



# PORTSMOUTH, NEW HAMPSHIRE

## Police Department Facility Study

LAVALLEE|BRENSINGER ARCHITECTS

Manchester, NH

in association with:

ARCHITECTS DESIGN GROUP





August 4, 2014

Mr. Stephen DuBois  
Chief of Police  
Portsmouth Police Department  
3 Junkins Avenue  
Portsmouth, New Hampshire 03801

**RE: Portsmouth Police Department  
Detailed Spatial Needs Assessment – Summary Report  
ADG Project No. 910-13**

Dear Chief DuBois:

Architects Design Group (ADG), in association with Lavallee Brensinger Architects (LBA), is pleased to present the summary report of our building programming study, for the proposed new headquarters for the Portsmouth Police Department (PPD). The ADG/LBA Team has met with and interviewed all key personnel within the department to better familiarize ourselves with the operational and organizational structure of the organization.

We have completed the Spatial Needs Programming with the direct input of the PPD staff, the PPD Commission, John P. Bohenko, City Manager, Peter Rice, Director of the Department of Public Works, and have concluded that the facility requirements for the proposed new headquarters should entail the spatial allocations identified within the following chart.

**Spatial Need:**

The programming documentation process began with the issuance of our detailed questionnaire to the key staff members. The staff, in turn, completed the questionnaires that were provided, with the questionnaire focusing on specific areas such as historic staffing levels, services provided by each Unit, requirements for specialized equipment, operational adjacencies, technology requirements, and a general assessment of their current working environment. In the initial effort, interviews and facility tours were conducted. These interviews were just the beginning of the documentation process.

The ADG/LBA architectural team developed a draft report of each interview, then met a second time with the staff representatives to qualify that the information was accurately defined. A significant emphasis was put into the identification of spaces that could be shared, or multi-purpose, in our collective efforts to streamline the efficiency of the documented spatial needs

resulting in the program attached within this report. A third review of the spatial allocations was conducted with the staff and additional reductions were discussed and incorporated into the final report to further increase the efficiency of the program.

<b>SPATIAL NEEDS Portsmouth Police Department</b>			
<b>Current / Year</b>	<b>Year 2015</b>	<b>Year 2025</b>	<b>Year 2035</b>
	62,252 SF	64,429 SF	66,005 SF

The proposed facility program for a new facility includes the following areas as noted:

- Public Access Areas
- Admin: Office of the Chief
- Admin: Personnel and Training
- Records and Courts
- Patrol Division
- Booking and Intake
- IT / Communications
- Auxiliary
- Detectives Division
- Computer Crimes
- S.E.R.T.
- Property and Evidence
- Fleet Maintenance
- Firing Range
- Facility Services
- Facility Support Areas

Consideration has been given to combining the Firing Range and the Fleet Maintenance program components into a combined, two-story stand-alone structure. This facility would equate to 16,657 SF leaving the PDHQ at 49,348 SF. Alternatively there is a consideration of combining a Police Department Parking Garage and Firing Range into a single three-story structure.

Police headquarter facilities are best located in downtown areas where they can have a direct and positive impact on the urban core. Understanding the land constraints in downtown Portsmouth, consideration has been given to multiple development options that limit site size requirements. These include: a taller and more compact headquarters, parking structure / firing range, and stacked firing range / fleet maintenance facility.

### **Department History:**

The Portsmouth Police Department currently occupies 38,000 NSF<sup>1</sup> (roughly 48,000 GSF<sup>2</sup>) in the former Portsmouth Regional Hospital building which is located at 3 Junkins Avenue. In 1991, the Department moved from 28 Penhallow Street. The current location is part of a renovated Municipal complex that includes the City Hall. The Police Department occupies portions of the lower three floors of the former hospital, which was designed in 1975.

Deficiencies in the current facility are primarily based upon the result of the law enforcement program being forced into an existing hospital footprint. The square footage of the main structure approximately meets the program requirements of the Department; however it is significantly less efficient than if the structure had been designed for Law Enforcement. Due to the “adaptive re-use” of this existing structure, the organizational adjacencies are split across three stories and are, in some cases, directly adjacent to public program components that are located in City Hall.

The precast concrete structure limits renovation potential and imposes a heavy structural grid on the interior spaces. Major liabilities to a safe, functional, and compliant police facility exist when spaces are ‘shoe-horned’ into a tight existing structural grid. These liabilities include: HVAC intake located at street level rather than on the roof, compromised organizational adjacencies that limit ideal relationships between divisions, and complex ‘workarounds’, in an attempt to comply with national standards such as CALEA<sup>3</sup> and CJIS<sup>4</sup>.

In addition to poor spatial organization, the building also suffers from a deteriorated exterior envelope. Water intrusion and window leaking is a major problem in this critical facility. There is also an ongoing rodent infestation. In July 2013, a major fire gutted the firing range located on the basement level. A renovation of the PPD cannot be limited just to the Police Station, since the police department program is embedded in the City Hall structure. A major renovation would likely require bringing the entire wing and facility up to code.

Site access is limited and not secure. Vehicular access off Junkins Avenue and Mt. Vernon Street does not include any security provisions standard for a law enforcement facility such as

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<sup>1</sup> NSF: Net square footage; inside of building, “usable” space.

<sup>2</sup> GSF: Gross square footage; perimeter of building, including wall thicknesses, etc.

<sup>3</sup> CALEA: Commission on Accreditation for Law Enforcement Agencies.

<sup>4</sup> CJIS: Criminal Justice Information Services.

gates or privacy fencing/walls. Site security is required based on the fact that police officers and their equipment tend to be high profile targets. Examples of this are that the police fleet has experienced: slashed tires, vandal damage to equipment and officers cars have been gone through. In addition, the personal safety of officers and staff is at risk without a secure means of entry and exit from the site. For example: after an arrestee was released, he hid out back and waited for the arresting officer to exit, and challenged him.

**Staffing Analysis:**

The Portsmouth Police Department comprises 81 full-time employees which includes 61 Officers and 4 part-time employees, and is complemented by an additional 27 auxiliary employees. Since FY 2000, the number of total full-time employees has dropped from 92 to 81, representing a reduction in total staffing of 12%. Projections for full-time employees for the Department are identified in the following chart and defined in departmental sections to follow.

<b>Portsmouth Police Department Staffing Projections:</b>				
Fiscal Year	FY 2015	FY 2020	FY 2025	FY 2030
Total Staffing	81	87	92	95
Sworn Officers	61	65	68	71

**Site Planning Considerations:**

With the size of the physical facility defined, logically the next planning efforts will shift towards the identification of site location candidates. With the noted consideration that is being given to combining the Firing Range and the Fleet Maintenance facilities into a stand-alone structure on the campus of the Police Headquarters building, this would equate to a two-story structure of 16,657 SF for the Range/Fleet building. There is also consideration being given to a combined Parking Garage and Firing Range in a single, three-story structure.

When one also takes into consideration the local property values, this would lead one to believe that it is likely a two to three-story headquarters structure should be evaluated due to the high cost of property in this area to keep the overall site size required for development down as it directly correlates to land acquisition costs and accordingly to the overall project development

costs. This would likely entail a two-story PDHQ structure of 49,348 SF with a footprint of 24,674 SF.

For the purposes of determining the appropriate site size, it is recommended for the City to consider not only the current need of the Department, but also for the foreseeable future, and use the identified spatial needs of the FY 2035 as defined in this report, a total build-out for planning purposes.

A standardized planning tool is to project that due to local land development regulations, it is reasonable to expect that one parking space for every 300 gross square feet can be anticipated. A Range/Fleet structure would require minimum parking and as such, we would anticipate that approximately ten spaces be allocated for this structure.

When planning for the headquarters, this calculation would require approximately 165 parking spaces be provided. A mix of publicly-accessible parking and secured staff parking is to be provided, with an average of 25% (42) being allocated for the public and the remaining 123 spaces being allocated for the secured staff parking areas; 30 spaces for the PPD Fleet, and the balance for full-time, part-time, sworn, auxiliary, and civilian staff. When one considers that each parking space is allocated 375 gross square feet, then we can assume that 65,625 gross square feet will be needed solely for the parking areas thus defining that the site allocated for parking would require a minimum of 1.5 acres, and close to 2.0 acres when adding in the drive lanes and vehicle staging areas for Fleet Maintenance. Note that depending on site constraints the option for a potential parking garage would affect the site area required for Police parking.

Standard land development site planning guidelines also require site amenities including areas allocated for storm water management, open green space, setbacks and buffers, dumpster enclosures, fire rescue vehicles accessibility, a central energy plant, etc. Even more importantly when planning a critical infrastructure facility, is the planning given toward future expansion, not of just the building, but also to the site development considerations previously noted.

As a general planning tool, it is appropriate to consider sites based upon the following site program components.

For a **two-story** development, we would consider the following:

- Headquarters Building Footprint      24,674 SF
- Range/Fleet Building Footprint      16,657 SF
- *Alternate: combined Parking  
Garage / Firing Range*      *(18,000 SF)*
- Parking and Drive Lanes      85,313 SF
- Subtotal:      126,644 SF
  
- Required Site Amenities @ 25%      32,113 SF
- Future Expansion @ 15%      19,267 SF
- Subtotal:      51,380 SF
  
- Cumulative Total:      178,024 SF or 4.10 Acres

For a **three-story** development, we would consider the following:

- Headquarters Building Footprint      18,000 SF
- Range/Fleet Building Footprint      16,657 SF
- *Alternate: combined Parking  
Garage / Firing Range*      *(18,000 SF)*
- Parking and Drive Lanes      85,313 SF
- Subtotal:      119,970 SF
  
- Required Site Amenities @ 25%      29,993 SF
- Future Expansion @ 15%      17,996 SF
- Subtotal:      51,380 SF
  
- Cumulative Total:      167,960 SF or 3.85 Acres

If properties of this size are not available, options to reduce the site size needed include developing a three-story headquarters, eliminating the future expansion considerations, expand on a separate parcel, and possibly locating the Firing Range beneath the Fleet Maintenance building.

In looking at the three-story option, one must recognize that it is typical for approximately 40-60% of the program functions are desirable to have located on the ground floor for public accessibility, ease of access for the Patrol/Operations Division, etc. The costs associated with the additional landings on each of the elevators, the additional stair towers, replicated plumbing cores, etc., all add to the development costs in comparison to the relatively minor reduction in the building's footprint of approximately 6,674 square feet.

**Development Options:**

Without critical information from the site selection and master planning process, it is impossible to create a useful conceptual project budget. Land procurement, number of building stories and site development costs greatly impact the overall project cost. Once the site selection and master planning phase is initiated and completed, the ADG/LBA Team will be able to include conceptual cost estimates for each development option.

**Development Option "A":**

This option would construct the facility to accommodate the projected need of Year 2025.

**Development Option "B":**

Build to the year 2025 w/shelled-out space for 2035: This option would construct the facility to accommodate the projected need of year 2025 to consist of 47,772 SF for the Portsmouth PD Headquarters and shelled-out (unfinished) space of 1,577 SF for the projected need of year 2035.

**Development Option "C":**

Build to the Year 2035 need.

This option would construct the facility to accommodate the projected need of Year 2035.



**Development Option “D”:**

Build to the Year 2035 as an Addition/Renovation to the Existing Facility. This renovation / addition option would construct the facility to accommodate the projected need of Year 2035. See below for additional concerns about Option “D”.

**Conclusions and Recommendations:**

In conclusion, while we assume that the construction cost of Development Option “D” would be lower, we would not recommend proceeding with the Addition / Renovation approach to the old Hospital structure as it is approaching nearly 40 years in age. Additional costs that are currently undetermined must be accounted for they include, but are not limited to: temporary headquarters; moving the Department twice (out of current facility into temporary facility, back from temporary facility into renovated facility); renovation scope would likely expand past Police Department to include City Hall; additions to existing building would likely be required; and unexpected issues raised during the demolition process.

As defined in the development options, the minimum development size proposed is for the identified needs of FY 2025 at 64,429 SF. The difference between FY 2025 and FY 2035 is only 1,576 SF more. Development Option “B” offers the opportunity to build for the FY 2025 needs, and to have a plan for the growth to reach the FY 2035.

It is Development Option “B” that the ADG/LBA team is recommending for consideration of implementing. This option allows for internal growth for the next 10-12 years, and a plan for the additional ten years to bridge out to FY 2035 with the shelled-out space. This is a strategic approach to planning for the anticipated growth as it places the shelled-out space directly within or adjacent to the units in the department that are identified to grow in the detailed spatial needs assessment.

August 4, 2014  
Portsmouth Police Department  
ADG Project No. 910-13

Chief DuBois, we are available to respond to any questions or comments that may arise from the review of this final report. Thank you for this opportunity to collaborate with you and your team of professionals there at the Portsmouth Police Department.

Respectfully submitted,



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President, Architects Design Group / ADG Inc.



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## **Spatial Needs Assessment**

# Program / Spatial Needs Assessment

## Executive Summary

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	1.0	Public Access Areas		5,129	5,129	5,129
	2.0	Administration - Office of the Chief		4,007	4,007	4,169
	3.0	Administration - Personnel and Training		3,874	3,874	3,874
	4.0	Records & Courts		2,371	3,095	3,338
	5.0	Patrol Division		5,100	5,478	5,851
	6.0	Booking & Intake		4,288	4,288	4,396
	7.0	IT / Communications		2,522	2,964	3,094
	8.0	Auxiliary		1,196	1,196	1,274
	9.0	Detectives Division		3,947	4,228	4,228
	10.0	Computer Crimes		520	520	520

# Program / Spatial Needs Assessment

## Executive Summary

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
11.0: Seacoast Emergency Response Team  13.0- 14.0: Consideration is being given for combining Fleet Facilities and Range Facilities in a separate structure, or as part of a parking structure.	11.0	S.E.R.T.		2,478	2,673	2,673
	12.0	Property & Evidence		2,894	2,894	3,299
	13.0	Fleet Facility		8,055	8,055	8,055
	14.0	Firing Range		8,809	8,809	8,809
	15.0	Facility Services		4,290	4,290	4,290
	16.0	Facility Support Areas		2,080	2,080	2,158
	<b>17.0</b>	<b>Total</b>		<b>61,560</b>	<b>63,579</b>	<b>65,157</b>

# Program / Spatial Needs Assessment

## 1.0 Public Access Areas

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
1.0: Hookups for press located outside of building for coverage of Emergency Events.	<b>1.0</b>	<b>Public Access Areas</b>				
1.2: Restrooms to be ADA compliant.	1.1	Public Lobby		280	---	---
1.3: Provide two (2) rooms with fingerprinting capability and direct access (controlled) to the secure side of the facility.	1.2	Public Restrooms @ 240 S.F. each		(2) 480	---	---
1.5: Capacity for 100 people. Provide operable wall partition; room able to break down into one (1) 60-person room and one (1) 40-person room. Access available from secured side of the building as well as from Public Lobby.	1.3	Victim / Witness Interview Rooms with Entry Vestibule		(2) 180	---	---
1.6: Double tiered lockers.	1.4	Information Kiosk		20	---	---
1.8: Training / Public Accessible Meeting Room outfitted with Emergency Event Call Back equipment. Close proximity to Dispatch.	1.5	Training / Public Accessible Meeting Room		2,500	---	---
1.9: Serves as the "greeter". Two (2) positions. One to be ADA compliant. Provide ballistic glass.	1.6	Locker Bank		200	---	---
	1.7	Training / Public Accessible Meeting Room Break / Vending Area		140	---	---
	1.8	Event Call Center Bank		25	---	---
	1.9	Front Desk (Office)		120	---	---
	1.10	Recycling Bin / Paper to be Shredded Bin Storage Room		---	---	---
	1.11	Subtotal		3,945	---	---
	1.12	Efficiency Factor @ 30%		1,184	---	---

# Program / Spatial Needs Assessment

## 1.0 Public Access Areas

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
1.12: General allowance for space utilized for corridors, wall thicknesses, etc.	1.13	Total		5,129	0	0
	1.14	Cumulative Total			5,129	5,129

# Program / Spatial Needs Assessment

## 2.0 Administration - Office of the Chief

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>2.0</b>	<b>Administration - Office of the Chief</b>				
	2.1	Reception / Waiting		80	---	---
	2.2	Administrative Assistant with Files (Future)		---	---	80
	2.3	Executive Assistant with Files		120	---	---
2.4: Accommodate up to 20 people.	2.4	Command Staff Conference Room		500	---	---
2.5: Includes 20 S.F. for a fire safe.	2.5	Chief of Police with Fire Safe		240	---	---
2.6: Associate with 2.5.	2.6	Restroom Facility		120	---	---
2.8: Use as intern / light duty workspace.	2.7	Deputy Chief's Office		200	---	---
2.9: If possible, provide an exterior break space.	2.8	Reference Library / Flex Use Space		140	---	---
	2.9	Small Break Room		140	---	---
	2.10	Secured Files Storage		80	---	40
	2.11	Copy / Work Room		120	---	---
2.12: Would also serve as Chaplain and intern work space.	2.12	Police Commissioner's / Flex Use Office		140	---	---
2.13: Provide entry vestibule.	2.13	Administrative Restrooms @ 64 S.F. each	(2)	128	---	---



# Program / Spatial Needs Assessment

## 2.0 Administration - Office of the Chief

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>Administrative Services</b>					
	2.14	Administrative Manager's Office		180	---	---
	2.15	Business Office Assistant		160	---	---
	2.16	Part-Time Data Entry Clerk		140	---	---
2.17: Associate with 2.1, 2.2, 2.3, 2.5, 2.7 and 2.12.	2.17	Storage Closets @ 20 S.F. each	(6)	120	---	---
	2.18	Secured Files Storage Room		120	---	---
	2.19	Office Bulk Supply Storage		240	---	---
	2.20	Subtotal		2,968	0	120
2.21: General allowance for space utilized for corridors, wall thicknesses, etc.	2.21	Efficiency Factor @ 35%		1,039	0	42
	<b>2.22</b>	<b>Total</b>		<b>4,007</b>	0	162
	2.23	Cumulative Total			<b>4,007</b>	<b>4,169</b>

# Program / Spatial Needs Assessment

## 3.0 Personnel & Training

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
3.0: Combine with Admin.	<b>3.0</b>	<b>Personnel &amp; Training</b>				
3.1: If located next to Admin, can share the reception / waiting room for that area and eliminate this space.	3.1	Reception / Waiting		80	---	---
	3.2	Senior Secretary's Office		120	---	---
	3.3	Training Officer / Range Master Office		140	---	---
	3.4	Lieutenant's Office		160	---	---
3.5: Use vertical carousel filing system	3.5	Secured Personnel Files Storage Room		120	---	---
3.6: Accommodate 6-8 people.	3.6	Conference Room / Reference Library		200	---	---
	3.7	Large Production / Work / Supply Room with Printers		220	---	---
3.8: If located next to Admin, share Break Alcove.	3.8	Break Alcove		40	---	---
	3.9	Physical Agility (Gym)		1,000	---	---
	3.10	Defensive Tactics Lab		600	---	---
	3.11	Defensive Tactics Lab Storage		100		
3.12: Locate near Patrol.	3.12	Quartermaster Storage		200	---	---
3.13: Site Improvements.	3.13	Simulator Training Room		---	240	---

# Program / Spatial Needs Assessment

## 3.0 Personnel & Training

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
3.15: General allowance for space utilized for corridors, wall thicknesses, etc.	3.14	Subtotal		2,980	---	---
	3.15	Efficiency Factor @ 30%		894	---	---
	<b>3.16</b>	<b>Total</b>		<b>3,874</b>	---	---
	3.17	Cumulative Total			<b>3,874</b>	<b>3,874</b>

# Program / Spatial Needs Assessment

## 4.0 Records & Courts

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>4.0</b>	<b>Records &amp; Courts</b>				
4.1: One (1) window needs to be ADA compliant.	4.1	Public Access Service Window with Computer Terminal		(2) 120	---	---
4.2: With recycling / shredding storage.	4.2	Copy / Work Room		140	---	---
	4.3	Office Manager's Office @ 140 S.F. each		(2) 280	140	---
	4.4	Records Clerk Workstation		---	48	---
4.5: Open cubicle layout.	4.5	Assistant / Intern Workstation		48	48	---
	4.6	Prosecutor's Office with Meeting Space @ 160 S.F. each		(2) 320	160	160
	4.7	Victim Advocate's Office		120	120	---
4.8: Mobile Storage Unit Active files.	4.8	Records / File Storage		120	---	---
4.9: Archived files for Records & Courts.	4.9	Secured Archived File Storage @ 200 S.F. each		(2) 400	---	---
	4.10	Break Alcove		40	---	---
	4.11	Restrooms @ 64 S.F. each		(2) 128	---	---
4.12: Associate with 4.7.	4.12	Storage Closets @ 20 S.F. each		(2) 40	20	20

# Program / Spatial Needs Assessment

## 4.0 Records & Courts

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
4.14: General allowance for space utilized for corridors, wall thicknesses, etc.	4.13	Subtotal		1,756	536	180
	4.14	Efficiency Factor @ 35%		615	188	63
	<b>4.15</b>	<b>Total</b>		<b>2,371</b>	724	243
	4.16	Cumulative Total			<b>3,095</b>	<b>3,338</b>

# Program / Spatial Needs Assessment

## 5.0 Patrol Division

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>5.0</b>	<b>Patrol Division</b>				
	5.1	Weapons Storage Room		60	---	---
5.2: Accommodate six (6) stations. Provide forms storage above.	5.2	Report Writing with Storage	(6)	150	---	---
	5.3	Mail Room		140	---	---
5.4: Provide counter with charging stations. Accommodate up to 16 people.	5.4	Roll Call Room		400	---	---
5.5: Shared space. Provide three (3) desks with file storage for 6-7.	5.5	Sergeant's Office (approximately 14' x 24')		340	---	---
	5.6	Shift Commander's Office		160	---	---
5.6: Shared space. Provide one (1) desk and file storage for two (2).	5.7	Captain's Office		180	---	---
	5.8	Secured Equipment Storage Room		120	---	80
	5.9	Storage @ 20 S.F. each		20	---	---
5.9: Associate with 5.7.	5.10	Locker Rooms • Male • Female • Honor Guard	(112) (71) (10) (10)	1,568	(20) (80) (14) ---	280 196 ---
5.10: Lockers at 14 S.F. each; includes locker, access space and bench. Honor Guard requires full-height lockers and is located in a separate room. Locate near gym.	5.11	Explorer's Room		180	---	---
	5.12	Bunk Rooms @ 80 S.F. each	(2)	160	---	---
5.13: Multi-purpose office.	5.13	Employee Resource Office		160	---	---

# Program / Spatial Needs Assessment

## 5.0 Patrol Division

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
5.14: Provide wash down area.  5.17: General allowance for space utilized for corridors, wall thicknesses, etc.	5.14	K-9 Kennel		80	---	---
	5.15	K-9 Storage Room		60	---	---
	5.16	Subtotal		3,778	280	276
	5.17	Efficiency Factor @ 35%		1,322	98	97
	<b>5.18</b>	<b>Total</b>		<b>5,100</b>	378	373
	5.19	Cumulative Total			<b>5,478</b>	<b>5,851</b>

# Program / Spatial Needs Assessment

## 6.0 Booking & Intake

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
6.0: CCTV installed throughout.	<b>6.0</b>	<b>Booking &amp; Intake</b>				
6.1: Accommodate 4 vehicles with drive through capability.	6.1	Vehicle Sallyport (24' x 48") (2 bays)		1,152	---	---
6.3: Accommodate 2-3 motorcycles.	6.2	Decontamination / Detainee Wash-Down Area		20	---	---
	6.3	Motor Unit Storage		80	---	80
	6.4	Large Bulk Evidence Storage Rooms		Refer to Section 12.0 - Property & Evidence, Item 12.16		
	6.5	Security Vestibules @ 80 S.F. each	(2)	160	---	---
	6.6	Booking Room (Male & Female)		220	---	---
	6.7	Holding Cells <ul style="list-style-type: none"> <li>• Male, Multi-Occupancy @ 220 S.F.</li> <li>• Male, Single Occupancy @ 80 S.F.</li> <li>• Male, ADA Compliant @ 100 S.F.</li> <li>• Female / Juvenile @ 80 S.F.</li> <li>• Female / Juvenile, ADA Compliant @ 100 S.F.</li> </ul>	(1) (2)	220 160 100	---	---
	6.8	Secured Interview Room		80	---	---
	6.9	Property Room / Temporary Evidence Lockers		80	---	---
	6.10	Restroom (Booking Officer)		64	---	---
6.11: Off Sallyport.	6.11	Laundry Facilities		100	---	---



# Program / Spatial Needs Assessment

## 6.0 Booking & Intake

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
6.15: Secured window between Bailer and defendant.  6.16: With interior window for observation by Patrol Shift Supervisor, and access to central corridor.  6.18: General allowance for space utilized for corridors, wall thicknesses, etc.	6.12	Dedicated / Secure Release Area		120	---	---
	6.13	Intoxilyzer Room		80	---	---
	6.14	Fingerprinting Room		60	---	---
	6.15	Bail Commissioner Room		100	---	---
	6.16	Juvenile Observation Room		120	---	---
	6.17	Subtotal		3,176	---	80
	6.18	Efficiency Factor @ 35%		1,112	---	28
	<b>6.19</b>	<b>Total</b>		<b>4,288</b>	---	108
	6.20	Cumulative Total			<b>4,288</b>	<b>4,396</b>

# Program / Spatial Needs Assessment

## 7.0 IT / Communications

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
7.3: Associate with 7.1.	7.0	<b>IT / Communications</b>				
		<b>IT Department</b>				
	7.1	Secured Equipment Storage		120	---	---
	7.2	IT Assistant's Office with Equipment Storage and Files		160	---	---
	7.3	IT Lab		160	---	---
	7.4	Manager's Office with Meeting Space		180	---	---
	7.5	IT Assistant (Future)		---	120	---
	7.6	Server Room		220	---	---
	7.7	Fire Suppression Tank Supply		40	---	---
	7.8	HVAC (Liebert Unit)		80	---	---
	7.9	UPS Equipment Room		80	---	---
		<b>Communications</b>				
7.10	Supervisor's Office (Future)		---	120	---	
7.11	Call Takers / Dispatch Positions @ 100 S.F. each	(4)	400	100	100	

# Program / Spatial Needs Assessment

## 7.0 IT / Communications

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
7.12: If possible, provide an exterior break area also.  7.14: Off Patrol.         7.19" General allowance for space utilized for corridors, wall thicknesses, etc.	7.12	Break Room with Lockers		200	---	---
	7.13	Copy Alcove		40	---	---
	7.14	Officer's Access Window		40	---	---
	7.15	Storage Room		60	---	---
	7.16	Unisex Restroom		80	---	---
	7.17	Radio Room		80	---	---
	7.18	Subtotal		1,940	340	100
	7.19	Efficiency Factor @ 30%		582	102	30
	<b>7.20</b>	<b>Total</b>		<b>2,522</b>	442	130
	7.21	Cumulative Total			<b>2,964</b>	<b>3,094</b>

# Program / Spatial Needs Assessment

## 8.0 Auxiliary

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>8.0</b>	<b>Auxiliary</b>				
8.1: Includes lockers at double-tiered; 30 in total.	8.1	Auxiliary Multi-Purpose Room		600	---	---
	8.2	Storage Room (Uniform and Equipment)		160	---	60
	8.3	Mini Break Area		40	---	---
	8.4	Supervisor's Office		120	---	---
	8.5	Subtotal		920	0	60
8.6: General allowance for space utilized for corridors, wall thicknesses, etc.	8.6	Efficiency Factor @ 30%		276	0	18
	<b>8.7</b>	<b>Total</b>		<b>1,196</b>	0	78
	8.8	Cumulative Total			<b>1,196</b>	<b>1,274</b>

# Program / Spatial Needs Assessment

## 9.0 Detectives Division

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
9.0: Try to locate near Patrol.	<b>9.0</b>	<b>Detectives Division</b>				
9.1: Accommodate 3-4 people.	9.1	Reception / Waiting		60	---	---
9.2: Window to reception.	9.2	Administrative Assistant with Files		80	---	---
	9.3	Break Alcove		40	---	---
9.4: Area for the Departmental plotter.	9.4	Copy / Work Room		120	---	---
	9.5	Detective's Workstation @ 64 S.F. each	(10)	640	(2) 128	---
	9.6	Captain's Office		180	---	---
9.7: Accommodate 20 people.	9.7	Conference Room		500	---	---
	9.8	Secured File Storage Room		120	---	---
	9.9	Sergeant's Office		140	---	---
	9.10	Lieutenant's Office		160	---	---
	9.11	Secured Equipment Storage		120	---	---
	9.12	Cold Case Files / Work Room 2 Workstations		180	---	---
	9.13	Storage @ 20 S.F. each		20	---	---
9.13: Associate with 9.6.	9.14	Crime Scene Technician Workstation (double)		120	---	---

# Program / Spatial Needs Assessment

## 9.0 Detectives Division

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
9.20: General allowance for space utilized for corridors, wall thicknesses, etc.		<b>Interview Suite</b>				
	9.15	Secured Waiting Area		80	---	---
	9.16	Interview Rooms @ 80 S.F. each		(3) 240	80	---
	9.17	Interviewee Restroom		64	---	---
	9.18	Observation Equipment		60	---	---
	9.19	Subtotal		2,924	208	---
	9.20	Efficiency Factor @ 35%		1,023	73	---
	<b>9.21</b>	<b>Total</b>		<b>3,947</b>	281	---
	9.22	Cumulative Total			<b>4,228</b>	<b>4,228</b>

# Program / Spatial Needs Assessment

10.0 I.C.A.C.

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>10.0</b>	<b>Computer Crimes</b>				
	10.1	Sergeant's Office		140	---	---
	10.2	Administrative Assistant with Files		---	120	---
10.3: Provide anti-static flooring.	10.3	Computer Forensic Workroom		200	---	---
	10.4	Secured Evidence Storage		60	---	---
10.5: Provide location near a secured entrance.	10.5	Evidence Viewing		See Interview Suite in Section 9.0 - Detective Bureau 9.16		
	10.6	Computer Examiner Workstation (double)		120	---	---
	10.7	Subtotal		400	---	---
10.8: General allowance for space utilized for corridors, wall thicknesses, etc.	10.8	Efficiency Factor @ 30%		120	---	---
	<b>10.9</b>	<b>Total</b>		<b>520</b>	---	---
	10.1	Cumulative Total			<b>520</b>	<b>520</b>

# Program / Spatial Needs Assessment

11.0 S.E.R.T.

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
11.0: Seacoast Emergency Response Team.	<b>11.0</b>	<b>S.E.R.T.</b>				
	11.1	Commander's Office		160	---	---
11.2: Accommodate 15 people; also include a storage closet. Provide double doors into Ready Room.	11.2	Planning / War Room		375	---	---
11.3: Lockers: 3' x 3' x 4' = 21 S.F. each.	11.3	Tactical Ready Room with Lockers	(15)	315	(5) 150	---
11.5: Accommodate two (2) vehicles. Provide pull-down charging and double doors (side by side).	11.4	Armory with Ammunition Storage		120	---	---
11.6: Associate with 11.5.	11.5	Vehicle Sallyport (28' x 32')		896	---	---
11.8: General allowance for space utilized for corridors, wall thicknesses, etc.	11.6	Secured Equipment Storage		40	---	---
	11.7	Subtotal		1,906	150	---
	11.8	Efficiency Factor @ 30%		572	45	---
	<b>11.9</b>	<b>Total</b>		<b>2,478</b>	195	---
	11.10	Cumulative Total			<b>2,673</b>	<b>2,673</b>



# Program / Spatial Needs Assessment

## 12.0 Property & Evidence

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>12.0</b>	<b>Property &amp; Evidence</b>				
	12.1	Evidence Drop		120	---	---
	12.2	Evidence Retrieval		140	---	---
	12.3	Evidence Technician Work Area		140	---	---
	12.4	Storage		60	---	40
12.5: Optional, depending on location in building.	12.5	Restroom		64	---	---
12.6: Square footage also noted in Section 6.0 Booking & Intake, Item 6.4.	12.6	Bulk Evidence Storage with Large Exterior Door		320	---	---
	12.7	Unsolved Homicide Storage		160	---	---
	12.8	Cash / Valuables Vault		80	---	---
	12.90	Weapons Vault		120	---	80
	12.10	Narcotics Vault		120	---	60
	12.11	Crime Scene Laboratory with Decontamination		220	---	80
	12.12	Crime Scene Storage with Temporary Lockers		80	---	---
	12.13	Officer Access Counter		60	---	---

# Program / Spatial Needs Assessment

## 12.0 Property & Evidence

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
12.14: Locate with 12.7.	12.14	Long Term Storage		60	---	---
	12.15	Freezer Bank		60	---	---
12.16: Locate off Sallyport Area.	12.16	Temporary Bulk Material Storage Room @ 40 S.F. each		(2) 80	---	40
12.17: Locate in Storage Facility. Outside of main structure.	12.17	Bicycle Storage		260	---	---
	12.18	Vehicle Evidence Processing Bays		See Section 13.0 - Fleet, Item 13.2		
	12.18	Subtotal		2,144	---	300
12.19: General allowance for space utilized for corridors, wall thicknesses, etc.	12.19	Efficiency Factor @ 35%		750	---	105
	<b>12.20</b>	<b>Total</b>		<b>2,894</b>	---	405
	12.21	Cumulative Total			<b>2,894</b>	<b>3,299</b>

# Program / Spatial Needs Assessment

## 13.0 Fleet Facility

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>13.0</b>	<b>Fleet Facility</b>				
13.1: Provide heaters and hot water. Drive thru capability is preferable, with double doors. 14' height. <u>Bay purpose:</u> <ul style="list-style-type: none"> <li>• Maintenance Bay w/ lift</li> <li>• Maintenance Bay w/ lift</li> <li>• Crime Scene van</li> <li>• Speed trailers</li> <li>• Water barriers/cones/ trailers</li> <li>• Motorcycles</li> <li>• Secured vehicle evidence storage</li> </ul>	13.1	Maintenance / Equipment Storage 6 Bays @ 18' x 50'		(6) 5,400	---	---
	13.2	Vehicle Evidence Processing Bays (Secured) @ 18' x 30'		(2) 540	---	---
	13.3	Fleet Office		140	---	---
	13.4	Tools Storage		60	---	---
	13.5	Parts Storage		120	---	---
	13.6	Tire Storage		220	---	---
	13.7	Fluid Management System Storage		100	---	---
	13.8	Restroom		64	---	---
	13.9	Work Counter with Wash-Down / Eyewash		80	---	---
	13.10	Air Compressor Room		100	---	---
	13.11	Community Policing with Bike Storage		180	---	---
		13.12	Subtotal		7,004	---
13.13: General allowance for space utilized for corridors, wall thicknesses, etc.	13.13	Efficiency Factor @ 15%		1,051	---	---

# Program / Spatial Needs Assessment

## 13.0 Fleet Facility

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	13.14	Total		8,055	---	---
	13.15	Cumulative Total			8,055	8,055

# Program / Spatial Needs Assessment

## 14.0 Firing Range

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
14.0: Possible combine with either Fleet Building or as a level in Parking Garage.  14.2: Also serves as the control point for those entering the range.  14.3: Accommodate 10 people at 35 S.F./person.  14.6: Provide a minimum of 4 sinks. Can be combined with 14.9.  14.7: Provide with roll-up exterior door for palette receiving.  14.9: Provide 12 stations at 30 S.F./station.  14.10: Includes "Eyes & Ears" protection storage racks.  14.11: 4 Lanes at 4' wide; 2 Lanes at 5' wide. If a 75-yard range is required, this will add 1,950 square feet to the program.  14.12: 18' x 26".  14.13: 25' x 26".	<b>14.0</b>	<b>Firing Range</b>				
	14.1	Entry Vestibule		140	---	---
	14.2	Armorer's Office / Control Room		160	---	---
	14.3	Training Classroom		350	---	---
	14.4	Staff Restrooms @ 180 S.F. each		(2) 360	---	---
	14.5	Utility Room (Props / Equipment Storage)		200	---	---
	14.6	Wash Room		140	---	---
	14.7	Armory / Ammunitions Storage		320	---	---
	14.8	Range Control Room			See Item 14.2	
	14.9	Weapons Cleaning Room		360	---	---
	14.10	Range Entry Vestibule		100	---	---
	14.11	6-Lane Range @ 50 yards		3,900	---	---
	14.12	Firing Line		468	---	---
	14.13	Trap		650	---	---
	14.14	Simunitions Training Room		480	---	---

# Program / Spatial Needs Assessment

## 14.0 Firing Range

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
14.15: Can be combined with Fleet Maintenance Space.  14.16: Can be combined with Fleet Maintenance Space.  14.18: General allowance for space utilized for corridors, wall thicknesses, etc.	14.15	Mechanical Room		240	---	---
	14.16	Electrical Room		140	---	---
	14.17	Subtotal		8,008	---	---
	14.18	Efficiency Factor @ 10%		801	---	---
	<b>14.19</b>	<b>Total</b>		<b>8,809</b>	---	---
	14.20	Cumulative Total			<b>8,809</b>	<b>8,809</b>

# Program / Spatial Needs Assessment

## 15.0 Facility Services

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
15.0: Locate near Booking.	<b>15</b>	<b>Facility Services</b>				
	15.1	Stair Towers		(3) 720	---	---
	15.2	Elevators		(2) 160	---	---
	15.3	Elevator Equipment Rooms @ 60 S.F. each		(3) 180	---	---
	15.4	Employee Restrooms with Showers @ 400 S.F. each		(2) 800	---	---
	15.5	Employee Restrooms @ 200 S.F. each		(4) 800	---	---
	15.6	Employee Central Break Room		280	---	---
	15.7	Food & Dry Goods Storage		60	---	---
	15.8	Full Service Kitchen		180	---	---
	15.9	Laundry and Decontamination Room		120	---	---
	15.13	Subtotal		3,300	---	---
	15.14	Efficiency Factor @ 30%		990	---	---
	<b>15.15</b>	<b>Total</b>		<b>4,290</b>	---	---
15.14: General allowance for space utilized for corridors, wall thicknesses, etc.	15.16	Cumulative Total			<b>4,290</b>	<b>4,290</b>

# Program / Spatial Needs Assessment

## 16.0 Facility Support Areas

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
	<b>16</b>	<b>Facility Support Areas</b>				
	16.1	Mechanical Rooms - HVAC Equipment @ 200 S.F. each		(2) 400	---	---
	16.2	Electrical Equipment Room		160	---	60
	16.3	Telecommunications Equipment - Primary Room		120	---	---
	16.4	Data Communications Hubs @ 60 S.F. each		(3) 180	---	---
	16.5	Janitor's Service Closet @ 60 S.F. each		(2) 120	---	---
	16.6	Exterior Maintenance Equipment Storage		140	---	---
16.7 Calculated at one-half actual square footage (480 SF) as this is not typically an air-conditioned enclosure.	16.7	Emergency Generator Enclosure		240	---	---
	16.8	Emergency Generator Supply Room		60	---	---
16.9: 25 spaces for non-specialty vehicles and 5 spaces for specialty vehicles.	16.9	Rolling Assets Storage • 30 vehicles		---	---	---
	16.10	Maintenance Supply / Work Room / Workspace		180	---	---



# Program / Spatial Needs Assessment

## 16.0 Facility Support Areas

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 910-13

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Existing Area	Phase I YEAR: 2015	Phase II YEAR: 2025	Phase III YEAR: 2035
16.12: General allowance for space utilized for corridors, wall thicknesses, etc.	16.11	Subtotal		1,600	0	60
	16.12	Efficiency Factor @ 30%		480	0	18
	<b>16.13</b>	<b>Total</b>		<b>2,080</b>	0	78
	16.14	Cumulative Total			<b>2,080</b>	<b>2,158</b>