



Ipswich Police Department

Conceptual Space Needs Program
May 15, 2012



Area/Room Title	No. of spaces	Program Rm. Are	Sut	Total Areas	Comments
Public					
Lobby & Vestibule	1	400 sf	400 sf		Inc. Forms/Desk/Drop Box
Training / E.O.C. Room / Community Room	1	1000 sf	1000 sf		Available to Public
Kitchenette	1	75 sf	75 sf		
Chair/Table Storage	1	75 sf	75 sf		
Public Restrooms	2	60 sf	60 sf		
MIRCS / Firearm ID Room	1	75 sf	75 sf		
Public Interview Room	1	100 sf	100 sf		"Soft" Interview Room
				1,785 sf	
Reception/Communications					
Reception Desk / Workstation	1	50 sf	50 sf		
E911- Communications/Dispatch	1	575 sf	575 sf		Incl. Lead Comm. Office
O.I.C. (Communications Chief)	1	130 sf	130 sf		
Storage / File Room	1	30 sf	30 sf		
Break Room	1	50 sf	50 sf		
Lockers	1	50 sf	50 sf		
Unisex Toilet / Shower	1	80 sf	80 sf		Shower not common
Communications Equipment Room	1	150 sf	150 sf		Incl. E-911 & Telephone
				1,115 sf	
Records					
Reception Desk	1	50 sf	50 sf		
Work Area	1	75 sf	75 sf		W/ photocopier
Active Record Storage	1	120 sf	120 sf		High density file storage
Accident Report File Storage	1	60 sf	60 sf		High density file storage
Archive Storage	1	500 sf	500 sf		In Basement? Off-site?
				805 sf	
Patrol Division					
Squad Room (Roll call)	1	300 sf	300 sf		Use for sm.grp.train/ meetings
Report Preparation (w/ photocopier alcove)	1	240 sf	240 sf		5 Computer workstations
Shared Sergeant's Office (O.I.C.)	1	360 sf	360 sf		4* Work Stations + support
Patrol Equip. Stor. (Shotguns, Defibs& Camers)	1	80 sf	80 sf		*3 shifts + one floater
Traffic Office	1	130 sf	130 sf		
Traffic Storage	1	40 sf	40 sf		
				1,150 sf	
Community / Special Services					
Harbors Office	1	120 sf	120 sf		
Shellfish Office	1	120 sf	120 sf		
Training Office	1	120 sf	120 sf		
Emergency Management Office	1	150 sf	150 sf		
Misc. Storage		60 sf	60 sf		
				570 sf	



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Detective Division					
Secure computer terminal	1	40 sf	40 sf		LEAPS
Detectives	1	240 sf	240 sf		2 Workstations
Interview Rooms	2	90 sf	180 sf		One-way glass to Det. Off.
Observ./ Media Room	1	75 sf	75 sf		Cybercrimes?
Supply/Equipment Storage	1	25 sf	25 sf		
				560 sf	
IT / Data Services					
IT Office	1	150 sf	150 sf		
Server & UPS Room	1	200 sf	200 sf		
IT Storage	1	25 sf	25 sf		
				375 sf	
Command / Administration					
Reception/waiting	1	80 sf	80 sf		
Administrative Assistant	1	110 sf	110 sf		
Chief's Office	1	220 sf	220 sf		
XO's Office	1	180 sf	180 sf		
Lt.'s Office	1	150 sf	150 sf		
Work Room / Coffee Station	1	75 sf	75 sf		Shared
File Room	1	75 sf	75 sf		
Closet	1	10 sf	10 sf		
Conference Room	1	300 sf	300 sf		12-15 Seats
				1,200 sf	
Staff Support Facilities					
Male Restroom/Shower	1	175 sf	175 sf		
Male Locker Room	1	450 sf	450 sf		30 lockers (w/chargers)
Sgt. Locker Room	1	100 sf	100 sf		6 lockers (w/chargers)
Fitness / Tactical Training	1	800 sf	800 sf		
Female Restroom/Shower	1	90 sf	90 sf		
Female Locker Room	1	100 sf	100 sf		6 lockers (w/chargers)
Male Staff Restrooms	3	50 sf	150 sf		
Female Staff Restrooms	3	50 sf	150 sf		
Special Ops Equip. Storage Room	1	150 sf	150 sf		
Break Room	1	80 sf	80 sf		
Coffee Station	1	5 sf	5 sf		
Mail Room	1	25 sf	25 sf		Email station
Armory	1	160 sf	160 sf		
Gun Cleaning Station	1	80 sf	80 sf		W/exhaust hood
				2,515	



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Evidence					
Evidence Receiving / Tagging / Holding	1	75 sf	75 sf		w/ pass through
Evidence Processing	1	100 sf	100 sf		w/ computer station and dryer
Evidence Laboratory	1	180 sf	180 sf		Suggested
Evidence Storage Room	1	300 sf	300 sf		High Density Storage system
Firearms Storage	1	15 sf	15 sf		
Drug Storage	1	10 sf	10 sf		
Found Property Room	1	240 sf	240 sf		In Out Building?
				920 sf	
Processing & Detention					
Sally Port	2 bay	480 sf	960 sf		1 as temp. Veh.Evidence Bay
Secure Storage	1	50 sf	50 sf		
Decontamination Toilet	1	50 sf	50 sf		Shower + WC
Temp Holding/Processing Cell	1	150 sf	150 sf		Capacity:6
Prisoner Processing Station	1	100 sf	100 sf		w/Personal Prop. Lockers
Intoxilyzer / Mugshot / AFIS Stations	3	25 sf	75 sf		
Interview Room	1	80 sf	80 sf		"hard" interview
Handicapped Access Cells (1M,1F&1J)	3	115 sf	345 sf		
Additional Male Cells	2	100 sf	200 sf		
Non-Status Offender Holding Room	1	60 sf	60 sf		Observable, non-lockable
				2,070 sf	
Building Services					
Bicycle Patrol Storage	1	100 sf	100 sf		
Motorcycle Patrol Storage	1	200 sf	200 sf		
Elevator	1	65 sf	65 sf		
Elevator Machine Rm.	1	65 sf	65 sf		
Stairs	2	175 sf	350 sf		
Janitor Closets	2	15 sf	30 sf		One per floor
Boiler Room	1	200 sf	200 sf		
HVAC Equip	1	250 sf	250 sf		
Electrical Switchgear Room	1	100 sf	100 sf		
Emergency Electrical Room	1	50 sf	50 sf		
Exterior Storage	1	300 sf	300 sf		
				1,710 sf	
Net Total				14,775 sf	
Gross Area Total (Net:Gross Ratio = 1:1.35)				19,950 sf	