

INDIVIDUAL TECHNICAL ASSISTANCE REPORT

In Response to a Request for Technical Assistance

By the

Amherst, Massachusetts, Police Department

December 31, 1973

NCJRS

NOV 30 1975

ACQUISITIONS

Prepared by:

Public Administration Service
1313 East 60th Street
Chicago, Illinois 60637

(Per Contract J-LEAA-015-72)

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I. PRELIMINARY INFORMATION

A. **Consultant Assigned:**

Donald J. Hackl, Partner
Loebl Schlossman Bennet & Dart/Architects

B. **Date Assignment Received:**

July 23, 1973

C. **Date of Contact with LEAA Regional Coordinator:**

August 22, 1973

D. **Dates of On-Site Consultation:**

September 27-28, 1973

E. **Individuals Contacted:**

Allen L. Torrey
Town Manager

Francis E. Hart, Chief
Amherst Police Department

Donald N. Maia, Deputy Chief
Amherst Police Department

II. STATEMENT OF THE PROBLEM**A. Problem as per Request for Technical Assistance:**

Technical assistance in developing plans for a new public safety facility.

B. Problem Actually Observed:

As stated.

III. FACTS BEARING ON THE PROBLEM

See attached consultant's report.

IV. DISCUSSION OF POSSIBLE COURSES OF ACTION

See attached consultant's report.

V. RECOMMENDED COURSES OF ACTION

See attached consultant's report.

CONSULTANT'S REPORT

PURPOSE AND SCOPE

The purpose of this report is to provide a preliminary program for a new law enforcement facility for the Town of Amherst, Massachusetts. The program includes a space budget, space descriptions, design considerations and a cost budget. The program is based on information provided by the Town of Amherst and experience in the design of similar facilities. "A Plan for Police Service in Amherst" prepared by John H. Herder Associates of Hamden, Connecticut has been reviewed in order to gain insight into existing and proposed concepts of structure and management of Police Operations. The report develops preliminary program requirements from existing and recommended concepts of management without evaluation of same except as applicable to architectural and site considerations.

GENERAL

The Town of Amherst, Massachusetts is located in Hampshire County west of Boston, approximately seven miles from Interstate Route 91 and fourteen miles from the Massachusetts Turnpike. It is principally served by State Highway Routes 9, 63 and 116.

The Town was incorporated in 1759 and comprises five general areas identified as Center, South Amherst, North Amherst, East Village and Cushman. The area of Amherst is twenty-eight square miles. There are approximately ninety-three miles of streets of which seventy-two miles are paved.

While located in a principally agricultural area, the economy and demands for goods and services are strongly influenced by the presence of three institutions of higher learning; Amherst College (approximately 1300 students); University of Massachusetts (approximately 22,000 students); and Hampshire College (presently 600 students, planned for 1200).

The 1970 Federal Census establishes the resident population of Amherst at 26,600. Student population increases this number to upwards of 32,000. Inasmuch as the student population varies only slightly throughout the year, this latter figure is a more accurate measure of total population.

While no specific data is available on population projections for the Town of Amherst, sufficient underdeveloped property exists within the Town Limits to permit considerable population expansion.

To a large extent population growth will be affected by one or more of the following factors:

- . Federal and State funding of local projects
- . local economic conditions
- . local government control, taxing and bonding power
- . the rate at which the Town is able to provide community services such as schools, water, sewage disposal, police and fire protection and other amenities which make Amherst a desirable place to live
- . control of zoning to the extent that residential density and commercial development is encouraged
- . expansion programs of Amherst's institutions of higher learning

The present Police Department consists of twenty-two uniformed personnel, thirty-five auxiliary police, one full time and one part time clerical assistants. At present the University and colleges maintain their own police force to deal with on campus law enforcement and security matters. Nonetheless, ω

it should be recognized that the off campus activities of students contributes to the law enforcement responsibilities of the Amherst Police Department.

According to the 1971 Uniform Crime Reports for the United States issued by the Federal Bureau of Investigation, Washington D. C. the average number of full time police officers per 1000 inhabitants for cities and towns in New England ranging in population from 25,000 to 50,000 persons is 1.7. Related to the Town of Amherst, this suggests a police force at present of 45 personnel, better than twice its present number. The amount of overtime logged by regular personnel and the number of "extra" personnel required to provide effective law enforcement further reinforces the opinion that the present force is undermanned.

The following parameters were established as guides to preparing the preliminary program for a new law enforcement facility:

1/ The facility should adequately serve the needs of the Town for a period of approximately forty years.

2/ The facility should be programmed to house a force of 70 to 75 personnel.

3/ The need for courts and/or court related facilities such as social services, probation, etc. are not envisioned at this time.

4/ The need to provide for communications space to serve both the Police and Fire Departments is considered desirable.

5/ Future decentralization of law enforcement services is not envisioned at this time.

6/ It is anticipated that servicing and maintenance of police vehicles will be performed elsewhere.

7/ The facility is to be planned to house primarily the law enforcement functions. Community relations space seating approximately 100 persons and sub-dividable for smaller meetings is considered desirable.

8/ A physical fitness area should be provided to serve police officers.

9/ A total of twenty-two detention spaces should be planned as follows:

a/	Male Cells	15
b/	Female Cells	4
c/	Juvenile Male	1
d/	Juvenile Female	1
e/	Processing Cell	1
f/	Drunk Tank	None

Flexibility of detention spaces is a desirable planning goal.

10/ Lockup areas should provide for electronic, audio and visual surveillance of incarcerates.

11/ Detention spaces for juveniles should be secure but not cell type.

12/ A police training room (classroom) for forty persons should be planned. This room should have movable seating and could also serve as a community meeting space as outlined under Item 7.

13/ On site parking requirements are established as follows:

- a/ Ultimate Development 100 Parking Spaces
- b/ Enclosed Space for Police Vehicles 7 to 10 Spaces
- c/ Initial Open Parking for Officials 30 Parking Spaces
- d/ Initial Open Parking for Public 10 Parking Spaces

14/ Factors which influence site selection include:

- a/ Centralization in terms of access by police vehicles
- b/ Convenient public access to facility
- c/ Adequate off-street parking
- d/ Architectural character of surrounding property and zoning.

SPACE BUDGET

A model space budget for a law enforcement facility of the type required by the Town of Amherst follows:

Space	Size	Area	
POLICE/ADMINISTRATIVE/ FIELD AND STAFF OFFICES	Public Entry and Waiting	10' x 15'	150 sq. ft.
	Reception and Service Counter	8' x 12'	96 sq. ft.
	Dispatching Area(Communications)	15' x 15'	225 sq. ft.
	Records/Active, Processing	15' x 20'	300 sq. ft.
	Reception Area for Chief's Secretary and Miscellaneous Clerical Pool / 4 persons	15' x 20'	300 sq. ft.
	Office/Chief	15' x 15'	225 sq. ft.
	Private Toilet and Wardrobe	5' x 10'	50 sq. ft.
	Office/Administrative Assistant/Deputy Chief	12' x 12'	144 sq. ft.
	Conference Room/Chief & Administrative Assistant	15' x 18'	270 sq. ft.
	Office/Public Relations-Safety Officer	10' x 12'	120 sq. ft.
	Office and General Work Area		
	Agents 6 to 10	20' x 20'	400 sq. ft.
	Shift Commander (3)	10' x 12'	360 sq. ft.
	Interview Rooms (5)		
	1 Shift Commander	10' x 10'	100 sq. ft.
	4 Investigative	8' x 10'	320 sq. ft.

Space	Size	Area
Staff Toilets		
Men	8' x 10'	80 sq. ft.
Women	8' x 15'	140 sq. ft.
Photography, Dark Room & Storage	12' x 15'	180 sq. ft.
Identification, Lab & Testing	12' x 18'	216 sq. ft.
Arsenal	10' x 12'	120 sq. ft.
Evidence Storage including Vault	10' x 15'	150 sq. ft.

SUB TOTAL		3946 sq. ft.
Planning Factor: 35% (includes pipe and duct space, corridors, stairs, walls, partitions, janitors closets, public toilets, etc.)		1381 sq. ft.
TOTAL		<u>5327 sq. ft.</u>

LOCKUP UNIT		
Prisoner Vehicle Entry/ 1 vehicle	12' x 30'	360 sq. ft.
Recovered Property Storage	20' x 30'	600 sq. ft.
Lockup Processing Area (includes booking, prisoner/visitor cubicles)	15' x 10'	300 sq. ft.
Pantry/Kitchen Alcove	6' x 8'	48 sq. ft.
Male Cells 15 w/corridor	8' x 12'	1440 sq. ft.
Female Cells 4 w/corridor	8' x 12'	384 sq. ft.
Juvenile 2 w/corridor	8' x 12'	192 sq. ft.

Space	Size	Area
Processing Cell / 1	12' x 15'	180 sq. ft.
Matrons Office	10' x 12'	120 sq. ft.
Attorney Conference Room	10' x 12'	120 sq. ft.
SUB TOTAL		3744 sq. ft.
Planning Factor: 35% (includes pipe and duct space, corridors, stairs, walls, partitions, janitors closets, public toilets, etc.)		1310 sq. ft.
TOTAL		5054 sq. ft.

LOCKER, SQUAD AND MISCELLANEOUS AREAS	Locker Room(Patrolmen)Space for 60 lockers each measuring 18" x 24" x 72"H	20' x 20'	400 sq. ft.
	Locker Room(Women)Space for 10 lockers each measuring 18" x 24" x 72"H	10' x 12'	120 sq. ft.
	Locker Room(Sgts/Lts)Space for 5 lockers each measuring 18" x 24" x 72"H	8' x 10'	80 sq. ft.
	Exercise Room	15' x 15'	225 sq. ft.
	Mens Toilet, Showers and Drying Rooms for all Uniformed Personnel	10' x 18'	180 sq. ft.

<u>Space</u>	<u>Size</u>	<u>Area</u>
Womens Toilet, Showers & Drying Room	8' x 15'	120 sq. ft.
Multi-Use Room, Roll Call, Classroom, Community Meetings, etc. Movable seating for maximum of 100 persons	25' x 40'	1000 sq. ft.
Firing Range	25' x 90'	2250 sq. ft.
Anteroom to Range, Target Repair, Instruction, etc.	10' x 15'	150 sq. ft.
Inactive Record Storage with Walk In Safe	15' x 15'	225 sq. ft.
Employee Lunch Room	10' x 15'	150 sq. ft.
Janitorial Storage	6' x 10'	60 sq. ft.
Emergency Generator Room	8' x 10'	80 sq. ft.
Communications Equipment, Phones, Transmitter, etc.	12' x 15'	180 sq. ft.
Mechanical Equipment Room, Boiler, Hot Water Heater, Air Conditioning Equipment	20' x 30'	600 sq. ft.
First Aid Room	10' x 12'	120 sq. ft.
Parking Meter Repair	10' x 15'	150 sq. ft.
Auxiliary Police	10' x 12'	120 sq. ft.

<u>Space</u>	<u>Size</u>	<u>Area</u>
SUB TOTAL		6250 sq. ft.
Planning Factor: 35% (includes pipe and duct space, corridors, stairs, walls, partitions, janitors closets, public toilets, etc.)		2188 sq. ft.
TOTAL		8438 sq. ft.

Police Vehicle Parking and Dog Kennel 9 spaces @ 12' x 30'	3240 sq. ft.
Recovered Property	400 sq. ft.

TOTAL	3640 sq. ft.
Planning Factor: Does Not Apply	

SUMMARY OF BUILDING AREA REQUIREMENTS

Police/Administrative/Field and Staff Offices	5327 sq. ft.
Lockup Unit	5054 sq. ft.
Locker, Squad and Miscellaneous	8438 sq. ft.
Police Vehicle Parking, Kennel, Recovered Property	3640 sq. ft.
GROSS GRAND TOTAL	22,450 sq. ft.
Say	22,500 sq. ft.

SITE REQUIREMENTS

Ultimate Site Development Area	a/	Building Coverage assuming a two-story structure with basement	11,300 sq. ft.
	b/	Landscaped areas around building Assume	10,000 sq. ft.
	c/	Parking 100 Cars at 300 sq. ft. per car	30,000 sq. ft.
	d/	Driveway approaches, turnouts for dropoffs, walks Assume	8,000 sq. ft.
	e/	Future expansion, siting of building and general landscaping Assume	10,000 sq. ft.
			<hr/>
			69,300 sq. ft.
		Say	70,000 sq. ft.
		or	1.57 Acres

It is important to recognize that the site area requirement depends to a large degree on the type of building desired e. g. high-rise versus low-rise and the efficiency of a particular site under consideration. Obviously a high-rise building requires less land than a low-rise; a site whose length to width ratio is greater than 4 or an irregular site

or a site with poor access is less efficient. It appears that a low-rise building would better suit the needs of the Amherst Police Department than a high-rise structure. The operational nature of the force does not lend itself well to a structure more than two stories in height in that reliance on vertical transportation systems reduces the efficiency of staff functions.

It is evident that the site and building are fixed costs (except for maintenance, of course) but the inefficiency of operation brought about by poor planning, will be paid for throughout the useful life of the building.

It is recommended that sites of approximately two acres minimum size be considered for this project. If possible, the architect who will design the building should assist in the evaluation of the site or sites under consideration.

The model described above is based on the projected law enforcement needs of the Town of Amherst - a force of 70 to 75 personnel. This facility can be planned to be flexible enough to serve a considerably larger force providing the manner in which police forces grow is understood. For example, an increase of 50 personnel would generate a 20

to 25 man increase on the day shift and the remainder on the two other shifts. The personnel increase takes place mainly in "street-operational functions". Thus a properly planned facility will provide the supervisory nucleus to direct the efforts of a field operation of considerably larger size.

SPACE DESCRIPTION

POLICE/ADMINISTRATIVE/ FIELD AND STAFF OFFICES

Public Entrance Lobby and Waiting

Provides the opportunity to establish "public image" for the facility. The entry should be easily identified and convenient to pedestrian access and public parking. The area should be supervised in order to restrict unauthorized penetration by the public into police areas of the building. Lobby and waiting areas should be furnished with seating and should face a reception/service counter, preferably of the "built-in" type. If the Communications Dispatching Room is exposed to public view in this area, bullet resistant glass or "lexan" should be used to inhibit interference with this vital function. While there may be some public relations value to exposing the Communications Dispatching Room to public view, consideration should be given to the associated hazard. An entry vestibule should be provided to minimize drafts in the lobby and to help maintain uniform temperature.

Reception and Service Counter Area

This counter, preferably "L" shaped should have one leg facing the public entry, lobby and waiting area. Another leg of the counter should face the police area for servicing of police personnel. Some type of control should be provided at the counter to prevent public penetration during periods when the counter may be unmanned. The counter area should be adjacent to the Dispatching Room with a door separating

the two areas. The counter should contain provisions for built-in storage, limited filing and a valuables safe. It should be 30 inches in depth and not less than 40 inches high. It should be constructed of durable materials inasmuch as it is subject to considerable wear. Direct access should be available from behind the counter to active records storage and processing area.

**Dispatching Room
(Communications)**

A room which will contain all equipment incidental to the Communications network of the Department except the transmitter. The telephone switchboard, radio dispatch console, teletype, computer terminals, etc. should be located so that the radio dispatcher can also serve as an after hour receptionist for "walk-ins". If exposed to the public, this room should have a bullet resistant window with a grilled speaking outlet facing into the public entrance lobby. It should be contiguous with the service counter and the common wall should be glazed to allow the service counter personnel a full view of the inner room if desired. Doorways should be provided from this area to the area behind the service counter and into the records room. No outside wall windows should be considered within this room. Special consideration should be given to the ventilation and electrical requirements of this space. Positive temperature control is a necessity. Soundproofing is recommended. The design should include a small private washroom.

**Records - Active Storage
and Processing**

This should be a combination record processing area and record storage room for active files. The space is intended to provide working space for three desks and approximately fifteen filing cabinets; the majority of which would be four-drawer letter size. There should be two entrances to this room, one from the Communications Room and one from behind the service counter. There should not be any direct entrance from this room to a corridor. Special attention should be directed to the size of ventilation ducts in this area also because the Department may desire a small scale data processing application in the future. Carpeting is desirable. Provision should be made for the storage of office supplies, forms, etc. Lighting is an important factor in the mechanical development of this area.

**Reception Area/Chief's
Secretary and Miscellan-
eous Clerical Pool**

Should be located immediately adjacent to the entrance and the Chief's office. Space projection is predicated on occupancy by four people, four file cabinets and a small, chair-ed waiting area. Space should be carpeted.

Office/Chief

Space should be designed to identify the Chief Police Administrator of the Village. Provisions for display of maps and graphs should be considered. Finish wall surfaces should be consistent with the dignity of the office. It is recommended that the floor be carpeted. Special consideration should

be given if the office is to monitor radio calls and closed circuit television network. A private exit is desirable.

**Private Washroom and
Wardrobe Closet for Above**

A two fixture room and shower stall immediately off the Chief's office. Include a mirror and storage shelf combination and toilet accessories. Ceramic tile finishes are recommended.

**Office/Administrative
Assistant/Deputy Chief**

Although future specialization of organizational duties was not definite, it appeared that the "Police Agent" program has considerable merit. Under this concept "agents" who have the various staff and field functions report to the Chief on the dayshift and the Deputy Chief on the nightshift. This office should be located close to the Chief's office with a conference room which could be shared by both.

Conference Room

A space which can be used by the Chief and Deputy Chief to conduct the affairs of the department at times when their respective offices would not be of adequate size. Consideration should be given to equipping this room with outlets for slide and motion picture projection.

Office/Public Relations-Safety Officer

As the community grows so will the need to address more attention to relations with the schools, business and fraternal organizations in the community. Many departments are active with Police sponsored athletic programs, etc. This space is provided to accommodate future department personnel assigned to this function. The office should be located somewhere in the administrative area recognizing the need for ease of public access.

Office and General Work Area

Will provide office space for each shift commander together with the necessary space for agents following up investigations which will become beyond the time availability of the uniformed patrol officer. This space should be located in the "field" or "street" operations area of the layout, close to but not necessarily adjacent to the lockup. Entry to this space should be designed so that it will not be necessary to walk arrested persons through administrative areas of the building.

Interview Rooms

Interviewing rooms should be provided for purposes of interviewing arrested persons, holding youth/parent conferences, etc. Rooms should be well lighted and of maintenance free design with a minimum of movable furniture. Consideration should be given to providing wall mounted rings in one room for handcuffing resistive prisoners. One room

should also be equipped with a pane of one-way glass so that suspects can be observed as the need might arise without a face to face confrontation. These rooms should be placed in the minimal public penetration areas of the building.

**Photography, Dark Room
and Storage**

Envisioned as a sub-divided room within a room. The photography space should be located adjacent to the lockup for processing of prisoners. The area should be secure. The dark room should be convenient to the photographic area. The storage area should be provided with shelved space for paper, forms, office supplies, duplicating supplies, etc. The area should be fairly convenient to the administrative area.

**Identification, Lab and
Testing**

Has no high priority in terms of location. Should be located near a service entrance and away from the public.

Arsenal

Should be located near the Shift Commander's Office and under his supervision. Area must be secure.

**Evidence Storage and
Vault**

Should be located near the identification laboratory and convenient to the Office and General Work Area in that agents would have most frequent need to use this space. A vault should be provided to secure valuable and/or dangerous evidence.

Prisoner Vehicle Entry

An enclosed and secure space immediately adjacent to the lockup. On duty personnel should have the ability to have the entry door opened without leaving their patrol cruiser. After the vehicle has entered the service area, the entry door should be closed prior to unloading of prisoners. There should be no steps to traverse to enter the lockup. Ramps are acceptable. The entry door to the lockup security vestibule should be under the control of the lockup attendant. All firearms should be deposited in secure gun lockers prior to entering the lockup. Firearms should not be allowed within the lockup areas. The inner lockup security door should also be under the control of the lockup attendant.

Recovered Property Storage

To be located in the general vicinity of the prisoner vehicle entry. Should be totally enclosed, mechanically ventilated space with a steel fire door and secure locking hardware. This space should be enterable only from inside the garage. It would be used for the storage of bulky items of recovered property such as bicycles, wheels, and tires, etc.

Lockup Processing Area

Space immediately adjoining the cell blocks secured from public penetration and designed for maximum security. Space should have two entrances: one from the prisoner delivery area and one from a building corridor. This area

will be used for all operations incidental to the arrest processing prior to the actual detention. Within this space there should be a combination booking and prisoner visitor cubicle. This cubicle should be approximately 36" x 36" with the bullet resistant glass on two sides; one side facing into the processing area and one side facing into a closed alcove in the public corridor. This space can be used to allow an attorney or family member to visit the arrested person without placing them in physical contact with each other. Communication should be via private intercom. The entire entry, processing and cell block space should be monitored on closed circuit T.V.

Pantry/Kitchen Alcove

An area designed to efficiently contain a small sink, refrigerator, stove and pantry to provide for prisoner feeding as may be required.

Male Adult Cell Block

The recommendation is made that all cell blocks be of the single loaded corridor type to minimize disturbances. The construction should be able to withstand severe abuse. Walls and ceilings should be of tool resistant steel plate. Cell fronts should be barred with sliding doors to preclude their use as weapons. Floor should be treated concrete. Provisions for prison type toilet fixtures should be included. Floor drains and hose bibbs for housekeeping and lighting

should be provided outside the cells themselves. Ventilation supply should be from the corridor side of the cell with a "draw-through" high security type exhaust grille located in the cell.

Female Cell Block

Same conditions here as described above. Both Male and Female detention spaces should be separated from the processing area. Solid walls should separate male/female lockups.

Juvenile Cells

Should be of medium security. Masonry walls and fixed furniture should be used. Steel doors with "lexan" viewing panes should be provided.

Processing Cell

This secure area would provide space to hold a group of prisoners pending processing after a mass arrest. Benches for seating and prison-type toilet fixtures should be used.

Matron's Office

An office for searching, processing and interrogation of women prisoners. Should be near female and juvenile lockup.

**Attorneys Conference
Room**

A private conference room within the security perimeter
for states attorney, public defender and court personnel use.

**LOCKER SQUAD AND
MISCELLANEOUS AREAS**

Locker Room (Patrolmen)

Totally enclosed space adjacent to but not a part of the toilet and multi-purpose room. Space for 70 lockers each measuring 18" x 24" x 72"H. Access to the entire basement should be from a controlled corridor but preferably not the main lobby. Entry should be designed so that the traffic can flow to and from this area without entering the multi-use room.

**Locker Room
(Sergeants/Lieutenants)**

Totally enclosed space adjacent to but separate from the above. Five lockers each 18" x 24" x 72"H.

Locker Room (Women)

Totally enclosed and separate space for women. Ten lockers each 18" x 24" x 72"H.

Exercise Room

Small "work-out" room for physical fitness programs. Should be equipped with a "universal gym".

**Common Toilet, Shower
and Drying Rooms, etc.**

Self-explanatory - space with number of fixtures determined by local code related to projected usage. Provide separate facilities for women.

Multi-Use Room

Open space with a small raised stage. Entry to this space from a public corridor. Space to be used for roll call, training and community meetings. Seating should be movable. Walls may contain glass enclosed bulletin boards and mail distribution cubicles. Stage backdrop should have a combination chalkboard and projection screen. Provisions for folding partitions may be desirable. Total seating approximately 100.

Pistol Range/Five Position

Typical range construction: 75' from shooting position to backstop. Backstop should be of "venetian blind" type construction for maximum safety. Entry should be from a corridor through an anteroom. The range should not be placed adjacent to the multi-purpose room unless special acoustical treatment is considered.

Anteroom to Above

Self-explanatory: should be able to observe range activity, repair targets if necessary, instruct small groups in weapons.

Inactive Record Storage

Self-explanatory: no specific location

Employee Lunch Room

Self-explanatory: located adjacent to the Multi-Use Room

Janitorial Storage

No specific location

Emergency Generator Room

Located where it would not be readily accessible to public. Generator should be of sufficient size to carry the on-line load of the building for a duration, if necessary, of five days. Equipment should be designed to run on natural gas and/or liquid fuel and should be equipped to start in emergencies without human involvement. Switching design should include an automatic test run for one hour, one day per week. If located at basement level, provide means for removal; could also be located adjacent to garage.

Communications Equipment, etc.

This room would house the hardware incidental to radio and telephone communications. It should be ventilated and both this space and the emergency generator space should be located with the cognizance that if a high water table indicated possible periodic flooding, these spaces should be flood free.

Mechanical Equipment Room, etc.

To contain all mechanical building equipment: boiler, hot water heater and air conditioning equipment.

DESIGN CONSIDERATIONS

Exterior

The architecture should complement the area. Public entry should be easily identified to both motorist and pedestrian. While an institutional image should be avoided, the building should be of such quality as befits a municipal project.

Careful consideration should be given to landscaping to both enhance the building and reduce maintenance. Material selection should also be made with a view toward long-term maintenance cost of less suitable materials.

Site lighting, closed circuit television monitoring of the premises and proper signage should be carefully considered. Separation of public parking from official parking should be planned. Future expansion for an expanded vehicle fleet should be considered in the initial planning phase.

Interior

Walls in heavy usage and public corridors should be designed with mar-resistant surfaces and ease of maintenance. "Partial" wainscoting is impractical. The ultimate in wall treatment would be brick or glazed tile, but epoxy coating on concrete block would suffice. The use of resilient tile should be avoided in favor of terrazzo or quarry tile. Initially these would be more costly but greatly reduce the cost of custodial maintenance. Ceilings should be acoustical

and, wherever possible, metal pan should be specified in lieu of composition tile.

Prisoner delivery should be accomplished with minimum physical Police effort. Stairways, public corridors and extreme walking distances to the lockup should be avoided. Closed circuit television should be incorporated to survey the entire delivery and detention procedure. Cell lighting should be installed outside the individual cubicles, preferably high on the wall opposite each cell. An alarm system, with strategically placed buttons should be installed both in the cell and processing areas to summon assistance if a prisoner becomes resistive. Consider a secure storage area for prisoners property.

Building Equipment (General)

The mechanical equipment should include a central heating and ventilating system, code approved incinerator and total building air conditioning. All drinking fountains should be the refrigerated type. Supply public telephones in the lobby and a pay phone in the lockup processing area. Fluorescent light fixtures where used should be standardized with tube length of four feet. Give careful consideration to the spaces requiring clock outlets. Electrical circuitry should be of sufficient size to handle future expansion. An intercom system should provide paging capability both throughout the

building and on the parking lot. An exterior flagpole should be included to blend aesthetically with building design. The radio tower should not "dominate" the site and should be of sufficient height to avoid any high building interference.

Parking

Initially, paved parking should be provided for approximately forty vehicles, squads and private employee vehicles. As previously mentioned, additional vacant space should be dedicated for future parking expansion as the need arises.

Parking areas should be adequately lighted and drained. Thought should be given to "tree" islands within parking areas to reduce the "sea-of-asphalt" appearance and to provide places to deposit snow removed from parking areas.

COST BUDGET

Police/Administrative/Field and Staff Offices	5,327 sq. ft. @ \$42/sq. ft.	\$ 223,734.
Lockup Unit	5,054 sq. ft. @ \$65/sq. ft.	328,510.
Locker, Squad and Miscellaneous Spaces	8,438 sq. ft. @ \$28/sq. ft.	236,264.
Police Vehicle Garage, Kennel, Recovered Property	3,640 sq. ft. @ \$18/sq. ft.	65,520.
Site Work, Parking, Lighting, etc. (40 Car First Phase)	30,000 sq. ft. @ \$ 2.50/sq. ft.	75,000.
Landscaping / Allowance	20,000.

Contingency @ 10%	\$ 949,028.
		94,902.

Construction and Sitework Cost at present market	\$1,043,930.
Architects Fee @ 7.75	81,000.
Escalation	_____
Equipment and Furnishings	_____
Site Acquisition Cost	_____
Off Site Utility Extensions, if any	_____
Legal Fees	_____
Debt Service	_____
Other	_____

Total Development Cost _____

END

7. 11. 1951 / 10. 11. 1951