

Programmatic Needs Assessment

Police Dep. Building Study

Town of Bedford, NH

PROPOSED

LAVALLEE|BRENSINGER ARCHITECTS

LBA Project no. 22-046-00

Police Dep. Program

Executive Summary

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation		Space Need					Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
COMMON/SHARED SPACES							
C-1	Common Spaces		4,749	4,749	4,749	4,382	
COMMON/SHARED TOTAL			4,749	4,749	4,749	4,382	
POLICE DEPARTMENT							
P-1	Records Storage		1,005	1,005	1,005	896	
P-2	Community Resources		360	360	360	412	
P-3	Administration		2,838	3,213	2,974	2,875	
P-4	Dispatch / ComCenter and WC/OIC Office		1,600	1,600	1,600	1,998	
P-5	Booking and Intake		2,625	2,625	2,625	2,814	
P-6	Property and Evidence		2,355	2,355	2,355	3,383	
P-7	Investigations/Detectives		2,203	2,203	2,203	2,238	
P-8	Patrol/Operations/Training		3,500	3,613	3,713	3,202	
P-9	PD Departmental Support		5,965	5,965	5,965	4,713	
POLICE TOTAL			22,450	22,938	22,799	22,531	
BUILDING SUPPORT							
S-1	Facility Support		2,090	2,090	2,090	3,865	
BUILDING SUPPORT TOTAL			2,090	2,090	2,090	3,865	
TOTAL ALL PROGRAMS			29,289	29,776	29,638	30,778	

Total footprint = 33,732 sf
 Proposed = 30,778 sf
Balance (walls) = 2,954 sf

Total Existing PD - 8,307 GSF (provided by PD) Excludes shared spaces with FD

Executive Summary cont'd - Parking

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LBA Project no. 22-046-00

Police Dep. Program

Outdoor Parking Requirements				
	STAFF Secured	VISITORS Adjacent to PD Entrance	PD VEHICLES Secured	TOTAL
Police Department Vehicles			24	24
Animal Control Officer Unit	1			1
PD Employee Parking	45			45
Visitor Parking - Police		30		30
Public/Community Room		30		30
Exterior Auto Impound Area	4			4
TOTAL PARKING NEED	46	60	24	130

Notes

in the secured area parking with fencing and CCTV monitoring and appropriate lighting
 in the secured area parking with fencing and CCTV monitoring and appropriate lighting
 in the secured area parking with fencing and CCTV monitoring and appropriate lighting
 100 ft. min from front entrance to PD. Includes ADA Spaces
 100 ft. minimum from PD front entrance. Includes ADA spaces
 Fenced in area with CCTV coverage and lighting

Covered/Climate Controlled Indoor Vehicle Parking				
Incident Command Vehicle	1			
Motorcycles	1			
Interior Impound Vehicle Holding	1			
Radar Trailers	3			
TOTAL INDOOR PARKING NEED	6	0	0	6

Notes

Oversized with power
One space will accommodate (2) motorcycles
 Secured area - treat as evidence area. Refer to line item P-6.11
 Digital/Electric with Secured battery and shore power

6 bays **6 bays** **(see item S-1.13 in Space Program)**

PD Special Requirements
CCTV Security at building perimeter, parking, interior spaces
Radio / Communication Antenna
Dispatch Consoles in Dispatch
Building Security System including card key access, bollards, fencing, video surveillance
Detention Hardware
Evidence Storage and Biometric Evidence Drop Lockers & Evidence Processing Equipment
Emergency back-up generator - 100% coverage of entire facility - secured double layer fencing
LMR Tower and Microwave Equipment - secured
UPS backup for IT LMR Spaces
Secured parking areas for PD Staff
Secured building perimeter - public parking a minimum of 100 ft. from building

POTENTIAL BUILDING STACKING - ASSUME 2 STORY PD BUILDING
BASEMENT (if applicable)
Evidence storage, drive-thru sallyport, indoor parking, firing range, misc. storage Also possible - booking and detention
FIRST FLOOR
Vestibule, lobby, EOC & EOC support, Community/training room, dispatch, records, patrol, booking & detention
SECOND FLOOR
Administration, detectives, locker rooms, fitness, agility, operations support

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C-1 Common Spaces

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
C-1	Common Spaces						
C-1.1	Entry Vestibule	1	80	80	80	61	ADA Accessible - SHARED SPACE with FD
C-1.2	Public Lobby	1	200	200	200	259	Secured area. Seating for 4 people, prescription drug drop off (mailbox size). Bulletin board for postings - SHARED SPACE with FD
C-1.3	Public Restrooms @ 64 sf each	1	64	64	64	122	Direct access to Lobby - SHARED SPACE with FD
C-1.4	NOT USED						
C-1.5	Small Interview/Briefing Room	2	240	240	240	240	10 x 12 each accessed from Lobby, also used as Sex Offender Waiting, Records Conference Room - AV Recording
C-1.6	Community Meeting Room/Training/Multipurpose	1	1,300	1,300	1,300	1,477	Up to 60 occupants. Accessible directly from the PD Lobby. Technology for Common Operating Picture (COP) during emergencies. SHARED SPACE with FD
C-1.6.1	Community Meeting Room Storage	1	150	150	150	110	accessible from Community Room for supplies, chairs/tables storage
C-1.6.2	Community Meeting Room Kitchenette Alcove	1	40	40	40	60	locate inside the Community Room
C-1.7	Emergency OPN Center/Conference Room	1	500	500	500	457	Up to 20 users, Adjacent to ComCenter. IT Network, TV, Radio Consoles, Small Kitchenette w/ sink fridge and MW- Shared FD DPW Engineering and other Town
C-1.8	Physical Agility Room/Defense Tactics Lab		600	600	600	569	20 x 30 Adjacent to the Fitness Room and PD lockers- PD Only
C-1.9	Fitness Room		625	625	625	626	25 x 25 - Up to 10 staff at one time (Shared with the FD Substation) SHARED SPACE with FD
C-1.11							
SUBTOTAL			3,799	3,799	3,799	3,981	
Efficiency Factor 25%			950	950	950	401	
TOTAL C-1			4,749	4,749	4,749	4,382	

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P-1 Records Storage

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-1	Records Storage						
P-1.1	Copy / Office Supply Area (PD Admin Suite)	1	100	100	100	87	Copy are dedicated to Records
P-1.2	Secured Juvenile Files Storage	1	40	40	40	42	Separate from other Records/Files - secure
P-1.3	Long-Term Files Storage - 7+ years	1	400	400	400	401	20 x 20 High density shelving system
P-1.4	Short-Term Files Storage - <3 years	1	100	100	100	124	High density shelving system
P-1.5	Records File Clerk Station	2	128	128	128	126	Adjacent to Lobby with Counter and secured service window with ballistic protection. Two (2) 8 x 8 work stations - one located at the service counter
P-1.5	PD Officers Access Service Counter	1	36	36	36	33	6 x 6 Adjacent to Records Clerk and separate from Public Counter with visual privacy
SUBTOTAL			804	804	804	813	
Efficiency Factor 25%			201	201	201	83	
TOTAL P-1			1,005	1,005	1,005	896	

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P-2 Community Resources

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-2	Community Resources						
P-2.1	Animal Control Work Area		0	0	0	0	Included in Operations area
P-2.2	K-9 Storage with Safe		0	0	0	0	Not required
P-2.3	School Resource Officer (SRO) Work Station		0	0	0	0	Located in Detectives area
P-2.4	OSD Office		288	288	288	412	Semi-private cubicle work stations with lockers: Recruitment, Training Coordinator, Community Policing, Support Specialist, ACO - 6 work stations 6 x 8 (48 SF each)
SUBTOTAL			288	288	288	412	
	Efficiency Factor	25%	72	72	72		
TOTAL P-2			360	360	360	412	

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Space ID Name

P-3 Administration

Program Area Program Area



Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-3	Administration						
P-3.1	Chief of Police Office	1	250	250	225	262	Private Office, workstation, small conference table, 2 credenzas, lockable, bookcases, TV
P-3.2	Deputy Chief	1	220	220	198	195	Private Office, workstation, small conference table, 1 credenza, lockable, bookcase, TV
P-3.2.1	Secretary/Reception for Chief of Police	1	120	120	120	114	Private Office with adjacent open reception area (P-3.2.2.) adjacent to Chief/Deputy Chief
P-3.2.2	Reception/Waiting Area	1	140	140	140	134	Open area at entrance to Admin Suite adjacent to Secretary. Seating for 3 to 4
P-3.2.3	Captain - Operations	1	180	180	162	167	Private Office, workstation, small conference table, 1 credenza, lockable, bookcase
P-3.2.4	Secretary/Captain Operations	1	0	120	108	108	Adjacent to Captain Operations and Chief Secretary and Admin Reception
P-3.2.5	Captain - OSD	1	0	180	162	135	Private Office, workstation, small conference table, 1 credenza, lockable, bookcase
P-3.3	Lietenant OSD	1	120	120	108	110	Private Office locklable, bookcase
P-3.4	<i>Lietenant /WC Operations</i>	0	0	0	0	0	<i>Located in the Patrol area - see P-8</i>
P-3.5	CALEA Manager	1	180	180	162	145	Private Office, desk, credenza, bookcases
P-3.6	Unisex ADA Accessible Toilet	1	60	60	60	60	Accessible within Admin Suite
P-3.7	Copy/Office Supply Alcove	1	120	120	120	104	Copier, FAX, Office Supplies
P-3.8	Small Meeting Room - seat 6	1	150	150	135	140	Private small meeting room - seat 6, AV/TV
P-3.9	Admin Command Conference Room - seart 12	1	240	240	216	223	from Admin Lobby
P-3.10	Administrative File and Records	1	100	100	100	93	Lockable Room in Admin Suite
P-3.11	Police Staff Pesonnel Files	1	120	120	120	122	Secure Storage with limited access only to authorized acces - in Admin Suite
P-3.12	Prosecutor	1	150	150	135	132	10 x 15 Private
P-3.12.1	Legal Assistant Prosector	1	120	120	108	110	Private 10 x 12 Adjacent to Prosecutor
SUBTOTAL			2,270	2,570	2,379	2,354	
Efficiency Factor 25%			568	643	595	521	
TOTAL P-3			2,838	3,213	2,974	2,875	

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P-4 Dispatch / ComCenter and WC/OIC Office

Space Designation		Space needed				Proposed	Notes
No.	Function	2022 (current need)	2032	2042			
P-4	Dispatch / ComCenter and WC/OIC Office						Adjacent to Lobby with a secured projectile proof service window
P-4.1	Dispatch Supervisor & Console	1	100	100	100	100	Private office 10 x 10- vision panel glass to main dispatch space with desk
P-4.2	Call Taker/Dispatchers @ 80 sf each	5	320	320	320	440	4 dispatchers + 1 supervisor (P-4.1). Includes 1 training workstations (8 x 8 consoles) NOTE - will reuse existing consoles
P-4.2.1	Service Window to Lobby	1	0	0	0	64	Secured projectile rated service window
P-4.3	Break Room with Lockers	1	120	120	120	148	lockers + kitchenette
P-4.4	Staff Unisex Bathroom	1	60	60	60	55	ADA accessible unisex
P-4.5	Specialized Equipment Storage	1	80	80	80		Dispatch equipment and dedicated server area - additional cooling
P-4.6	IT/OPS & LMR Server Room - Serves entire PD Facility	1	150	150	150	331	Secured space, special cooling
P-4.7	IT Equipment Storage & Supplies		100	100	100		Secured Space
P-4.8	LT/WC/OIC	1	100	100	100	100	Adjacent to ComCenter - 1 work station / private office
P-4.8.1	LT/WC Operations	3	250	250	250	300	Shared office by 3 LT. Se,irprivate workstatos in cubicles with lockers and filing cabinets Adjacent to ComCenter. Next to Patrol area
SUBTOTAL			1,280	1,280	1,280	1,538	
Efficiency Factor 25%			320	320	320	460	
TOTAL P-4			1,600	1,600	1,600	1,998	

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P-5 Booking and Intake

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-5	Booking and Intake						
P-5.1	Vehicle Sally Port	1	860	860	860	784	3 bay @ 24' x 30' Drive Thru - include space for 3 vehicles, gun locker, exhaust ventilaton, shore power, oil separator. PD motorcycles and bikes located separately
P-5.2	Detainee Wash Down Alcove		12	12	12	0	Inside Sally Port area
P-5.3	Security Vestibules @ 64 sf each	2	128	128	128	120	8x8 with interlocking hardware onlu allowing one door at a time to open
P-5.4	Juvenile Holding Cell @80 sf each	1	80	80	80	80	8x10 Separated sound and visual from Adult cells. No plumbing.
P-5.5	Detainee Property Storage Room	1	80	80	80	16	Lockable Storage within booking area
P-5.6	Booking / Processing Area	1	120	120	120	126	10 x 12 Open area combined adult and juvenile - elevated supervisory desk with counter, fixed furniture, cuff bars/rings, all washable cleanable surfaces
P-5.7	Adult Male Holding Cells @80 sf each	3	240	240	240	255	3 holding cells 8 x 10 - single user - wc & sink detention SS plumbing
P-5.7.1	Adult Female Holding Cells @80 sf each	2	160	160	160	160	2 holding cells - single user - wc & sink detention SS plumbing
P-5.8	Intoxilizer Room with Medical Area	1	120	120	120	180	contiguous to booking
P-5.9	Live Scan Alcove	1	80	80	80	64	contiguous to booking
P-5.10	Small Interview/Briefing Room	2	100	100	100	190	2 rooms Inside the secure booking area, seat up to 4, fixed furniture, AV/digital recording, acoustical privacy
P-5.11	Temporary Evidence Drop Lockers		60	60	60	0	4 lockers
P-5.12	Detainee Toilet Room - Single User	1	60	60	60	58	Located within the booking area - stainless steel prison fixtures. ADA accessible.
SUBTOTAL			2,100	2,100	2,100	2,033	
Efficiency Factor 25%			525	525	525	781	
TOTAL P-5			2,625	2,625	2,625	2,814	

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P-6 Property and Evidence

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-6	Property and Evidence						Evidence area is a secured space with 24/7 CCTV monitoring and card key access
P-6.1	Evidence Drop/Retrieval/Viewing Room	1	120	120	120	103	Coutner space. Adjacent to booking - Biometric Lockers or "secured drop chute" for after hours evidence drop
P-6.2	Long Term Evidence Storage Room	1	500	500	500	511	High Density Shelving System
P-6.2.1	Short Term Evidenxe Storge Room	1	150	150	150	156	Lockable and secure
P-6.3	Cash/Valuables Vault	1	40	40	40	36	Lockable and secure vault within Evidence area
P-6.4	Weapons Vault	1	100	100	100	99	Lockable and secure
P-6.5	Narcotics Vault	1	120	120	120	119	Lockable and secure
P-6.6	Evidence Chemical Processing Lab/Lab Tech	1	160	160	160	261	Fume Hood, Offgasing and evidence testing - adjacent to evidence drop area P-6.1
P-6.6.1	Evidence Custodian Work Station	1	80	80	80		Located in Evidence area and adjacent to the Evidence Processing Lab
P-6.8	Freezer Bank/DNA Storage	1	40	40	40		Inside Evidence Storage area
P-6.7	Evidence to Be Destroyed Staging Area	1	60	60	60	56	Lockable and secure
P-6.9	Found Articles Storage	1	64	64	64	64	Lockable and secure - Adjacent to Sallyport and Evidence
	Bulk Evidence Storage (bikes, mopeds, motorcycles)	1	200	200	200	240	10 x 20 bay adjacent to Sallyport and Evidence areas
P-6.10	Vehicle Evidence Processing Bay (indoor)	1	0	0	0	0	included in P-6.11
P-6.11	Auto Impound - vehicles - 3 indoor/one high bay	1	250	250	250	1,545	Please refer to Parking Requirements in the Executive Summary - Est. 750 SF Adjacent to Sallyport. Not climate controlled. Secured area. One bay is P-6.10
SUBTOTAL			1,884	1,884	1,884	3,190	
	Efficiency Factor	25%	471	471	471	193	
TOTAL P-6			2,355	2,355	2,355	3,383	

Programmatic Needs Assessment

Public Dep. Building Study

Town of Bedford, NH

Space ID Name

P-7 Investigations/Detectives

Program Area Program Area



Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-7	Investigations/Detectives						
P-7.1	Detective Workstations @ 64 sf each	12	868	868	868	929	3 Pods of Up to 4 detectives sharing open office area with 8 x 8 (64 SF) total of 12 stationns, privacy cubicles, lockers, filing, central meeting area (100 SF)
P-7.1.1	Detective Seargeant	1	120	120	120	117	Private Office in Detectives Suite
P-7.2	Investigations Files Storage	1	60	60	60	55	Lockable and secure
P-7.3	Specialized Equipment Storage Room	1	100	100	100	154	Includes Detectives protection gear - within the Detectives Suite
P-7.4	Detainee Restroom	1	64	64	64	58	Gender neutral ADA accessible, lockable, with detention fixtures and cuff bars
P-7.5	Interview Rooms @ 120 sf each	2	240	240	240	212	Fixed furniture, cuf bar, one way viewing window, audio/video capture, acoustical privacy
P-7.6	Interview Monitoring Equipment Room	1	60	60	60	64	Adjacent to Interview Rooms - cloud based system
P-7.7	Detectives Conference Room	1	250	250	250	196	Seat up to 10 - TC/AV/IT/phone teleconference dry erase boards, acoustical privacy
SUBTOTAL			1,762	1,762	1,762	1,785	
Efficiency Factor 25%			441	441	441	453	
TOTAL P-7			2,203	2,203	2,203	2,238	

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P-8 Patrol/Operations/Training

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-8	Patrol/Operations/Training						
P-8.1	Patrol Workstations (F/T) @ 36 sf each	8	320	320	320	311	Shared Counter/workstations 6 x 6 in two groups of 4 stations a total of 8 work stations - adjacent to Roll Call
P-8.2	Patrol Work Area Files Storage	1	20	30	30	0	
P-8.3	Patrol Sergeant's Suite @ 80 sf each	5,6,7	400	480	560	527	can be included with workstations area (not separate); stackable file cabinets
P-8.3.1	Accident Reconstruction Team	4	160	160	160	170	Group office shared by 3 shifts - semi-private workstations with lockers
P-8.4	NOT USED						Office Space and Storage for specialized traffic accident reconstruction - 2 work stations 6 x 8 (48 SF each) plus storage area
P-8.5	Patrol Central Business Hub	1	100	100	100	119	copy, print, fax, shared supplies & resources, flashlights, etc - adjacent to Patrol Workstations
P-8.5.1	Patrol Equipment Storage & Supplies	1	150	150	150	186	rack storage for simulation and misc. training supplies - adjacent to Patrol Work Space
P-8.6	Armory/Range Supplies	1	200	200	200	413	Secured space monitored, blast vent, ventilation - adjacent to Range and Fire Arm Cleaning
P-8.6.1	Fire Arm Cleaning	1	150	150	150		Benches, special exhaust ventilation and work benches. Adjacent to Range and Armory
P-8.7	Ammunitions Storage	1	80	80	80	201	Secured space monitored
P-8.8	Quartermaster Supply Storage	1	200	200	200	201	Secured space monitored
P-8.9	PD Bicycle Storage @16 sf each	6	0	0	0	0	Located in the Indoor Parking - See S-1.13 Police bicycles; near equipment bays
P-8.10	Automotive / Fleet Operations Equipment	1	500	500	500	487	Adjacent to Sally Port and Indoor Parking area for PD vehicles
P-8.11	Reference Library	1	0	0	0	0	included in Admin sm. Meeting room P-3.4
P-8.12	Patrol Roll Call Room	15	320	320	320	326	16 x 20 - adjacent to Patrol work space. Accommodate 12 to 15. Adjacent to Patrol Work Area P-8.1, TV/AV/ IT & podium
P-8.13	Decompression & Wellness	1	200	200	200	218	Adjacent to Patrol Work Space and Roll Call seat up to 5 - "soft space" TV, Phone, amenities
C-1.6	Small Interview/Briefing Room		-	-	-	-	See Common C-1
C-1.10	Physical Agility Room/Defense Tactics Lab		-	-	-	-	See Common C-1
SUBTOTAL			2,800	2,890	2,970	2,958	
Efficiency Factor 25%			700	723	743	244	
TOTAL P-8			3,500	3,613	3,713	3,202	

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Public Safety Building Study

Town of Bedford, NH

Space ID Name

P-9 PD Departmental Support

Program Area Program Area

LAVALLEE BRENSINGER ARCHITECTS

Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
P-9	PD Departmental Support						
P-9.1	Staff Restrooms @ 150 sf each	4	600	600	600	370	2 per floor - excludes single user in Admin, Booking, EOC, Dispatch
P-9.2	Male Locker Room	30	450	450	450	540	15 SF/Officer - up to 30 officers - full height large lockers with ventilation, power, built-in bench - adjacent to Male Locker Room. Access controlled
P-9.3	Male Shower Room	8	200	200	200	195	2 sinks, 2 WC, 1 Urinal, 2 Individual Shower Stalls, ventilation
P-9.4	Female Locker Room	20	300	300	300	307	15 SF/Officer - up to 20 officers - full height large lockers with ventilation, power, built-in bench - adjacent to Female Locker Room. Access Controlled.
P-9.5	Female Shower Room	4	140	140	140	112	Room
P-9.6	Central Break Room	1	192	192	192	244	12 x 16 - Refrigerator, MW, Sink, cabinets, windows, outdoor access if possible
P-9.7	Break Room Storage	1	60	60	60		Adjacent to Break Room
P-9.8	NOT USED						
P-9.9	Indoor 5 Point Firing Range	1	2,500	2,500	2,500	2,565	75 foot range, 5 lanes, trap area for frangible ammo, exhaust, lighting, target rails (100 FT x 25 FT). Can be located in the basement of the new PD facility. Adjacent to Armory and Fire Arm Cleaning.
P-9.9.1	Indoor Range Supplies Storage	1	100	100	100	107	Lockable
P-9.9.2	Indoor Range Fire Arm Prep & Instruction Area.	1	180	180	180	178	Adjacent to range stations (12 x 15)
P-9.10	Washer/Dryer area		50	50	50	95	Adjacent to Locker Rooms - Please confirm need for this item
SUBTOTAL			4,772	4,772	4,772	4,713	
Efficiency Factor 25%			1,193	1,193	1,193	0	
TOTAL P-9			5,965	5,965	5,965	4,713	

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LBA Project no. 22-046-00
Police Dep. Program

Space ID Name

S-1 Facility Support

Program Area Program Area



Space Designation			Space Need				Notes
No.	Function		2022 (current need)	2032	2042	Proposed	
S-1	Facility Support						
1-1.1	Trash/Recycling Storage - central to entire PD	1	80	80	80	0	Adjacent to PD back door and close to exterior dumpster area
1-1.2	Custodial Closet - 1 per floor	1	60	60	60	23	60 SF each with mop sink and cleaning supplies. Lockable.
1-1.3	Mechanical Room	1	250	250	250	279	Allowance only. May vary depending on MEP systems
1-1.4	Electrical Room	1	120	120	120	142	Allowance only. May vary depending on MEP systems
1-1.6	IT Storage	1	50	50	50	50	Adjacent to the IT Server Room. Lockable.
1-1.7	Telephone/Fiber Room	1	80	80	80	80	Lockable. Adjacent to IT area.
1-1.8	IT/IDF Closets @ 32 sf each per floor	1	32	32	32	32	
1-1.9	Indoor parking for PD Vehicles	5	1,000	1,000	1,000	1,365	5 bays at 10 x 20 (200 SF each) adjacent to Patrol area and Sallyport areas - refer to list of items in the Executive Summary Page 2. One bay will be utilized for PD motorcycles and bicycles
SUBTOTAL			1,672	1,672	1,672	1,971	
Efficiency Factor 25%			418	418	418	1,894	
TOTAL S-1			2,090	2,090	2,090	3,865	