

## **1.0 GENERAL**

The following information was obtained from meetings with the City of Homer Public Safety Building Review Committee (hereafter noted as PSBR), the Police and Fire Chiefs and their staffs; from Questionnaires provided by the Design Team, completed by the Chiefs, and from observations by, and experience of the Design Team.

## **2.0 KICK-OFF MEETING**

An initial “kick-off” meeting was held at the Homer City Hall on May 21.

### **2.1 Attendees**

CITY OF HOMER – Individuals attending all or part of the meeting included:

- Walt Wrede, City Manager
- Carey Meyer, Public Works Director/City Engineer
- Dan Nelson, Project Manager
- Ken Castner, PSBR Committee
- Ralph Crane, PSBR Committee
- Rick Abboud, City Planner
- Julie Engrebretsen, Deputy City Planner
- Mary Wythe, Mayor (Did not attend kick-off meeting, but chaired the PSBR Committee/Public Meeting on 5/22).
- Bob Painter, Fire Chief and PSBR Committee
- Mark Robl, Police Chief and PSBR Committee
- Renee Krause, City Clerk (attended the PSBR Committee/Public Meeting)

### **DESIGN TEAM**

- Dale Smythe, USKH Inc., Architect of Record
- Jerry Neubert, USKH Inc., Senior Architect
- Merideth Noble, USKH Inc., Funding Specialist
- Loren Berry, Loren Berry Architect, Public Safety Design Consultant
- Jon R. “Jack” Berry, Loren Berry Architect, Public Safety Design Consultant

Note: There may have been others in attendance for part of the meeting.

### **2.2 Introductions/Responsibilities**

Those in attendance were introduced. Dale Smythe explained the roles of USKH, Lead Architect and Loren Berry Architect, Public Safety Design Consultant.

### **2.3 Project Scope**

Discussed the overall scope of the eventual project being the completion of a new Police and Fire Facility, and the initial undertaking of providing a space needs assessment, concept design, preliminary construction cost and assistance in site selection.

### **2.4 Project Approach**

Presented a brief slide show to demonstrate the methodology for completing the space needs assessment and initial design concept. The methodology comprised of the following steps:

- Initial meetings, including the kick-off with the PSBR, meeting with Fire and Police personnel, and a Public Meeting.
- The meetings and questionnaires completed by Fire and Police are summarized in Project Notes, which the Departments and PSBR are requested to review.
- Personnel Charts – Current & Future
- Space Standards
- Space Needs – Current & Future
- Parking Needs – Current & Future
- Adjacencies – Horizontal & Vertical

- Initial Concept Site and Floor Plans
- Estimated Costs

## 2.5 Schedule

Discussed the schedule for completing the space needs assessment and initial concept. The completion time for these first steps is approximately 10 weeks. Various components of the study will be forwarded to the City for review during that time period. The first such review will be of these project notes.

## 2.6 Background Discussion

### 2.6.1 The Community

Homer is a diverse city. Known as the halibut capital, it also has a strong art community; it is a tourist destination, and a place of second homes with an older population. It is sometimes referred to as the “Cosmic Hamlet By the Sea”. In general, the community has a positive view of and support the public safety departments.

### 2.6.2 Other Government Agencies and Private Organizations

- Two Coast Guard cutters are stationed at the harbor
- The South Peninsula Hospital is located in Homer
- The Homer Police Department provides desk space for the Alaska State Troopers. Jail holding cells are under contract for use by the State. Briefing could be done with the State Troopers.
- The Kachemak Emergency Service Area to the north essentially surrounds Homer. There have been efforts to combine the departments, but is not seen as likely to occur.

### 2.6.3 Growth of the Community

Growth of the community has been slow, but steady. One estimate was 2% / year. (But the Alaska Department of Labor and Workforce Development Alaska Population Projections – 2012 to 2042 for the Kenai Peninsula Borough indicates a growth from 56,756 to 65,647, an increase of 8,891 for 30 year period; only .5% average / year).

## 2.7 The Facilities and Site

### 2.7.1 The Sites

Possible sites were discussed. A larger list of sites has currently been reduced to three:

- Homer Educational and Recreation Center (HERC).
- Wildberry – Former site of Alaska Wild Berry Store.
- Heath Street – The current Police & Fire locations.

There was considerable discussion of the sites, but it was pointed out that site selection would be premature before completion of the Space Needs Assessment which will determine the size site needed. Further, the Design Team will provide Site Selection Criteria, which will address issues such as:

#### Site Size and Configurations

- Long Term Need
- Proportions

#### Locale

- Operational Efficiency
- Security
- Public Access
- Image
- Adjacent Uses
- Zoning

Street Access and Parking

- Public Parking
- Official Police Access & Parking
- Fire Apparatus Access & Egress
- Impound Storage Staff Parking
- Volunteer Parking

Topography and Soils

- Topography
- Soils

Utilities

- General
- Redundant Systems

Comments about the three sites currently under consideration include the following:

- All three are bounded by two streets, providing two points of access and egress.
- All three are above 100' elevation, assumed to be above a potential tsunami (though no tsunami study has been completed for the end of the peninsula).

**HERC Site**

This is the largest of the three sites and is one of the favored. However the existing gym, centrally located on the site, is part of the City's heritage. There is strong support to maintain the building, which currently does not meet code standards.

**Wildberry Site**

This site is considered to be in a good location for Police and Fire. But it is privately owned and has existing buildings that would need to be removed. It also has a significant grade change.

**Heath Street Site**

This is the current Police and Fire site and is considered to be a good location. To be used, it will be necessary to build around the existing facilities or to temporarily relocate one or both of the departments so facilities can be demolished to make room for the new building. The site also has a significant grade change.

**2.7.2 Image**

It is desired that the new facility reflect the community. There is an appreciation for a "marine" influence. Log buildings were also mentioned. Example buildings people like include a Credit Union and Wells Fargo Bank. But the building should appear as a "public safety facility". The City has a Community Design Manual and a design review process. The City has a 1% for Art policy.

**3.0 HOMER VOLUNTEER FIRE DEPARTMENT**

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### **3.0 HOMER VOLUNTEER FIRE DEPARTMENT**

Met with:

- Bob Painter, Fire Chief
- Elaine Grubowski, Fire Department Staff

#### **3.1 Existing Facility Description**

From Questionnaire completed by Chief Bob Painter.

*The existing fire station was constructed by HVFD Inc. in 1979 and dedicated in 1980 and includes portions of the original structure, which was a garage/shop. HVFD Inc. was the volunteer corporation that started the fire department in 1952 and managed the operation until a joint agreement between them and the City of Homer in 1990. No city funds were used to build the original building. USKH engineered the plans to upgrade the building in the mid 1990s for a seismic upgrade that ended up being a more extensive remodel due to discovered dry rot and other issues found when the building was opened up. There has not been any other work done to the building since, except routine maintenance. Due to space needs and increased paid staffing levels, the available bunkrooms have been reduced to 2 with small offices being made of the other bunkroom spaces. We are still one paid position un-staffed due to budget cuts and the small space is being used as a very small exercise room with a treadmill and step-climber. There is one small office downstairs (Watch Office) where the Dept. Services Coordinator functions, a small storage and shop where our breathing air-packs are serviced and tested, a small mechanical room and an equipment storage area on the ground floor, behind the apparatus (constructed during the remodel). There is a hose drying tower mid-building, accessible by fixed ladder. There is no OSHA compliant biohazard decon/cleaning area (we use the hose wash area right now). Offices are upstairs and include the Chief's Office, Training Officers Office, Training Office (used by the paid FF/EMT) and the Asst. Chief Office (vacant, used for exercise equipment). There is a training/meeting room that seats 20 at tables, a small kitchen with single range, and two residential type refrigerators, a living room and a pool table and ping-pong table for recreation. There is only one small storage room that houses the department servers and textbook/teaching materials for the classroom. There are separate men's/ladies restrooms with shower in each. There is a small "Production Room" that houses the copier and printer and member desktop computer.*

#### **3.2 Public Lobby**

See Shared Spaces & Facilities

#### **3.3 Watch Office / Department Services Coordinator**

- Adjacent Fire Lobby (See Public Lobby)
- Public Interface – From Chief Painter Questionnaire

*We have frequent contact with the public, year round. They must obtain Open Burning Permits from our office. They have access to fire prevention, injury prevention and general preparedness information inside our front entrance. We provide group tours for schools or other organizations interested in the fire department and host departmental open house events where the public are invited to learn about the department and see the equipment. The public picks up loaner chimney brushes at the fire station to clean their own fireplace flues.*

- Reception Counter – ADA Open M-F 8:00AM – 5:00PM
- Work Station at or adjacent counter
- Department Services Coordinator Work Area adjacent Work Station, near counter.
  - Copy machine, printer, FAX, shredder, recycle containers, 2 small safes (1 for narcotics)
  - Fires: 6 – 4 drawer locking
  - Display board

- Mail boxes – individual slots for members by letter groups (Current 7 staff, 40 volunteer; Future 14 staff, 50 volunteer).
  - Toilet for Dept. Services Coordinator – Adjacent to work station (unless other toilet rooms nearby).
- 3.4 Chief's Office
- Adjacent Watch Office
  - Public access controlled at Reception Counter
  - Staff and Volunteer access via control by Dept. Services Coordinator.
  - Include "Murphy" bed?  
 Yes  No
- 3.5 Asst. Chief / Training Officer (Future)
- Select 1:  
 Proximate to Chief  
 Adjacent Training Room
  - Include "Murphy" bed?  
 Yes  No
- 3.6 Emergency Service Specialist
- Adjacent Training Room
  - Office with workstations
  - Include "Murphy" bed?  
 Yes  No
- 3.7 Fire Marshal / Plans Reviewer (Future)
- Adjacent Fire Lobby, Small Conference Room
  - Include "Murphy" bed?  
 Yes  No
  - Evidence Collection / Storage. Size \_\_\_\_\_?
- 3.8 Member (Volunteer) Office
- 4 small workstations with computer.
  - Counter for printer; storage above & below.
- 3.9 Production Room
- Large copier and printer
  - Layout space
  - Adjacent to  or part of Member Office
- 3.10 Training Room / EOC
- See Shared Spaces and Facilities
- 3.11 Day Rooms
- Accessible to staff and volunteers
  - Currently have 3 couches and 2 love seats; increase for future.
  - Avoid individual recliners
  - Ping-Pong Table
- 3.12 Dining Area / Kitchen
- Dining adjacent to Day Room and Kitchen
  - Kitchen adjacent to Training Room / EOC
  - Dining currently seats 6; future seat 15 – 20

- Kitchen appliances, currently: 1 range, 2 refrigerators/freezer combo, 1 upright deep freezer, coffee maker, microwave oven. Should double ovens/ranges for cooking for crews post events. Commercial grade appliances and exhaust fans.
- Include Dishwasher
- Recycle Bins – 6
- Pantry for disaster food cache

**3.13 Sleeping Quarters**

- Proximity of Day Room
- Assume quiet area with easy access to Fire Apparatus
- Currently 2 bunkrooms with 2 extra-long beds each
- Prefer:
  - 2 double rooms for staff
  - 4 double rooms for volunteers
- Incorporate “Murphy” beds to increase floor space when not in use
- Capability to darken rooms to facilitate sleep
- Closets in Sleeping Rooms
- Possibly include “Murphy” beds in individual offices when staff must stay overnight in large emergencies or disasters (See individual offices)

**3.14 Locker Area (Not turn out gear)**

- Adjacent Toilet / Shower and Exercise Room
- Currently 22 – 12" full height lockers; future provide:
  - 64 (14 staff + 50 volunteer) or  32 (1/2 personnel)  provide larger (15") or  other:
- Changing Rooms (suggest at end of Toilet Rooms)

**3.15 Toilet / Shower (Not decon)**

- Adjacent Locker Area / Exercise Room, proximate to Day Room and Sleeping Quarters
- Assume Fixture Count:
  - 2 lavatory
  - 2 urinal
  - 2 toilets
  - 2 shower
- If Toilet / Shower Room on 2<sup>nd</sup> floor provide additional toilet facility on 1<sup>st</sup> floor
  - 1 lavatory
  - 1 urinal
  - 1 toilet

**3.16 Laundry**

- Adjacent to Living Areas
- 2 washers & 2 dryers – commercial grade
- Laundry sink
- Counter with storage above and below

**3.17 Exercise & Physical Training**

- See Shared Spaces and Facilities

**3.18 Apparatus Bays – Enclosed**

- Space for:
  - Ladder Truck – 41' long x 10' high
  - Engine 2 – 32' long
  - Rescue Truck 1 – 29' long
  - Brush Truck 1 – 21' long

- Medic 1 – 12' long
- Medic 2 – 23' long
- Utility Truck 3 – 22' long
- Tanker 2 – 36' long
- Current arrangement bays
  - Utility 3 and Brush 1 – back to back
  - Medic 1 and Medic 2 – back to back
  - Use wheel stops to prevent backing into each other
- Current Bay height: 14' – 3" clear. Current doors 13' high, provide 13'  or 14'  ?

3.19 Apparatus Bays - Covered

- Space for:
  - Command 1 – 18' (Assumed)
  - Utility 2 (Expedition) – 20'
  - Utility 1 (Crew Cab Pickup) – 25'
  - ATV on trailer – 25'
  - Rescue Boat Inflatable on trailer – 18'

3.20 Vehicle Wash

- See Shared Spaces & Facilities

3.21 Hose Tower

- Adjacent enclosed Apparatus Bays
- Access from:
  - Exterior  Apparatus Bay  Both
- Existing size adequate

3.22 Training Ladder

- Ladder to platform on building roof
- Access:  Exterior or  Interior

3.23 Turn Out Gear – Active

- Adjacent to apparatus
- 50 or more 18" – 20" spaces for gear and helmets
- Bench in front of gear storage

3.24 Turn Out Gear – New Storage

- Proximate to Apparatus Bays
- Provide:  Yes  No
- Store \_\_\_\_\_ (number) new gear

3.25 Turn Out Gear – Wash & Dry

- Proximate to Apparatus Bays
- Large Washer – Extractor
- Dehumidifying Room with space to hang 12 sets of gear minimum

3.26 Decon Showers / Biohazard Materials

- Adjacent Apparatus Bays
- 2 large showers or more? \_\_\_\_\_
- Toilet adjacent
- Biohazard Disposal Barrel
- Stainless steel wall finishes
- Dressing Area



3.27 Ready Hose Racks

- Adjacent Apparatus Bays  
 Number of Racks \_\_\_\_\_ Size \_\_\_\_\_

3.28 Hose Washer & Dryer

- Adjacent Apparatus Bays (This equipment was not noted)
- Provide space?  Yes  No
- Description and size \_\_\_\_\_

3.29 Breathing Air Compressor and Tank Storage

- Adjacent Apparatus Bays
- On outside wall for clean air intake

3.30 Medical Equipment and Supplies

- Adjacent Ambulance Bays
- Space for stretchers, shelving for medical supplies
- Currently have cabinet at floor level and overhead to ceiling
- The high storage is acceptable?  Yes  No

3.31 Food & Beverage Storage

- Adjacent Apparatus Bays

3.32 Shop

- Adjacent Apparatus Bays
- Workbench
- Tool Storage

3.33 Storage

- Adjacent Apparatus Bays
- Miscellaneous storage not housed elsewhere, including AAF foam, battery chargers, jacks, jack stands, pumps, dummies, flammable storage cabinet for paints
- Outside fuel can storage

3.34 Building Maintenance

- Janitor areas adjacent Apparatus Bays, offices, and Living Areas

3.35 Emergency Generator

- See Shared Spaces and Facilities

3.36 Volunteer Parking

- Access from Fire Yard
- Current Need 20
- Future Need 20

3.37 Staff Parking

- Access from Fire Yard
- Largest shift, Current Need 3
- Largest shift, Future 5

3.38 Visitor Parking

- Current Need 2
- Future Need 6

3.39 Driveway Aprons

- Paved space in front of Apparatus Bay doors – both sides of building at least depth of longest Fire vehicle.
- Selection:
  - Use street to back into front bays, or  sufficient apron space in front of building to turn Apparatus

3.40 Fire Yard

- Yard to access rear Driveway Apron, Covered Apparatus Bays, Staff Parking and Volunteer Parking
- Sufficient space to turn around longest Apparatus

3.41 Fenced enclosure

- Should Fire Yard (space behind Apparatus Bays) be fenced with security gate?  Yes  No

3.42 Camera Surveillance

- Security cameras cover all public exterior areas on property, public internal spaces and Fire yard
- Monitored by Police Dispatch

3.43 Garden

- “Victory” Garden
- Tool Shed

3.44 Basketball 1/2 Court

#### **4.0 HOMER POLICE**

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- 4.46 Lieutenant’s Office

**CITY OF HOMER, AK  
PUBLIC SAFETY FACILITY  
SPACE NEEDS ASSESSMENT**

**PROJECT NOTES  
May 21 – 22, 2014**

- 4.47 Armory / weapons Repair, Clean
- 4.48 Firing Range
- 4.49 Range Support
- 4.50 Break Room
- 4.51 Shower & Locker Rooms – General
- 4.52 Men’s Locker Room
- 4.53 Women’s Locker Room
- 4.54 Men’s Toilet & Shower
- 4.55 Women’s Toilet & Shower
- 4.56 Training Room / EOC - See Shared Spaces & Facilities
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- 4.76 K-9 Facility
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- 4.78 Bicycle Storage
- 4.79 Police Yard
- 4.80 Camera Surveillance

#### **4.0 HOMER POLICE DEPARTMENT**

Met with:

- Mark Robl, Chief of Police
- Stacy Luck, Patrol
- Rick Pitta, Jailer
- Janie Buncak, Dispatch Super.
- Ryan Browning, Patrol Sgt.
- Lary Kuhns, Investigations

##### **4.1 Existing Facility Description**

From Questionnaire Completed by Chief Mark Robl

*Our existing building is poorly designed for our needs. Just about all spaces are too small. The foot traffic flow of prisoners, employees and visitors to the building overlaps in several areas where it should not. When people visit prisoners, the visitors have to walk through some of our work spaces to get to the visitation room and prisoners have to be lead out of the jail past employee spaces and exterior doors to get to the visitation room. The jail has several problems including an air handling system that exhausts into our employees work areas, inadequate cell designs, not enough cells, and very bad prisoner flow. Violent, out of control prisoners can often be heard throughout the building. We need more square footage for all department functions. The new facility should be designed to accommodate radio and computer equipment and updates to those systems as the technology ages and is replaced. All of our radio equipment and computers should be in a climate controlled room. Dispatch should also be air-conditioned and relatively close to the radio/computer room. The new building should incorporate video surveillance points in and around it with full video and audio coverage of all cells. Dispatch should be located near the front lobby with ready access to a secure, bullet proof, service counter/window. The front of the building should have passive barriers to vehicles. The dispatch supervisor's office should be very close to dispatch. We need more evidence storage room and a larger evidence lab.*

##### **4.2 Public Lobby**

- See Shared Spaces & Facilities

##### **4.3 Public Counter**

- Adjacent Police Lobby (See Public Lobby) and Dispatch
- Public Interface - From Chief Robl Questionnaire

*Our dispatch staff interfaces with the public 24/7. They issue various city licenses to residents and answer numerous questions posed by people that walk into the building looking for help or directions. Our jail staff also interfaces with the public 24/7. They often take in bail money being posted, accept and escort visitors for prisoners, and meet with attorneys, mental health personnel, clergy and others.*

- Reception Counters
  - 1 Current, 2 Future (1 ADA)
- Bullet resistant glass at counter with sound opening in or around edges of glass.
- Pull up or sliding bullet resistant opening at counter for receipt of mail, packages and small found property.
- Work Station at or adjacent counter.
- Visual and bullet resistant wall separating counter area access from Dispatch and other secure Police spaces.
- Panic button at counter.
- Security buttons controlling doors accessing secure police spaces, including "soft" interview room and Police Lobby.

- Space for outgoing mail.

4.4 Dispatch

- Adjacent to, but screened from Public Counter.
- Access to Dispatch controlled; accessible only by cleared personnel.
- 4 Dispatch consoles (one for training), clustered so Dispatchers look inward. Reference carousels at each end so all consoles served. Wiring under computer floor or in column from ceiling. Each station with 6 screens (currently 17" each).
- Video and TV screens on 2 walls so all Dispatchers can view.
- Maps on walls.
- Display board on wall.
- Wall mounted shelves or trays for each Dispatcher for notebooks, mail and headsets.
- Wall mounted shelves or trays for Pending Case Files.
- Key locker (keys for City facilities).
- Climate control; separate HVAC.
- Window on exterior police only area (such as a courtyard) or bullet resistant glass in high windows on public exterior.

4.5 Dispatch Supervisor

- Adjacent Dispatch.
- Door and window to Dispatch.
- Door to Department circulation.
- Work Station, 2 – Visitor chairs
- Provide space for future dispatch console?  
Yes No

4.6 Dispatch Work & File Room

- Adjacent to, but acoustically screened from Dispatch.
- Window to Dispatch.
- Adjacent to Public Service Counter / Work Station, but visually screened and separated by bullet resistant wall.
- Large copy machine (could also have small copy machine in the Public Service Counter area if difficult to make larger copier easily accessible).
- Printer, 2 shredders.
- Layout counter with cabinets above and below.
- Records Files: 3 – 4 drawer legal size case files, 10 year retention. Should number of files be increased for future? Yes No
- 2 - 2 drawer files.
- Mailing sorting. If possible provide through wall mail slots for staff, accessible on a corridor.
- Recommend Officer Inquiry Counter (obtain records info) on same corridor wall as mail slots.

4.7 Dispatch Break Room

- Adjacent Dispatch
- Window to Dispatch
- Kitchenette
  - Counter with sink, cabinets above & below.
  - Microwave
  - Refrigerator
- Small table with 2 chairs minimum
- Small couch? Yes No
- Possible share with Department with proper security control. (See 4.50)  
Yes No

- 4.8 Dispatch Toilet(s)
- Adjacent to Dispatch
  - Provide, select one:
    - Male & Female, each ADA with toilet and lavatory. (Recommend), or
    - Unisex ADA with Toilet and lavatory.
- 4.9 Dispatch Lockers
- Adjacent Dispatch, Toilet(s)
  - Not discussed. Suggest 12"x12"x15" high lockers for each Dispatch staffer for personal items, such as purses, meds, etc. (Assumes larger lockers in Department Locker Room for coats, work-out clothes, etc.)
  - Locate in Dispatch staff Entry.
  - Provide the small lockers for Dispatch?  Yes  No
- 4.10 Dispatch Radio / Computer Room
- Adjacent Dispatch.
  - Separate from IT Space.
  - Accessible to service vendors without breaching security of other Department areas.
  - Area 3 times existing.
  - Climate controlled.
  - Space for additional future equipment.
  - All equipment on UPS/Battery backup.
- 4.11 Soft Interview Room @ Lobby
- Adjacent Police Lobby, accessible from Department areas.
  - Decor suitable to meet victims.
  - Couch, chairs sufficient for a family to meet with police officers. Table with lamp.
  - Use as a safe haven for individual threatened with violence. Dispatch to have capability to lock Lobby door after individual enters room.
  - Wall and door between Interview Room and Lobby bullet resistant.
- 4.12 Officer Entry / Mud Room
- Staff "arctic vestibule" entry adjacent to secure police yard (official and staff parking).
  - Mud Room in or immediately following entry vestibule.
  - Concrete floor with drain.
  - Boot cleaning area.
  - Decon area with small dressing room. (This could be limited to one decon area off Sally Port?)
  - Raincoat hanging area.
  - Well ventilated.
- 4.13.1 Patrol Briefing / Squad Room
- In line of travel from Locker Room to Officer Entry.
  - In proximity to Dispatch and Jail.
  - Table seating for 6.
  - Counter for battery chargers with cabinets above and below.
  - TV/Video Screen.
  - Wall Maps.
- 4.13.2 Patrol Storage
- Adjacent Briefing Area.
- 4.14 Report writing / Officer Work Stations
- In line of travel from Officer Entry to Lockers Room.

- Six Work Stations with computers.
  - One Work Station for State Trooper.
  - Counter for small copy machine, printer, shredder. Cabinets above and under, for forms, miscellaneous storage.
  - 1 File drawer for each officer (15 future).
  - Display board.
- 4.15 Sergeants Offices
- Proximate Briefing Room.
  - Office Alternate -
    - a.  4 separate offices.
    - b.  4 work stations with one small Conference Room for 1 on 1 or up to 1 on 3 (saves some space, makes Department more open, and costs less to construct than 4 separate offices).
  - In each space whether 4 separate offices or 1 space with work stations provide bulletin board.
  - Provide other? \_\_\_\_\_.
- 4.16 Senior Officer Offices (future growth)
- Similar to 4.15 Sergeants.
  - a.  or b.
- 4.17 Interview Room - Shared
- See Investigations.
- 4.18 Investigations Offices
- Adjacent Interview & Polygraph.
  - Proximate to Chief, Lobby, Patrol, and Jail.
  - Provide; select one:
    - a.  Office for each investigator (2 current need; 3 future) or \_\_\_\_\_.
    - b.  Work Station for each investigator in one space, with area for counter and/or table for layout. (Serves some space, makes department more open, and costs less to construct.)
- 4.19 Hard Interview Room
- Adjacent Investigator Office
  - Is this room in addition to Interview Room in Jail? Yes No
  - Sterile interview environment; 2 chairs and table.
  - Multiple cameras and audio for observation of suspect. (No monitor room with window on interview room).
  - Sound isolated.
- 4.20 Soft Interview Room (Interview / Interrogation)
- Provide this room adjacent to Investigations in addition to Soft Interview at Lobby (described under 4.11). Yes No
  - Seat 2 officers and 3 others.
    - Table seating or  soft furniture, table with lamp?
- 4.21 Polygraph
- Adjacent Investigations Office.
  - Sound isolated room.
  - Space for equipment, operator and testee.



- 4.22 Evidence Package / Submit
- Proximate to Sally Port.
  - Counter-bag, label, scales.
  - Counter with sink & fume hood.
  - Evidence "slam" lockers, various sizes.
  - Evidence refrigerator – controlled access.
  - Biohazard/Blood Dry Room - controlled access.
  - Emergency shower/eye wash.
- 4.23 Evidence Receive / Process
- Adjacent Evidence Package/Submit
  - Proximate to Police Lobby, if possible.
  - Access slam lockers, refrigerator.
  - Counter or island workspace.
  - Access Biohazard/Blood Dry Room.
  - Drug burner.
- 4.24 Evidence Office or Work Station
- Adjacent Evidence Receive/Process.
- 4.25 Evidence Equipment & Supply Room
- Adjacent Evidence Receive/Process.
- 4.26 Evidence Storage
- Adjacent Evidence Receive/Process.
  - 600 sq. ft.  Current? or  future?
  - General – Design for rolling shelves.
  - Narcotics Room.
  - Valuables vault.
  - Weapons Room.
  - Refrigerator & Freezer.
  - Marijuana – vented to outside.
  - Found / Recovered Property.
- 4.27 Long Time Evidence / Records Storage
- Adjacency, no location critical.
  - Could be in a basement area.
  - Security critical.
  - 200 sq. ft. minimum.  current? or  future?
- 4.28 Dry Disposal Bin
- Accessible to Public at Police Lobby or exterior location.
- 4.29 Vehicle Impound Bay - See 4.68
- 4.30 Jail Booking
- Adjacent Sally Port secure vestibule.
  - Proximate Police Lobby for prisoner release.
  - Open Floor Area.
  - Cuffing Bench – seat 3 or \_\_\_\_\_?
  - Report Writing Counter.
  - Pre-Booking Counter
    - Bag Possessions.
    - Bag Evidence.

- Bedding Storage.
  - Temporary Evidence Lockers. Suggest 2 or \_\_\_\_\_?
  - Intoxilizer.
  - Fingerprint Station.
  - Photo Station.
  - Panic button at counter or island.
  - Video & audio surveillance.
  - Restraint Chair.
  - Food Receiving Station (for inmate meals). Describe \_\_\_\_\_.
- 4.31 Decontamination
- Adjacent Booking, proximate Sally Port.
  - Toilet.
  - Lav.
  - Shower.
  - Strip Search Area.
- 4.32 Control Room / Office
- Adjacent Booking.
  - On raised platform?  Yes  No
  - 3 Jailer Work Stations.
  - Case Files: 5 – 4 drawer.
  - Counter Pass Thru to Secure Corridor?
  - TV Monitors.
  - Key Rack.
  - Counter for forms, shredder, copy machine, and fax.
  - Window on Booking and Jail Circulation.
  - Video and monitoring equipment.
- 4.33 Jail Staff Toilet
- Adjacent Control Room.
- 4.34 Inmate Property
- Adjacent Booking.
  - Clothing belongings in:  Tubs on shelving, or  Lockers?
- 4.35 Uniform Storage
- Adjacent Booking.
- 4.36 Laundry
- Adjacent Booking.
  - Commercial Washer & Dryer.
  - Counter with deep sink, cabinets above and below.
- 4.37 Cleaning Supply
- Adjacent Booking.
- 4.38 Temporary Holding
- Adjacent Booking.
- 4.39 Cells - General
- Adjacent Booking
  - Arrange for visual and acoustical separation from each other; for separation of men, women, and juveniles.

- Video and audio surveillance
  - Inmate Exercise Room or Courtyard?  Room  Courtyard  Both  Neither
- 4.40 Male Cells
- Current Need - Total Capacity 9
    - 4 – 2 bed
    - 1 – 1 bed
  - Future Need - Total Capacity 13
    - 5 – 2 bed
    - 3 – 1 bed
- 4.41 Female Cells (have none now)
- Current Need - Total Capacity  2 or  4.
    - 2 – 1 bed  2 – 2 bed.
  - Future Need – Total Capacity \_\_\_\_\_? \_\_\_\_\_?
- 4.42 Juvenile Holding (have none now)
- Current Need – 1
  - Future Need \_\_\_\_\_?
- 4.43 "Crisis" Cell
- For severely intoxicated or mentally ill.
  - Design for easy cleaning and sanitizing.
- 4.44 Prisoner Visitation Room(s)
- Adjacent Booking Area.
  - Proximate Police Lobby.
  - For visitations by attorneys and families.
  - Prisoner side with single seat, separated from visitor side by secure wall. Viewing window with sound opening.
  - Visitor side with seating for
    - one  three, or  \_\_\_\_\_?
  - Counter at window
  - Provide
    - one  two viewing rooms.
- 4.45 Chief's Office
- Proximate Police Lobby, Lieutenant, Investigations.
- 4.46 Lieutenant's Office
- Proximate Police Lobby, Chief, Investigations
  - Lieutenant serves as Internal Affairs officer; meets privately with public.
- 4.47 Armory / Weapons Repair, Clean
- Adjacent Fire Range, if possible.
  - Weapons storage in concrete or masonry shell.
  - Weapons storage fronted by Repair, cleaning room with workbench.
  - Ventilated spaces.
- 4.48 Firing Range
- Adjacent Armory / Weapons Cleaning, if possible.
    - Provide Cleaning Room adjacent Range if adjacency to Armory / Weapon Cleaning not possible.
  - For Patrol Guns and Rifles.

- Consider secure access by other agencies (such as, State Troopers) without entering Police Security.
  - Recommend locate to minimize contact with main building; however police expressed desire to locate in basement. In either case range construction should be isolated from adjoining construction.
  - Number Lanes: 6 ideal, 4 sufficient, 2 workable.
  - Length Lanes: 75 ft. ideal, 25 ft. minimum. (unless directed otherwise, space needs will show 6 lanes 75 ft. long).
- 4.49 Range Support
- Control Room for Trainer or Supervisor.
  - Bullet Trap.
  - Gun Cleaning Room if Department Armory / Repair cleaning not adjacent.
  - Male & Female Toilet.
  - Storage Room.
  - Space for Mechanical System.
  - Locker Rooms for visiting users?  Yes  No
- 4.50 Break Room
- Proximate Jail.
  - Outside wall, if possible.
  - Kitchenette
    - Counter with sink, cabinets above & below.
    - Microwave
    - Refrigerator
    - Table seating for 4 – 6
    - Some soft furniture  Yes  No
- 4.51 Shower & Locker Rooms - General
- Adjacent Exercise Room – See Shared Spaces.
  - Full size lockers for every employee.
  - Larger lockers for sworn officers.  Yes  No
  - If possible locate Male & Female Locker Rooms back to back so separation wall can be relocated in event ratio changes substantially.
  - Recommend increase locker room space by at least 20% (not necessarily provide lockers) for minor staff increases or minor changes in Male & Female ratio. (See below)
- 4.52 Men's Locker Room
- Current Need –  $22 \times 1.20\% = 26$
  - Future Need –  $12 \times 1.20\% = 31$
- 4.53 Women's Locker Room
- Current Need –  $9 \times 1.20\% = 11$
  - Future Need –  $12 \times 1.20\% = 14$
- 4.54 Men's Toilet & Shower
- Current Need – 2 urinal, 1 toilet, 2 lav, 1 shower
  - Future Need – 2 urinal, 2 toilet, 2 lav, 2 shower
- 4.55 Women's Toilet & Shower
- Current Need – 1 toilet, 1 lav, 1 shower
  - Future Need – 2 toilet, 2 lav, 1 shower

- 4.56 Training Room / EOC
- See Shared Spaces & Facilities
- 4.57 Exercise & Physical Training
- See Shared Spaces & Facilities
- 4.58 Bunk Room (could be shared with Fire)
- Locate in as quiet an area as possible.
  - Space for 2 beds.
  - Cot storage.
- 4.59 Uniform Storage
- Space for new uniforms.
- 4.60 Laundry
- This was noted, but have no information.
  - Provide?  Yes  No
  - Locate where? \_\_\_\_\_ (have included in Jail; perhaps note was for this).
- 4.61 IT Room
- Small work station.
  - Workbench
  - Storage
- 4.62 City Electronics Equipment Room
- Separate from Radio Equipment
  - Provide?  Yes  No
- 4.63 General Storage
- Central to Department
- 4.64 Facilities Maintenance
- Work Bench
  - Storage
- 4.65 Janitor & Supply
- Locate one each floor (if 2 story).
- 4.66 Building Mechanical & Electrical Equipment
- 4.67 Sally Port
- Adjacent Jail and Patrol via secure vestibule.
  - Prefer  single door access  drive through access.
  - 1 or  2 Van or patrol car with clear space around vehicle when all car doors open.
  - Enclosed, heated space.
- 4.68 Vehicle Impound Bay
- Adjacent to Evidence
  - Space for 1 vehicle with clear space around vehicle when doors are open.
  - Enclosed, heated space.
- 4.69 Vehicle Impound Storage
- Adjacent Police Yard
  - Covered and security fenced.
  - Space for 10 cars.

- 4.70 Police Vehicles - Enclosed Parking
- Space for 2 SUV's, 2 Patrol cars, 2 smart carts.
- 4.71 Police Vehicles - Covered Parking
- Space for 2 SUV's, 1 Patrol car, 2 snowmobiles, Go Kart on 24' trailer.
- 4.72 Police Vehicle - Open Parking
- Officers take vehicles home.
  - On duty parking for 2 SUV's, 2 Patrol cars.
- 4.73 Staff Parking - Open
- In secure Police Yard
  - 7 Current Need
  - 19 Future Need  Correct? \_\_\_\_\_
- 4.74 Public Parking
- 10 Current Need
  - 14 Future Need
  - Does this include State Trooper and other police agency parking?  Yes  No
  - If no, where is this parking? \_\_\_\_\_
  - What is preferred way for State Troopers to enter the facilities (consider access to Patrol work station, Jail, and Range  Park with Public, then enter through Lobby, or  Park in secure Police Yard, accessing through gates, then entering building through officer Entry, and Firing Range  Other \_\_\_\_\_.
- 4.75 Vehicle Wash
- See Shared Spaces & Facilities
- 4.76 K-9 Facility
- Adjacent Officer Entry
  - Enclosed, heated kennel for \_\_\_\_\_? dogs, or  Dogs come in building and go home with K-9 Officer.
  - Food Storage Cabinet  Yes  No
- 4.77 Emergency Generator
- See Shared Spaces & Facilities
- 4.78 Bicycle Storage
- Found or stolen bikes
  - Covered space to hold 40 bikes.
  - Suggest locating along public property side so that individuals attempting to recover a bike can view through chain link fence.
- 4.79 Police Yard
- Fenced or walled area adjoining building.
  - Enter via controlled access gate; one primary gate, a second or emergency gate preferably off another street.
  - Yard to house open Police Parking, Police Staff Parking and provide access to Officer Entry, Vehicle Sally Port, Vehicle Impound Storage, Police vehicles Enclosed Parking, Police Vehicle Covered Parking, Police Vehicle Open Parking, and Staff Open Parking.
- 4.80 Camera Surveillance
- Security cameras cover all public exterior areas on property, public interior spaces, jail, vehicle sally port, and Police yard.
  - Monitored by Dispatch.

**5.0 SHARE SPACES & FACILITIES**

**Contents**

- 5.1 General
- 5.2 Public Lobby & Toilets
- 5.3 Training Room / EOC
- 5.4 Exercise & Physical Training
- 5.5 Vehicle Wash
- 5.6 Emergency Generator
- 5.7 Refuse

## **5.0 SHARED SPACES & FACILITIES**

### **5.1 General**

- The following spaces could be shared by Fire and Police.

### **5.2 Public Lobby & Toilets**

- There are a number of ways to configure the Public Lobby and related spaces for the Fire and Police Departments, ranging from:
  - 1) Completely separate, with entrances some distance apart; each with Public Toilets.
  - 2) Mostly separate, in that there is one weather vestibule with doors to separate Lobbies each with Public Toilets.
  - 3) Somewhat Shared, in that there is one weather vestibule into a shared Main Lobby with common Public Toilets, and separate smaller Lobbies for Fire and Police each of which could be secured from the Main Lobby.
  - 4) Completely shared in that there is one weather vestibule into a shared single Lobby with common Public Toilets and Counters directly on the Lobby for Fire and Police.
- No decision required at this time.
- These 4 configurations will be diagrammed to help decide which to use or modify. The building area required for each will not be substantially different.
- Things to consider:
  - The Fire Watch Office Counter is staffed during the day; the Police Public Counter is not staffed but is served by Dispatch as needed. In configuration 4 (described above) there could be a tendency for the public seeking the police to go to Fire because the position is staffed; putting an unnecessary work load on that position.
  - The traffic to and from Police would include victims, jail visitors and inmates being released; as well as those seeking information and licenses; whereas traffic to Fire includes those seeking burning permits, preparedness and fire prevention information, loaner chimney brushes and tours.
- Things to include:
  - Waiting areas.
  - Public Toilets.
  - Fire Display Area to include Homer's first Fire Engine and small water trailer, other memorabilia.
  - Police Display Area include memorabilia.
- Character of space should be open and inviting.
- Adjacencies include:
  - Fire Watch Counter.
  - Fire Marshal & Plans Review Access.
  - Access to loaner chimney brushes.
  - Police Public Counter.
  - Soft Interview / Safe Refuge Room.
  - Jail Visitor Access & inmate Release.
- Area Requirement
  - Large enough to hold class of Elementary School children touring the Facility.
- Camera Surveillance of Entrances and Lobby(s).

### **5.3 Training Room / EOC**

- Locate between Fire and Police.
- Secure access back to Police.
- Adjacent Fire Kitchen.
- Adjacent Toilets.



- Training Room capacity:
  - 25 Current Need, 33+ Future
  - Seating at tables, facing front.
- Equipment:
  - White boards, bulletin boards.
  - Projector and Screen.
  - Television?  Yes  No
- Support Spaces
  - EOC supplies and equipment in tubs stored in wall cabinets; provide power and telephone connections.
  - Rescue Annie CPR storage in wall cabinets.
  - Work Counter.
  - Chair and Table Storage.

5.4 Exercise & Physical Training

- Locate between Fire and Police
- Secure access back to Police.
- Proximate to Toilets & Showers for both Departments, if possible.
- Exercise Equipment. Please provide information:
  - Police currently have about 10 pieces of equipment plus free weight area.
  - Fire currently has 2 pieces of equipment plus free weight area.
  - Design for about 24 pieces of equipment or \_\_\_\_\_?, plus following:
- Free weight area.
- Mat area 24' x 24' or equivalent - say 600 sq. ft., configured for mat layout.
- Space for 3 heavy bags.
- Separate (wall or folding wall) Mat & heavy bag area from equipment and weight lifting?  
 Yes  No
- Storage Room.

5.5 Vehicle Wash – done at Public Works Currently

- Accessible to both Fire and Police. (Fire Only ) (Police & Fire Shared )
- Area sized to largest Fire Apparatus.
- Indoor with humidity control?  Yes  No
- Storage for cleaning supplies.

5.6 Emergency Generator

- Probable re-use of existing packaged generator.
- Locate near building power entrance and convenient for service.

5.7 Refuse

- Shared by Fire and Police if possible; may be difficult because of other adjacency requirements, and the need to have Refuse area on a street property line, allowing access by the service provider without going into secure area.