

WEST TISBURY POLICE DEPARTMENT

SITE AND PLANNING COMMITTEE

COMMITTEE REPORT



Susan Wasserman, Chair
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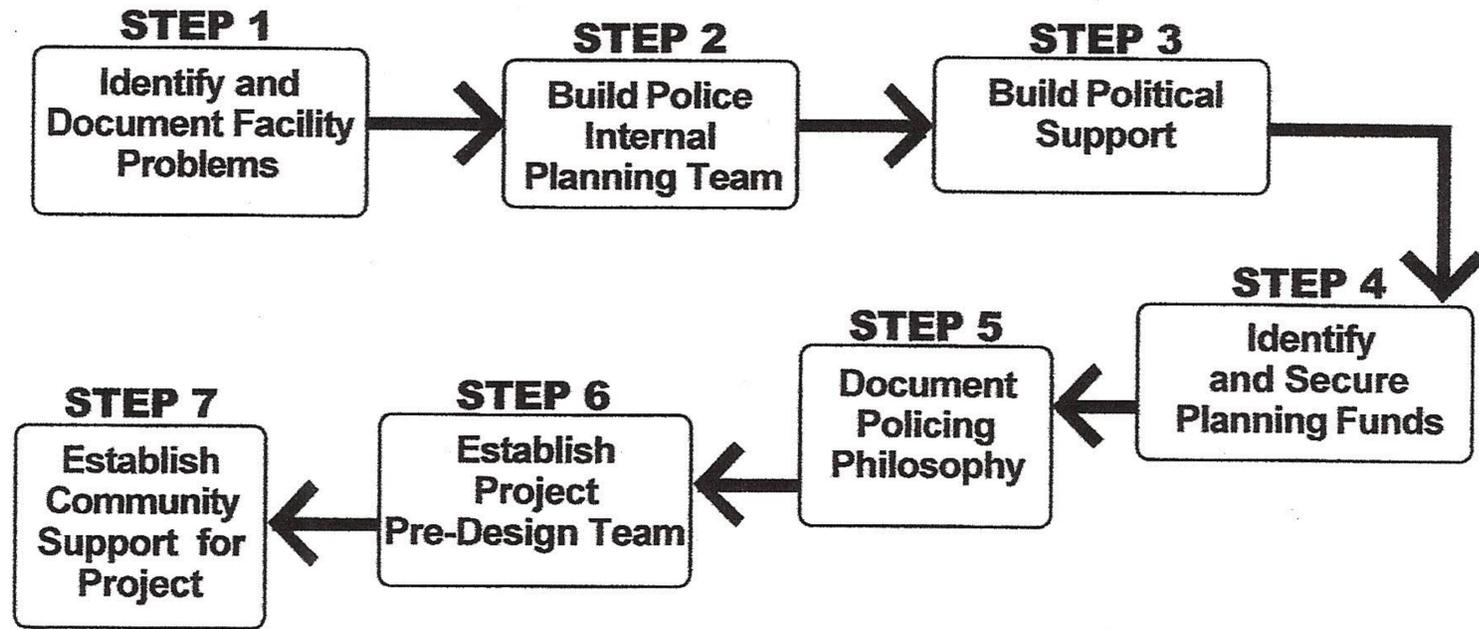
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SELECTMEN'S CHARGE
POLICE DEPARTMENT SITE AND PLANNING COMMITTEE

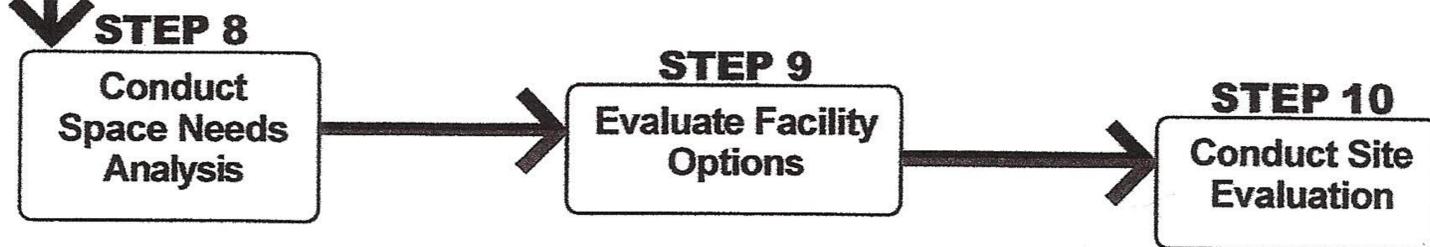
- 1 Review and expand upon the Space Needs Committee Report on Police Department needs with a planning window of 20 years. Update if necessary. Recommend space requirements to the Board of Selectmen.
- 2 Review possible sites for an updated/new Police Station including:
 - Existing site/Public Safety Building
 - Other sites:
 - *Evaluate Town owned open land*
 - *Evaluate other potential sites*
- 3 Recommend a site to the Board of Selectmen.
- 4 Provide progress reports regularly to the Board of Selectmen.
- 5 Conduct Public meetings as necessary.
- 6 Work with Consultants as necessary.
- 7 Committee work to be completed by December 31, 2010.

Facility Planning Model

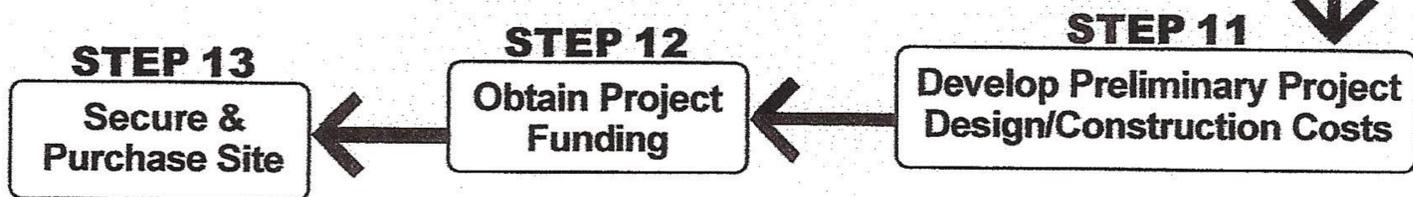
Phase I: Project Initiation



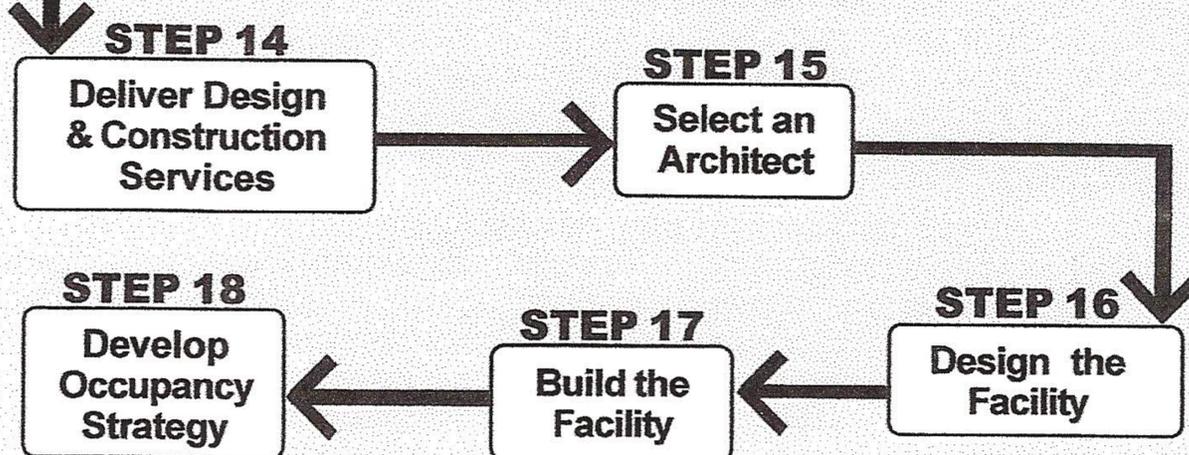
Phase II: Project Planning/Pre-Design



Phase III: Budgeting & Funding



Phase IV: Design & Delivery



INTERNATIONAL ASSOCIATION of CHIEFS of POLICE

Space Needs Analysis Checklist

The following is a checklist of areas that might be included in the space needs analysis. It is generic in nature, and will need to be adjusted (addition or deletion of areas for study) based on local needs:

Administration

Chief's office - restroom, conference room, etc.
Staff offices
Reception areas
Professional Standards and Internal Affairs
Secured file storage - personnel records
Personnel interview and testing rooms
Legal Advisor office, law library, etc.
Management Information System
Planning and research areas

Common Facilities

Locker rooms w/showers, restrooms
Fitness Center
Community Room
Conference rooms
Interview rooms
Lunch rooms/coffee areas
General storage rooms
Electrical rooms
Communications rooms
Janitorial rooms
Building maintenance storage and repair rooms
Visitor parking
Employee parking
Marked and unmarked police vehicle parking
Delivery/load dock area
Vendor repair parking
Cart and bicycle parking
Large trash storage
Pneumatic tube systems
Restrooms and lounges

Communications/Dispatch

Dispatch consoles and offices
Emergency Operations Center
Break room and restrooms
Training/briefing room
Lockers and storage

Crime or Forensic Laboratory

Staff office and file areas
Photo processing/imaging areas
Evidence processing areas
Ballistics processing areas
Special computer needs
Citizen counter
Officer counter
Evidence temporary lockers
Biological drying lockers
Vehicle examination area
Equipment and photo storage areas
Specialized lab areas

Evidence

General evidence storage
Weapons storage
Narcotics storage (special ventilation)
Evidence lockers - DNA/Biological storage
Public counter
Officer counter
Bicycle storage
Freezer and refrigerator storage rooms
Video tape storage
Video/audio tape duplicating areas
Arson storage
Hold areas for auction or destruction
Office areas
Safety precaution sinks, restrooms, etc.
Automobile storage
Large item return for citizens
Citizen viewing room

Investigation

Staff offices
Reception areas
Secured file storage
Soft interview rooms
Hard interview rooms
Child abuse interview rooms
Juvenile and suspect restrooms
Gun lockers
Wiretap rooms
Narcotics or money storage areas
Undercover locker rooms
"Cold" or undercover phone rooms
Informant entrance
Briefing room
Equipment storage rooms
Mug/print room
Audio/visual tape equipment room
Polygraph room
Victim ID area (computer graphics)
Task force needs
Line-up and viewing room

Patrol

Briefing/roll call room
Report writing room
Clothes and equipment lockers
Secured sallyport
Evidenced packaging areas
Hard suspect interview rooms
Soft interview rooms
Audio/visual tape equipment
Watch commander offices
Juvenile holding rooms
Adult holding rooms

Large item booking area
Radio and shotgun pick up area
Supply and uniform pick up area
Sleep center
Uniform dry cleaning drop-off/return

Records

Citizen counter
Officer counter
General office areas
Teletype area
Report copying area
Micrographics/optical disk area
Hard copy records storage room
Supply storage

Traffic

General office areas
Citizen counter
Motorcycle parking
Ticket storage
Accident investigations interview rooms
Ticket sign-off parking area

Training

Driving simulator rooms
Firing range and gun cleaning rooms
Training equipment storage rooms
Ammunition and target storage
Classrooms
Video studio, duplicating rooms, etc.
Video training viewing areas
Obstacle course areas
Department weapons storage

Other General & Specialty Areas

Central supply warehousing area
Main computer & radio equipment rooms
Computer staff offices and storage
Specialized computer training rooms
Fiscal, payroll, purchasing areas
Crime prevention areas
DARE program needs
Surplus uniform and equipment storage
Employee mailboxes
Trophy and award storage
Pay telephones
Vending machines
Automated teller machine
Copier, shredder, mailrooms
SWAT weapons and ammo storage
K-9 office and kennel
Animal control storage and offices
Gun lockers

ESTIMATED POLICE STATION SQUARE FOOTAGE NEEDS

Square Footage	Function
192	LOBBY/WAITING AREA
64	PUBLIC REST ROOM
160	CHIEFS OFFICE
160	SGTS OFFICE
110	LT'S OFFICE (FUTURE)
110	COURT OFFICER
150	LOCKER ROOM, MALE
150	LOCKER ROOM, FEMALE
100	WEAPONS/AMMO/EQPT
256	BRIEFING/TRNG/CONF
160	EMERG MNT/ANIMAL CTL
100	RAD/COMP/FAX/COPIER
12	CLOSET-RADR/CHGRS/FL
100	SLEEP CENTER
12	CLOSET-SUPPLIES
160	ADMINISTRATOR
120	INTERVIEW ROOM
120	KITCHEN/BREAK ROOM
160	REPORTS ROOM/MBOXES
100	EVIDENCE ROOM
225	FITNESS CENTER
100	JANITORIAL
Total 2,821	
900	VEHICLE GARAGE/SALLY PORT
185	STAIRWELLS
128	ELEVATOR
300	BOILER/AIR HANDLING EQPT
Total 1,513	
Total projected square footage requirements	4,333

OTHER POLICE STATION SQUARE FOOTAGE

Town	Current Square Footage	Facility History
CHILMARK		Retro fit from school
EDGARTOWN	7,600	Purpose built, has built 3,800 sq ft more for future use
HARWICH	20,000	Purpose built
OAK BLUFFS		Retro fit from Town Hall
WEST TISBURY	800	Old Town Hall

NEW POLICE STATION SQ FOOTAGE REQUIREMENTS

NANTUCKET	36,871	New Construction Pending
WEST TISBURY	4,333	New Construction Pending

LOCATION SELECTION CRITERIA

- 1 Highly Visible
- 2 Secure
- 3 Co-located with other services
- 4 Accessible by public transit
- 5 Central, convenience for public access
- 6 Near frequented locations
- 7 Safe for ingress and egress
- 8 Have sufficient parking

TOWN OWNED PROPERTY REVIEW – DID NOT MEET CRITERIA

- 1 – GREENLANDS, Bordering Great Plains Road and Checama Path
- 2 – LAMBERTS COVE ROAD/LAMBERTS COVE BEACH
- 3 – LAMBERTS COVE ROAD/DEARY DRIVE
- 4 – STATE ROAD/LAMBERTS COVE ROAD INTERSECTION
Was previously reviewed for Fire Station #2 site
- 5 – OLD COURT HOUSE ROAD/STATE ROAD
- 6 – HALCYUN WAY, Behind West Tisbury School, Old County Road
- 7 – CURRENT POLICE STATION, Edgartown /West Tisbury Road
- 8 – DEEP BOTTOM ROAD, Edgartown/West Tisbury Road, Affordable
Housing area

PUBLIC PROPERTY REVIEW – DID NOT MEET CRITERIA

- 9 – 600 STATE ROAD

TOWN OWNED PROPERTY REVIEW – MET CRITERIA

- 10 – FIRE STATION #2, STATE ROAD
- 11 – FIRE STATION #1, EDGARTOWN/WEST TISBURY ROAD