | Hose bibb for wash down, vehicle rinsing, tempered water             |     |
| 7.  | Overhead sectional doors with remote operation by Dispatch personnel |     |
| 8.  | Service sink   |     |
| 9.  | Pistol locker at entry to Prisoner Processing                        |     |
| 10. | Exhaust fan  |     |
| 11. | Eye wash and emergency shower  |     |
| 12. | One (1) bay securable for Vehicle Processing / Forensic Hold use     |     |
| 13. | Central vacuum canister location for vehicle maintenance / Dispatch  |     |
| 14. | Compressed air at Vehicle Processing / Forensic Hold Bay             |     |
| 15. | Storage unit for Patrol dog / Therapy dog (short-term use)           |     |

### **15. Prisoner Processing**

- |     |   |     |
|-----|---|-----|
| a.  | <u>Prisoner Processing</u>  | 400 |
| 1.  | Secured door to Sally Port  |     |
| 2.  | Secured door to Staff Corridor  |     |
| 3.  | Pistol lockers at points of entry   |     |
| 4.  | Individual Booking Rooms, two (2) minimum, with bench, grey scale background for mugging photos |     |
| 5.  | Booking counter with computer workstation(s) at Booking Rooms                                   |     |
| 6.  | A.F.I.S. fingerprinting workstation   |     |
| 7.  | CCTV and Audio monitoring   |     |
| 8.  | Duress alarms at various locations  |     |
| 9.  | Eliminate hard corners and edges  |     |
| 10. | Hose bibb (secured) for cleaning  |     |
| 11. | Personal property lockers (one per cell, minimum), full size                                    |     |
| 12. | Seamless flooring and base  |     |
| 13. | Water shut-off controls to cell plumbing fixtures   |     |
| 14. | Fire suppression valve assembly with tamper switch  |     |



- c. Toilet Room / Shower 40
1. Security prison fixture, remote flush
  2. Lighting controls outside of room
  3. Reverse door swing
  4. Shower with tempered water, remote controls
  5. Floor drain
- d. Intoximeter w/in Prisoner Processing
1. Deep counter for equipment
  2. Secured bench adjacent to equipment
  3. Supply storage drawer
  4. Inaccessible power outlets
- e. Interview Room 80
1. Secure interview room within Prisoner Processing area
  2. Interview Room recording equipment (CCTV and Audio)
  3. Duress alarm
  4. Computer workstation for one (1)
  5. Visitor's chair for one (1)
  6. Adjacent to Prisoner Processing

## 16. *Detention*

- a. Conforms to National Accreditation Standards
- b. Detention Cells (3 @ 60, min.) 180
1. Total of three (3) detention cells. Sight / sound separation between three (3) containment areas
  2. Handicap Accessible: One (1) cell required, included in numbers indicated above
  3. Conforms to MA Department of Public Health standards
  4. Cell features:
    - a. Secured bunk with closed base
    - b. Security prison fixtures
    - c. Impact resistant lighting and fire suppression
    - d. Two-way audio communication to Communications Dispatch Center
    - e. CCTV surveillance
    - f. No floor drains
    - g. 50 SF (min)
    - h. Cell fronts designed for suicide prevention
    - i. Sliding doors
    - j. Independent supply and return ductwork, direct exhaust

- c. Detention Area (area outside of cells) 160
1. Floor drains for cell wash downs
  2. Hose bibb (secured) for wash down
  3. Exhaust fan with direct exhaust
  4. Impact resistant lighting
  5. Duress alarm
  6. Telephone jack
  7. Access to cell plumbing systems

## **17. Evidence and Property**

- a. Evidence Receiving within Patrol Area
1. Temporary evidence lockers (varied sizes)
  2. Refrigerated temporary evidence lockers
  3. Computer workstation for one (1)
  4. Adjacent to Patrol Functions, Prisoner Processing, Evidence Processing / Forensics Lab
- b. Evidence Processing / Forensics Lab 225
1. Access controlled for authorized personnel only
  2. Retrieval of evidence from back side of temporary evidence lockers
  3. Countertop and cabinet storage
  4. Sink
  5. Copy stand
  6. Downflow powder workstation
  7. Evidence drying cabinet
  8. Fuming chamber
  9. Computer workstation for one (1) with label printer
  10. Adjacent to Evidence Storage
- c. Evidence Storage 200
1. Access controlled for authorized personnel only
  2. One means of entry only
  3. Refrigerator
  4. High density shelving for storage of evidence
- d. Narcotics / Valuables / Firearms Evidence Storage 150
1. Access controlled for authorized personnel only
  2. Double locking of firearms and ammunition
  3. Double locking of narcotics
  4. Double locking of valuables / cash
  5. Directly ventilated to exterior, no recirculation

- e. Vehicle processing see Sally Port
  - 1. See Sally Port
- f. Found Property / Bulk Evidence Storage see Storage Outbuilding
  - 1. See Storage Outbuilding

## **18. *Patrol Bag Storage***

- a. Patrol Bag Storage 60
  - 1. Storage bins for Patrol equipment duty bags, twelve (12) minimum
  - 2. Storage of Patrol medical equipment and supplies
  - 3. Adjacent to Patrol Staff Entry, fleet vehicles

## **19. *Armory / Gun Cleaning***

- a. Armory / Gun Cleaning 125
  - 1. Storage area for department issued firearms and ammunition
  - 2. Gun cleaning counter for department use with exhaust station
  - 3. Canopy exhaust hood with light at gun cleaning station
  - 4. Secured access to firearms / ammunition storage area, wire mesh partition
  - 5. Storage cabinets
  - 6. Equipment storage
  - 7. Gun cleaning supply cabinet
  - 8. Sink
  - 9. Weapons clearing trap

## **20. *Laundry***

- a. Laundry 80
  - 1. Residential washer / dryer for cleaning of detention supplies, patrol supplies.
  - 2. Direct vent dryer to exterior
  - 3. Cabinet storage for cleaning supplies
  - 4. Sink
  - 5. Adjacent to Patrol Functions

## 21. *Toilets and Custodial Services*

a.	<u>Custodial Closets</u>	80
	1. Service sink / floor sink	
	2. Janitorial supply storage	
	3. Cart and cleaning equipment / supplies storage	
b.	<u>Toilet Facilities</u>	
	1. Public use (see Public Lobby)	
	2. Staff use (see Locker Rooms)	
	3. Administrative Staff (see Administration)	
	4. Communications Center (see Communications / Dispatch)	
	5. Prisoner Processing (see Prisoner Processing)	
	6. <u>Department Visitor's / Civilian use for shower</u>	One (1) @ 75 75
	7. Handicap accessible as per code requirements	

## 22. *Data Equipment / Communications Equipment*

a.	<u>Data Equipment / Communications Equipment</u>	225
	1. Rack mounted and wall mounted equipment to support facility and communications	
	3. Bookshelving for manuals / software	
	4. Network server location, rack mounted	
	5. Patch panels for data network	
	6. Networked system monitor and keyboard	
	7. Tape storage for backup (fire rated)	
	8. Acoustical control to adjacent spaces	
	9. E911 communications equipment racks (up to 2)	
	10. Telephone system punch down blocks for phone lines	
	11. Redundant HVAC system	
	12. Emergency power supply	
	13. UPS system	
	14. Conduits to antenna mount locations and to dispatch consoles	
	15. Fiber connection to Town network for town-wide surveillance and data systems	

## 23. *Mechanical*

- |    |  |                             |
|----|--|-----------------------------|
| a. | <u>Boiler Room</u>   | 150                         |
|    | <ol style="list-style-type: none"> <li>1. Two boilers (preferred) for redundancy</li> <li>2. Propane fuel, on-site tank(s)</li> <li>3. Hot water heater</li> <li>4. Floor drains</li> <li>5. Chimney breaching</li> </ol>  |                             |
| b. | <u>HVAC Equipment</u>  | 180                         |
|    | <ol style="list-style-type: none"> <li>1. Owner to determine desired mechanical solution(s)</li> <li>2. Redundant systems for dispatch / networked equipment</li> <li>3. Individual heating / cooling controls within each room</li> <li>4. Automatic temperature controls (ATC)</li> </ol>  |                             |
| c. | <u>Emergency Generator</u>   | <u>Exterior pad mounted</u> |
|    | <ol style="list-style-type: none"> <li>1. Automatic transfer switch at electrical switchgear</li> <li>2. Diesel fired generator 72 hour (min.) on-site fuel source</li> <li>3. Muffler system</li> <li>4. Acoustic / weather enclosure</li> <li>5. Exterior pad mounted</li> <li>6. Annunciator panel within Communications Dispatch Center</li> </ol> |                             |
| d. | <u>Fire Suppression</u>  | 50                          |
|    | <ol style="list-style-type: none"> <li>1. Fully sprinkled facility</li> <li>2. Institutional type sprinkler heads in high risk areas</li> <li>3. Code designed minimum to NFPA standards</li> <li>4. Dry chemical suppression to be considered for communications equipment</li> </ol>   |                             |
| e. | <u>Electrical</u>  | 80                          |
|    | <ol style="list-style-type: none"> <li>1. Main switchgear equipment and panelboards</li> <li>2. Surge Suppression for entire service</li> <li>3. Conduits to transformer location</li> <li>4. Demark location for telephone, data, fiber, cable TV service</li> </ol>  |                             |

## 24. *Circulation*

- a. Corridors within net to gross calculation  
within net to gross calculation
1. Five (5) feet wide, minimum
  2. Wall protection at wainscot height / outside corners within staff areas
  3. Durable finishes to preserve materials
  4. Boot wash at point of staff entry
  5. Wet garment drying area at point of staff entry

# **STORAGE OUTBUILDING**

## **1. Road Supply Storage**

- |    |   |     |
|----|---|-----|
| a. | <u>Road Supply Storage</u>  | 200 |
| 1. | Storage of hazardous materials / flammables (flares, etc.)        |     |
| 2. | Storage of fleet vehicle equipment inventory                      |     |
| 3. | Storage of tools / parts for repairs and maintenance of equipment |     |
| 4. | Road supply storage shelving                                      |     |

## **2. Bulk Evidence Storage**

- |    |                                       |     |
|----|---------------------------------------|-----|
| a. | <u>Bulk evidence storage</u>          | 225 |
| 1. | Accessibility from exterior           |     |
| 2. | Wire mesh enclosure with sliding door |     |
| 3. | Secured access                        |     |
| 4. | Bicycle storage racks                 |     |
| 5. | Floor drain                           |     |
| 6. | Access controlled                     |     |

## **3. Found Property Storage**

- |    |                                       |     |
|----|---------------------------------------|-----|
| a. | <u>Found Property Storage</u>         | 225 |
| 1. | Storage shelving                      |     |
| 2. | Bicycle storage racks                 |     |
| 3. | Wire mesh enclosure with sliding door |     |

## **4. Department Equipment Storage Bay**

- |    |  |     |
|----|--|-----|
| a. | <u>Department Equipment Storage Bays</u>   | 800 |
| 1. | Storage of gas-powered equipment, general bulk deliveries, etc.                              |     |
| 2. | Storage of traffic control utility trailer (1), light tower (future), speed trailer (future) |     |
| 3. | Storage of vehicle equipment and supplies, car seats, etc.                                   |     |
| 4. | Heated and ventilated space  |     |
| 5. | Electrical outlets for recharge / block heaters  |     |

# **SPACE NEEDS SUMMARY**

## **Summary Sheet**

## **Square Ft. proposed**

<b>DALTON POLICE DEPARTMENT</b>	
Public	500
Training Classroom / Meeting Room / Emergency Operations Center	900
Interview Room / Public Permitting	80
Communications Dispatch Center	580
Records Clerk	200
Administration	900
Investigations / Detective Bureau	500
General Office	175
School Resource Officers (S.R.O.'s)	200
Animal Control Officer	100
Quiet Room / Lactation Room	60
Patrol Functions	2,175
PBA / Union Office	80
Sally Port	900
Prisoner Processing	520
Detention	340
Evidence and Property	575
Patrol Bag Storage	60
Armory / Gun Cleaning	125
Laundry	80
Toilets and Custodial Services	155
Data Equipment / Communications Equipment	225
Mechanical	460
Circulation	w/in net to gross
<b>Total Net Square Footage</b>	<b>9,890</b>
Net to Gross Factor	x 1.35
<b>Total Gross Square Footage</b>	<b>13,350</b>



# Summary Sheet

**Square Ft.  
proposed**

<b>STORAGE OUTBUILDING</b>	
Road Supply Storage	200
Bulk Evidence Storage	225
Found Property Storage	225
Department Storage Bay	800
<b>Total Net Square Footage</b>	<b>1,450</b>
Net to Gross Factor	x 1.25
<b>Total Gross Square Footage</b>	<b>1,800</b>

## **SITE CONSIDERATIONS**

- |    |  |        |
|----|--|--------|
| a. | <u>Public Parking</u>  | 12,000 |
|    | 1. Total number of spaces required = Thirty (30) minimum, preferred (Meeting Room occupancy of 40)                         |        |
|    | 2. Handicap parking = two (2), minimum, van accessible   |        |
| b. | <u>Police Vehicle and Staff Parking</u>  | 3,000  |
|    | 1. Total number of spaces required (official vehicles) = Twelve (12) minimum, preferred, with carport shelter              |        |
|    | 2. Total number of spaces required (staff vehicles) = Twelve (12) minimum, preferred (day shift (8) + change of shift (4)) |        |
|    | 3. Motorcycle parking area for staff use   |        |
|    | 4. Motorcycle parking on concrete pad  |        |
|    | 5. Fenced enclosure  |        |
|    | 6. Restricted access   |        |
|    | 7. CCTV monitoring of all parking areas  |        |
| c. | <u>Marked Fleet Carport</u>  | 2,650  |
|    | 1. Carport shelter for up to twelve (12) fleet vehicles  |        |
|    | 2. Electrical for recharge / block heaters   |        |
|    | 3. Overhead lighting   |        |
|    | 4. Adjacent to Staff Entry, Storage Outbuilding  |        |
| d. | <u>Vehicle Impound</u>   | 400    |
|    | 1. Total vehicle capacity = two (2) vehicles   |        |
|    | 2. Flatbed truck accessible  |        |
|    | 3. Fenced enclosure  |        |
|    | 4. CCTV monitoring   |        |
|    | 5. Lockable gates  |        |
| e. | <u>Flagpoles</u>   |        |
|    | 1. One (1) flagpole, minimum, for public display: USA / State  |        |
|    | 2. Internal halyard  |        |
|    | 3. 25' overall height  |        |
|    | 4. Adjacent to public entrance location  |        |
| f. | <u>Signs</u>   |        |
|    | 1. Department identification   |        |
|    | 2. Located at roadside and on building   |        |
|    | 3. Illuminated   |        |
|    | 4. Conforms to Local Zoning  |        |

- g. Lighting
1. Lighting in public areas
  2. Lighting in all parking areas
  3. Illuminated walkways and entry locations
  4. Lighting coordinated with CCTV locations
- h. CCTV Cameras
1. Color, fixed focus cameras
  2. Building mounted and pole mounted away from structure
  3. Monitoring of all points of entry
- i. Handicap accessibility
1. Entire facility handicap accessible
  2. Wheelchair access to public entry
- j. Plant Material
1. Minimize maintenance
  2. Avoid creating hiding places
  3. Eliminate large ground cover
- k. Trash Storage 150
1. Number of dumpsters required = One (1), minimum
  2. Fenced enclosure
  3. Concrete pad
- l. Snow Storage w/in grass areas
1. Provide snow storage capacity within parking configuration
  2. Provide fencing setbacks from parking areas to accommodate snow storage
- m. Exterior Hose Bibb Locations
1. Provide varied locations around building
  2. Car wash location adjacent to Sally Port approach
- n. Communications Antenna
1. Roof mounted antenna tower anticipated
  2. Rooftop antenna array
- o. Emergency Generator 350
1. Diesel fired generator preferred with fenced enclosure / gate
  2. Automatic transfer switch in Electrical Room
  3. Weatherproof enclosure on concrete pad
  4. Sized for 100% load of facility

## **SITE NEEDS SUMMARY**

### **DALTON POLICE DEPARTMENT**

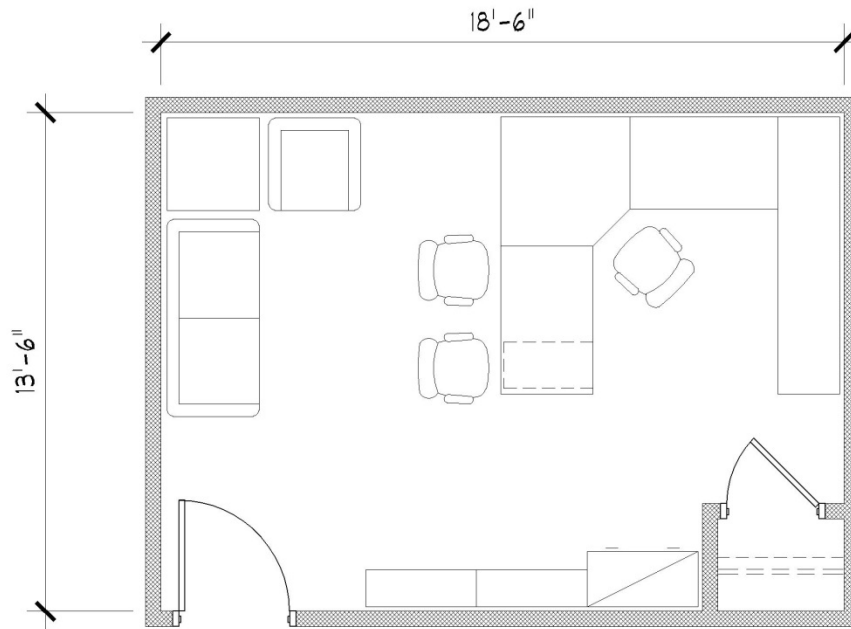
#### **Site Requirements**

#### **Area Estimate (square feet)**

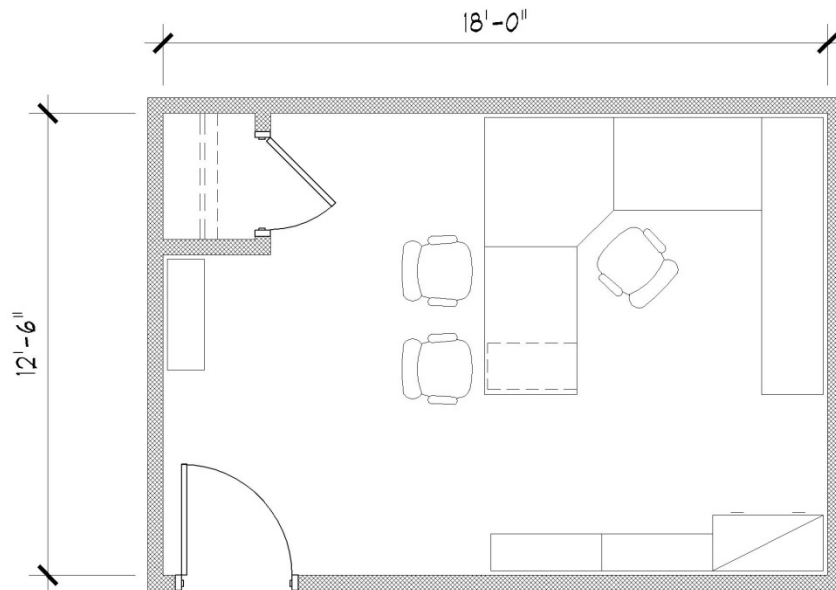
Public Parking	12,000
Police Vehicles and Staff Parking	3,000
Fleet Vehicles Carport	2,650
Sally Port Approach Apron	600
Storage Outbuilding Approach Apron	600
Trash Storage	150
Emergency Generator on pad	350
<b>SUBTOTAL</b>	<b>19,350</b>
Building Footprint (one story assumed)	13,350
Storage Outbuilding	1,800
Landscaped Setbacks	15,000
Zoning Setbacks	20,000
Future Expansion Potential	2,500
<b>TOTAL SITE AREA</b>	<b>72,000</b>

**DIVIDED BY 43,560 s.f / acre = +/- 1.65-2.00 ACRES  
(MINIMUM BUILDABLE AREA, RECOMMENDED)**

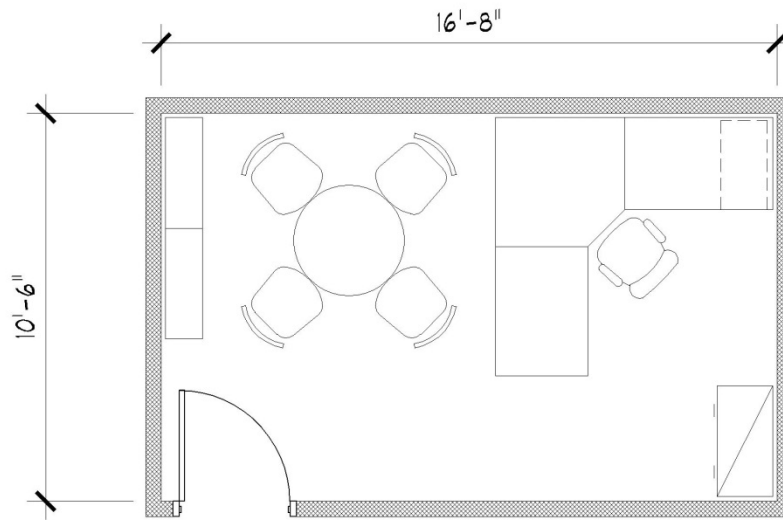
## **OFFICE SIZE REPRESENTATIONS**



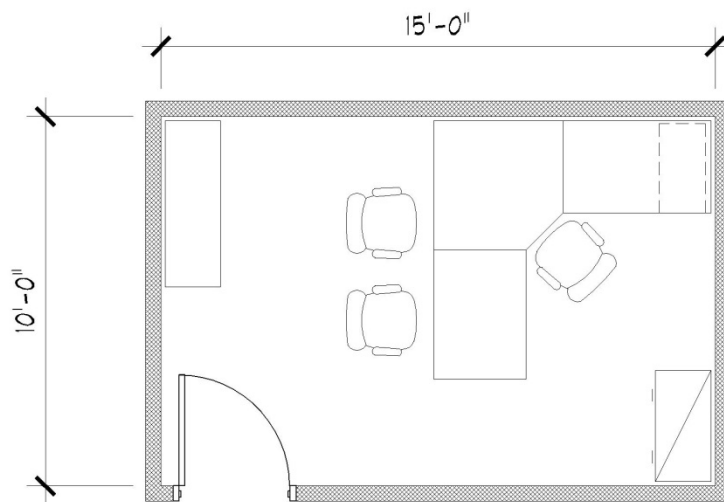
**Example Office Layout - 250 s.f.**



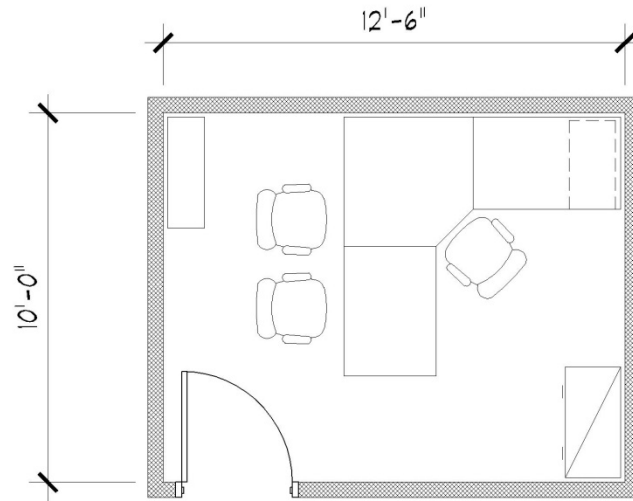
**Example Office Layout - 225 s.f.**



**Example Office Layout - 175 s.f.**



**Example Office Layout - 150 s.f.**

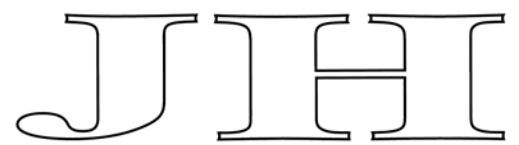


**Example Office Layout - 125 s.f.**





*Serving the Public Safety Community since 1996*



**JACUNSKI HUMES**

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