

PROGRAMMING QUESTIONNAIRE

Feasibility Study Ipswich Fire and Police Stations	HKT Project No.: 21831
Name / Title: Chief Paul A. Nikas	
Department / Division: Police Department	
Phone / Email: P2nikas@ipswichpolice.org 978-356-6626 (O) 978-375-4347 (C)	
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General Information

Function: Please respond to the following questions:

F1. Please describe the primary functions / activities / duties of your department in as much detail as possible.

Full service LE patrol functions within the Town of Ipswich. This includes evidence storage, records keeping, firearms license processing, mooring requests, detectives division, SRO, DARE, Community Resource Unit (CRU), IT officer, Marine patrol, and Emergency Management.

F2. Identify any functions / activities / duties that you would like to see your department perform now and in the future that are not currently being done and for whom?

Addition of a traffic enforcement division patrolled via motorcycle. Addition of a police K9 team.

F3. Please describe how the current dispatch / communications situation and your preferred placement for this function.

The ECC is located within the Police Station at the public entrance and serves as the main lobby and first public contact point. There are two dispatch positions in the ECC area. They are designated as "primary" and "secondary." The secondary position is only used during critical incidents, such as fires, severe storms, large pre-planned events and when the primary position is off-line due to repair or service.

Operations: Please respond to the following questions:

O1. How many visits by members of the public do you receive on an average day? Are there times of day / year that are busier than others? Please explain.

The PD/ECC receives approximately 25-30 walk-ins per day. This high number is a result of the PD serving as the Town's primary "off hours" pick-up point for numerous applications, licenses and committee packets. The departments that utilize this service include, but is not limited to; shellfish, harbors, emergency management, Town Clerk's Office, Planning Dept.,

Conservation Office, Health Office and numerous town committees. The primary times for public activity in the main lobby are between 9am- 9pm.

O2. What functions / activities / duties within your department have direct interaction with the public?

All LE functions interact with the public daily and dispatchers greet the public every time they enter our building. Harbors interacts with the public year round, as well, to process mooring/dock applications (Jan-April) and marine patrol functions (May – Dec). Shellfish Dept patrols and interacts with the public daily. Animal Control patrols and interacts with the public daily.

O3. Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future?

The building shares no space with the community. It should have a training/meeting room available to the public, as well as other town departments/committees. It should also serve as the town’s EOC during severe weather and events. We do share parking spaces with the general public. We do not have any secure/private parking for staff or most town vehicles/trailers/boats.

O4. Does your department have any special or specific security or safety concerns? Please explain.

The outside needs more secure areas for police, harbor, EM, and shellfish vehicles, trailers and boats. The building needs outside cameras and secure access points into the facility.

Emergency Events: Please describe any special requirements or needs during emergency events. Possible examples might include water, fuel or communication needs, outside assistance or changes to parking or queuing.

An electrical generator is essential to run our communications, RMS, CAD and other LE functions. We do not function as an EOC, but we should have this capability in the future. Snow removal operations need to be addressed so officers do not need to return to station and shuffle vehicles to clear emergency access.

Staffing Organization

Please provide an organizational chart for your department, if available, and complete the table below. Please include current staffing and possible projected staffing until the year 2039.

Position	Staffing Projections				FTE	PTE	Comments
	2019	2024	2029	2039			
<i>Example: Chief</i>	1	1	1	1	X		<i>Manages Department</i>
<i>Example: Staff Title</i>	1	2	2	3	X		<i>Staff Member of Division B</i>
Chief of Police	1	1	1	1			Manages Department
Captain	0	0	1	1			Department Executive Officer
Lieutenant	1	1	1	2			Department Executive Officer
Sergeant	5	5	5	5			Shift Supervisor
Patrolman	18	18	18	20			Patrol

Conf. Admin Assistant	I	I	2	2			Administrative Asst & Records

Space Needs Requirements

The next section deals with space needs for your department. This section is divided into four parts. The first part deals with general questions regarding existing and future space needs. The second part deals with general space requirements for your department including things such as public, lobby, conference, locker rooms, lunch room and other support facilities. The third part is devoted to individual office and/or workstation requirements. Storage requirements will be covered in the fourth part. Parking or vehicle storage needs will be addressed in the next section.

Please provide as much detail as possible to the questions. Your responses will help to guide programming discussions with the Design Team.

Existing and Future Space Needs: Please respond to the following questions:

E1. What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.

The current facility has poor space for LE operations, evidence storage, firearms storage, IT storage (servers) and records keeping. There is no office space for training classes, harbors, EM, shellfish or animal control to complete office work. We do not have any meeting rooms outside the Chief's office, which can only accommodate 5-7 people max. Male locker room is poorly configured, with low ceiling and no room for expansion. Female locker room is an ad hoc space created to meet minimum standards to provide lockers to house three female officers. There is no privacy in either locker room for bathrooms or showers.

E2. What are your conference / meeting space needs? How often are meetings held? How many people attend your meetings? Can you share meeting facilities with the fire department or the public? What equipment is required in different meeting spaces?

We need a meeting/training classroom with modern IT equipment (audio/visual equipment) that could be a shared space with Fire Dept and public. Classroom size should be able to accommodate 20 -25 people, with restroom facilities, outside of the secured section of the building.

E3. Describe centralized file, archived file and secure storage needs. How many linear feet of active files / records are accessed daily? How many linear feet of files / records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files / records be maintained off-site or digitized?

We do not have a centralized filing system. Our files are broken up into various areas of the current building due to space limitations. We keep 2 yrs of active court files in the Detective/Lieutenant Office and two yrs of payroll and grant files in the Administrative Assistant's office. Archived court, payroll and grant files are keep in the attic along with firearms records, daily log reports and old case files dating back to the 1950s. Unknown how many "linear feet" of files are needed. We would be interested in digitizing files if financially viable, but off-site would not be recommended.

General Space / Support Facility Requirements: Please provide a list of key spaces used by your department. If you have an idea of how large an existing space is or any distinguishing features, please note that.

Space	Size (L x W)	Quantity	Comments
<i>Example: Lobby</i>	<i>Existing 10 x 12</i>	<i>1</i>	<i>House officer, seating, access to public toilets</i>
<i>Example: Conference Rm</i>	<i>Existing 14 x 18</i>	<i>2</i>	<i>Needs multiple lighting levels, flat screen monitor with computer hook-up</i>
<i>Example: Lunch Room</i>	<i>Seating for 10</i>	<i>1</i>	<i>Kitchenette with sink, microwave, full size refrigerator, water cooler, vending machine</i>
<i>Example: Locker Rooms</i>	<i>?</i>	<i>1 male / 1 female</i>	<i>x male lockers, x female lockers</i>
<i>Lobby</i>	<i>13X11</i>	<i>1</i>	<i>Two seats and drug drop off box.</i>
ECC	16X12	1	Two dispatch positions and files
Dispatch Office/Lockers	?	1	Lockers, computer area, fridge & cabinet space
Chief Office	?	1	Credenza, Desk, cnf table, file cabinets, supply shelf, locker
LT/Detective Office	?	1	3 Desks, computers, files, printer
Interview Room	?	1	Conf table, closet for Det/Lts clothes

Admin Asst Office	?	I	Desk, files (interior room no window)
Roll Call/Lunch Room	?	I	3 work stations, Sgt Desk, dinner table, evidence locker, kitchenette, copier, gun rack, radio/body camera racks
Bathrooms	?	I male/ I female	Female bathroom is ADA for both
Interrogation/Interview Room	?	I	Desk, audio/video ability
Server room	?	I	E911 tower, RMS/CAD Server Tower, MIRCS pc, photo ID pc, fingerprint processer tank, AC'd
IT Office	?	I	Desk, pc. Converted juvenile cell space
PBT/Booking Rm	?	I	PBT machine, pc, holding bench
Fingerprint/Prisoner Processing room	?	I	Prisoner property lockers, Crossmatch fingerprint machine, holding chair, phone, and prisoner photo area
Cell Block	?	I female, 3 male	Cells
Sally port	?	2	I sally port is storage space, I for prisoner movement.
Janitor room	?	I	Built room in area of storage sally port
Gym	?	I	Workout equipment (Old sally port)
Locker rooms	?	I male, I female	In basement, poor ventilation, too small, no privacy
Armory (weapons)	?	I	Firearms storage and evidence
Armory (ammunition)	?	I	Firearms training equipment and ammunition storage.
Electrical Room	?	I	Electrical panels, storage shelves ad file cabinets
Misc space	?	I	Vacant hallway space with sewerage pumps, and sump pump
Crawl space	?	I	Earthen crawl space under portion of building
File storage	?	I	Located in open attic, not climate controlled on built in shelves
Storage	?	I	Located in attic, not climate controlled, on built in shelves on free standing shelves
Evidence Room	?	I	Located in locked, closed off space in attic. Not climate controlled but under video surveillance at all times.
Communication Equipment	?	I	Located in section of attic, not climate controlled. Free standing

Office and/or Workstation Requirements: Please list any specific individual needs for staff in your department.

Think about the work performed: Do they have private meetings during the day? If so, with how many people. Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Could they work at a shared work surface assigned on a daily or even hourly basis?

Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers / copiers?

Office (private) or Workstation (open)	Individual Needs for files, copiers etc.	Comments
<i>Example: Private Office for Chief</i>	<i>Desk with return, Lateral files, bookcase, small table for 4, whiteboard</i>	<i>Acoustic privacy required. Access through admin assistant's area is preferred.</i>
<i>Example: Workstation for Admin Assistant</i>	<i>Desk with return, Lateral files, copier/printer</i>	<i>Control point for visitors</i>
<i>Example: Report Writing</i>	<i>Shared workspace for 4</i>	<i>Computer access, shelving, flexible</i>
Lobby	Seating area, informational desk	First public contact area with employees
Training Room / EOC	Seating for 20-25 people, audio/visual equipment, kitchenette, storage space	Training room for town staff and a public meeting room area. Doubles as EOC when needed. MIRCS room?
Public bathroom	Unisex bathroom	For use of public and training room/EOC users
ECC	Two dispatch positions, file cabinets, greeting window, etc	Main dispatch area for all of public safety operations
Dispatch Office	Desk, pc, files	Office of the Chief Dispatcher
Dispatch Lockers	Lockers and kitchenette area	Personal space for dispatchers
Chiefs Office	Credenza, desk, file cabinets, meeting room/table, closet, shelving	Personal office of Chief
Executive Officer Office	Credenza, desk, file cabinets, shelving, closet	Personal office of XO
Detectives Office	2 desks, shelves, file cabinets, closet	Space to work in private on sensitive cases
Roll Call Room	White board, table, seating for 10, evidence locker, firearms rack, radio/body camera rack, pc,	Daily roll call during shift changes and space for officers to prepare for patrol duty
Dining Area	Kitchenette, table, seating, tv, coffee area	Space for officers to prepare/ eat food and relax
Sergeants Office	Desk, pc, phone, file cabinets	Area for on duty sergeants to work out of, should be adjacent to Roll Call room.
Harbor Office	Desk, pc, phone, file cabinets	Area for harbor officer to work from and to keep harbor records
Shellfish/ACO Office	Desk, pc, phone	Shared space for shellfish constable and aco to work and write reports in RMS. Could be used for report writing too
Report Writing area	3 pc positions with table	Area for officers to write reports
Admin Assistant Office	Desk, pc, file cabinets, phone	Adjacent to Chief's office
Records Management	Filing Space for records storage	Adjacent to Admin Assistant office
IT Office	Desk, pc, shelves, file cabinet	Office space for IT Sgt to work on RMS/CAD, servers, etc. Would need CAT5 wiring to tunnel into systems
Server Room	ACd room to house all Dept servers and IT equipment	Room for expansion
Prisoner Booking Room	Secure area to process prisoners	PBT, pc, Crossmatch fingerprint machine, holding bench, photo area, prisoner property lockers, storage for cell block items (blankets, ect)

Cell Block	2 male, 1 female, 1 restraint cell	Sight/sound separate male/female cells
Sally Port	1 sally port to transfer prisoner from cruiser to processing	Preferred drive through sally port

Storage Requirements: Please list any specific storage needs for your department.

Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access (i.e. *paper is stored in a locked room in an adjacent building or all equipment used in conference rooms needs to be moved from one floor to another x times a day/week*). Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material - Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Comments
<i>Example: Office Supplies</i>	<i>Currently stored in three 8' x 8' rooms</i>	<i>S</i>	<i>Needs to be adjacent to admin offices</i>

Town-Owned Vehicles

Apparatus: Please respond to the following questions regarding your vehicles.

V1. Do you perform light maintenance on your vehicles in-house?

Yes, very little.

V2. Do any department owned vehicles go home with employees at night?

Yes, Chief and Lieutenant.

Vehicle/Equipment Storage: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to your specific department’s vehicles and equipment. Please provide overall vehicle sizes: Small = 8 'x 10', Medium = 8 'x 20' (typical car), Large = 12' x 30', X-Large = 12' x 40' or larger. Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique features (i.e. electric vehicles, handicap van, etc.).

Vehicle Type	Vehicle Projections				Size				Comments
	2019	2024	2029	2039	S	M	L	XL	
<i>Example: Cruiser/Truck/ Assigned Vehicle</i>	3	3	5	6		x			<i>Parking lot</i>
<i>Ex: Command/Off Road vehicle</i>	2	2	3	4				x	<i>Indoors</i>
Command cars	2	2	2	2		X			outdoors
Patrol/EM cars	8	8	9	9		X			outdoors
PU Trucks	3	3	3	3		X			outdoors
Off Road ATVs	2	3	3	3	X				Covered/indoors
HUMVEE	1	1	1	1		X			Covered
Radar Trailer	1	1	1	1	X				indoors
Patrol Boats	2	2	2	2			X		Covered –winter-with power supply
Special OPS Trailers	2	2	2	2			X		Covered, with power supply
Shellfish Boat	1	1	1	1		X			outdoors

Other

Other Information: Please respond to the following questions:

1. Please provide information on your current detainee processing area. Include information related to sally port, booking vestibule, booking, cell blocks, interview room, surveillance room, shower area, and storage.

See above in facility needs.

2. Please provide information on your evidence submission and evidence storage areas.

See above in facility needs.

3. Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as: *we want to provide an open atmosphere, but our work is too sensitive because...*).

We want the building to be considered a “community building,” with areas useful to the general public, such as a meeting room or classroom, while maintaining our need for secure areas to conduct public safety functions. To add to that, if the surrounding areas could provide outdoor space for community events that can be supported because the facility is there, that would be a great selling point. This could include open green spaces for public lawn events, outdoor dog spaces, or even a veterans/police/fire combined monument park.