



# Middleborough Police Dept.



## Space Needs Assessment - DRAFT

Date September 1, 2015

#	Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	Interview Notes
<b>Shared Areas</b>								
<b>Public</b>								
102	Vestibule	13.3	0	1	80 sf	80 sf		Walk off mat for sand, debris 15' recommended - may extend into lobby)
161	Lobby/Waiting		4	1	450 sf	450 sf		Waiting area for 4 - 6 People.
	Public Toilets	7.2	0	2	70 sf	140 sf		
112	Public Interview	5.4	2	1	120 sf	120 sf		Soft Interview with sound attenuation on the doors.
	Digital Kiosk							Should contain area for forms incase digital portions breaks down
113	Firearm permit interview	5.3	2	1	100 sf	100 sf		MIRCS Computer, fingerprint scanner, camara, photo-grey background, ink finger print area & storage. Layout should keep applicant away from officer's right side.
	<b>Public Total:</b>					<b>890 sf</b>		



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<b>Training / EOC / Meeting</b>										
101	EOC/Training/Community Mtg.	3.2	50	1	1170	sf	1170	sf		
119	Storage / AV System	6.2	0	1	25	sf	25	sf	Fire Arms Simulation Training?	
134	Table and Chair Storage	6.7	0	1	120	sf	120	sf		
	Kitchenette	6.5	0	1	80	sf	80	sf		
<b>Training Facilities Total:</b>								<b>1395</b>	<b>sf</b>	
<b>Combined Dispatch Center</b>										
126	Communications Positions	4.2	3	1	525	sf	525	sf	2 manned stations plus 2 back-bullet proof window and counter	
	Main Desk	6.3	1	1	40	sf	40	sf	tall cabinet accessible from within dipatch center	
	Lost & Found (cabinet)	8.2	0	1	5	sf	5	sf	Off breakroom	
	Lockers	8.1	6	1	15	sf	15	sf		
124	Unisex Toilet	7.1	1	1	65	sf	65	sf		
	Break Room/area	13.2	1	1	60	sf	60	sf		
<b>Communications Center Total:</b>								<b>710</b>	<b>sf</b>	
<b>Information Technology Support</b>										
129	Equipment Room	6.7	2	1	240	sf	240	sf		
	E-911 Equipment Room	6.4	0	1	60	sf	60	sf		
	Testing/Burn-in/Parts area	6.4	1	1	60	sf	60	sf	Combine area within Cyber Crime / IT	
<b>IT Support Total:</b>								<b>360</b>	<b>sf</b>	



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<b>Police Areas</b>								
<b>Records/Data Processing</b>								
	Public Information Counter	6.3	1	1	40 sf	40 sf		Accessible from Lobby, Separate from Lobby by bullet proof window.
103	Work area (clerical)	2.2	4	1	300 sf	300 sf		3 stations for clerical, 1 station to include large areas for map review and layout as well as enough space to accommodate a plotter.
	Map Storage	6.2	1	1	25 sf	25 sf		
	High Density File Area	6.8	1	1	150 sf	150 sf		Adjacent to above, High Density files
	Photocopy	6.1	1	1	15 sf	15 sf		May be part of file area
	Department Supplies	6.1	1	1	15 sf	15 sf		
	Archives (could be in satellite location)	14.2	1	1	300 sf	300 sf		Basement
	<b>Records/Data Processing Total:</b>						<b>845 sf</b>	
<b>Patrol Administration</b>								
131	Patrol Sergeant's Office	2.1	8	1	320 sf	320 sf		Prefers 8 workstations but can operate with 4 shared workstations
132	Storage Room	6.6	0	1	100 sf	100 sf		
	<b>Patrol Administration Total:</b>						<b>420 sf</b>	



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<b>Patrol Facilities</b>									
157	Vestibule	13.1	0	1	50 sf	50 sf			
159	Roll Call (Squad) Room	3.3	10	1	300 sf	300 sf		Multimedia capabilities, stacking chairs (writing surfaces?, Place to check mail/email nearby?) - Can be combined with report writing & break area.	
	Defib Storage/Misc. Checkout	6.2	0	1	25 sf	25 sf		Adjacent to Roll call	
	Arms Checkout	6.2	0	1	25 sf	25 sf		Adjacent to Roll call, but on exit path to cars for the start and end of each shift. Needs the the ability to store 50 long guns and 50 hand guns.	
133	Report Preparation	3.4	4	1	140 sf	140 sf		Open, visible area	
	Report Files	6.5	0	1	80 sf	80 sf			
180	Armory	6.5	0	1	80 sf	80 sf		needs the ability to store 2,000 rounds for a year cycle worth of ammunition for short and long guns	
	Bulk Ammunition Storage	6.2	0	1	25 sf	25 sf			
127	Weapons Cleaning (10 Positions)	6.2	2	1	50 sf	50 sf			
<b>Patrol Facilities Total:</b>							<b>775 sf</b>		
<b>Evidence and Property</b>									
138	Evidence Receiving	6.2	0	1	25 sf	25 sf		passthru lockers, incl. refrigerated located in corridor from Detention.	
	Evidence Drying	6.2	0	1	25 sf	25 sf		located within the Laboratory	
	Evidence Processing	6.5	0	1	80 sf	80 sf		Combine with Laboratory Computer Station for Filing, storage boxes, etc..	
	Evidence Laboratory	6.7	0	1	120 sf	120 sf		Combine with Processing Department to issue a list of equipment	
137	Evidence Storage	14.2	0	1	300 sf	300 sf		High Density Storage System.	



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	Drug Room	6.2	0	1	25 sf	25 sf		Poss. cabinet within Evid Storage (lockable by Code)
	Weapons Room	6.3	0	0	40 sf	0 sf		Poss. cabinet within Evid Storage
<b>Evidence and Property Total:</b>							<b>575 sf</b>	
<b>Department Administration</b>								
104	Administrative Assistance Office	1.4	1	1	150 sf	150 sf		Serves as gate keeper to Chief, but is not reception for administration
	Visitor waiting	6.1	3	1	45 sf	45 sf		Visible by administrative assistant but not within the area.
168	Secure & Hipa File Area	6.3	0	1	40 sf	40 sf		
108	Chief's Office	1.6	1	1	200 sf	200 sf		
107	Administrative Lieutenant's Offices	1.5	1	1	175 sf	175 sf		Accessible to clerical
105	Patrol Lieutenant's Offices	1.3	2	1	260 sf	260 sf		Accessible to clerical
106	Conference Room	3.1	12	1	240 sf	240 sf		
	Coffee Alcove	6.1	0	1	15 sf	15 sf		Sink & Microwave
162	Department Supplies	6.2	0	1	25 sf	25 sf		
	Work Area	2.5	2	1	120 sf	120 sf		
	Toilets	7.1	0	1	65 sf	65 sf		
	Staff Mail	6.1	0	1	15 sf	15 sf		Near Patrol (Roll Call)
<b>Department Administration Total:</b>							<b>1350 sf</b>	
<b>Investigative Division</b>								
125	Detectives Work Space	2.5	5	1	600 sf	600 sf		Similar layout to Harwich Detectives
	Temporary Evidence Storage Locker	6.1	0	1	15 sf	15 sf		
115	Interview Rooms	5.3	3	1	150 sf	150 sf		w/cameras and automatic recording (occ.sensor?), gun locker outside near door. Recording rate needs to conform to FBI white laws



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#	Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	Interview Notes
116	Video / Observation Room	5.1	3	1	75 sf	75 sf		W/one-way glass and monitor. Should be dvd burn location for interview videos
175	Equipment Storage	6.2	0	1	25 sf	25 sf		
<b>Investigative Division Total:</b>							<b>865 sf</b>	
<b>Court Liaison</b>								
109	Court Liaison Officer (DA)	1.3	1	1	130 sf	130 sf		Locate near Patrol
<b>Court Liaison Total:</b>							<b>130 sf</b>	
<b>Community Relations</b>								
121	Cyber Crime / IT Director	1.2	1	1	120 sf	120 sf		1 person dual responsibility
<b>Community Services Total:</b>							<b>120 sf</b>	
<b>Staff Facilities</b>								
134	Male Staff Locker Room	8.3	50	1	600 sf	600 sf		Basement/Lower Level Min. 2'x2'x6' lockers (w/outlets), 2'x3' locker base w/benches. Mechanical ventilation of the lockers.
	Male Toilets	7.3	0	1	160 sf	160 sf		
	Male Showers	9.1	2	1	60 sf	60 sf		
181	Female Locker Room	8.4	10	1	150 sf	150 sf		See above
	Female Toilets	7.4	0	1	200 sf	200 sf		
	Female Showers	9.2	1	1	40 sf	40 sf		
158	Break Room	3.2	6	1	150 sf	150 sf		Near Patrol area? Sink,
	Decontamination Laundry	9.4	0	0	70 sf	0 sf		
<b>Staff Facilities Total:</b>							<b>1360 sf</b>	



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<b>Sally Port</b>								
166	Vehicle Sally Port Bay	11.1	0	2	480 sf	960 sf		2 Vehicles, 4 gun lockers, dousing (emergency) shower
<b>Sally Port Total</b>							<b>960 sf</b>	
<b>Prisoner Processing</b>								
143	Booking Area	13.5	0	1	120 sf	120 sf		Elevated area for Officers, fingerprinting and mug shot areas. Processing desk w cuff rails, Gun lockers on police side also.(flush control location?)
	Prisoner Property Lockers	8.1	12	1	30 sf	30 sf		6 Doubles (over/under) 12 total
	Intoxilyzer Alcove	5.2	0	1	30 sf	30 sf		Need access space for monthly service (need photo)(Combine w/fingerprint/mug photo)
142	Processing	13.5	8	1	120 sf	120 sf		Poss location for restrained searches
	Prisoner Toilet/Shower (Decon)	7.1	0	1	65 sf	65 sf		Penal fixtures
141	Custodial / Linen	6.2	0	1	25 sf	25 sf		In addition to shared
147	Interview Room	5.1	3	1	75 sf	75 sf		bolt-down table,chair combo
130	NSO / Family Room	5.5	1	1	80 sf	80 sf		Can Not Located in Detention
155	Prisioner/Bondsman interface	5.2	1	1	30 sf	30 sf		2 separated spaces with pass thru
156	Man Trap (Prisoner Release)	13.2	0	1	60 sf	60 sf		Interlocked doors. Release area remote from secure vehicles. May have pass thru to bondsman
<b>Prisoner Processing Total:</b>							<b>635 sf</b>	
<b>Detention</b>								
145	Handicapped Cells (M,F&J)	10.2	1	1	120 sf	120 sf		One required
	Male Cells	10.1	1	4	60 sf	240 sf		



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	Female Cells	10.1	1	2	60 sf	120 sf		Combined with Juvenile
167	Soft Cell (MH)	10.1	1	1	60 sf	60 sf		Non Status Offender, no lock on door, internal alarm sounds on exit w/o scan
<b>Detention Total:</b>							<b>540 sf</b>	
<b>General Storage</b>								
	General Storage Room	13.7	0	0	180 sf	0 sf		
118	Quartermaster Storage	13.4	0	1	100 sf	100 sf		
<b>General Storage Total:</b>							<b>100 sf</b>	
<b>Support Facilities</b>								
<b>Facility Maintenance</b>								
128	Custodial Closets	6.4	0	1	60 sf	60 sf		All levels Number depends on layout
	Custodial Office	1	0	0	90 sf	0 sf		
164	Equipment Storage	6.9	0	1	200 sf	200 sf		
111	Supplies Storage	6.7	0	1	120 sf	120 sf		
<b>Facility Maintenance Total:</b>							<b>380 sf</b>	
<b>Building Services</b>								
135	Mechanical Room		0	1	174 sf	174 sf		
	Sprinkler Equipment	6.8	0	1	150 sf	150 sf		
176	Radio Equipment Room	6.3	0	1	40 sf	40 sf		
136	Electrical Room	6.8	0	1	150 sf	150 sf		
	Emergency Electrical Room	6.4	0	1	60 sf	60 sf		
	Emergency Generator		0	0	500 sf	0 sf		Outside
<b>Building Services Total:</b>							<b>574 sf</b>	
<b>Net to Gross Adjustment</b>								



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	Total Net Area					12,984	sf	
	Net to Gross Adjustment (Net Area x 0.40)					3,246	sf	
	<b>Gross Area Total:</b>					<b>16,230</b>	<b>sf</b>	
<b>Auxiliary Storage/Maintenance Facility (Heated and UnHeated)</b>								
	Found Property Holding (in Aux. Bldg.)	6.9	0	1	200 sf	200	sf	
	SWAT Locker	8.5	4	1	72 sf	72	sf	
	All-Terrain Vehicle/Trailer Storage	6.5	0	2	80 sf	160	sf	2 trailers w ATV's
	Motorcycle Storage	6.5	0	2	80 sf	160	sf	
	Traffic/Light Trailer Storage	6.5	0	1	80 sf	80	sf	
	Vehicle Maintenance / Workshop	14.7	0	1	800 sf	800	sf	
	Tire/parts Storage	14.4	0	1	500 sf	500	sf	
	Vehicle Processing	11.1	0	1	480 sf	480	sf	
<b>Bicycle Patrol</b>								
106	Bicycle Storage (8 Bicycles)	6.5	0	1	80 sf	80	sf	5 Bicycles
	<b>Bicycle Patrol Total:</b>					<b>80</b>	<b>sf</b>	
	<b>Auxiliary Building Total:</b>					<b>2,532</b>	<b>sf</b>	
	<b>Project Total Area</b>					<b>18,762</b>		