

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

DRAFT
07/24/2024

LAVALLEE | BRENSINGER ARCHITECTS

LBA Project no.24-067-00
Police Dep. Program

Executive Summary

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Table #1: Existing Report		Space Needs			Notes
No.	Function	Existing	Harriman Study	2024 (current need)	2034	2044	
COMMON/SHARED SPACES							
C-1	Common Spaces	2,634	2775	1,758	2,509	2,509	
COMMON/SHARED TOTAL		2,634	2775	1,758	2,509	2,509	
POLICE DEPARTMENT							
P-1	Records Storage	108	700	704	704	704	
P-2	Community Resources	0	112	80	80	80	
P-3	Administration	573	1490	1,125	1,455	1,455	
P-4	Dispatch / ComCenter	515	666	1,085	1,148	1,148	
P-5	Booking and Intake	1,806	1820	2,155	2,155	2,155	
P-6	Property and Evidence	299	1226	1,855	1,855	1,855	
P-7	Investigations/Detectives	0	448	575	655	655	
P-8	Patrol/Operations/Training	523	1440	1,868	1,925	1,925	
P-9	PD Departmental Support	530	994	1,010	873	873	
POLICE TOTAL		4,354	8896	10,457	10,850	10,850	
BUILDING SUPPORT							
S-1	Facility Support	1,334	532	738	778	778	
BUILDING SUPPORT TOTAL		1,334	532	738	778	778	
TOTAL ALL PROGRAMS		8,322	12203	12,952	14,136	14,136	

HARRIMAN TOTAL SHOULD =	14,309	See note 1
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12,203 + 893 =	13096	See note 2
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Note 1: This is the total square footage from the Harriman Report. It appears there's some mathematical issues. Refer to the attached Harriman Program Summary with additional comments.

Note 2: This is the total square footage from the Table #1 and Table #2.

Note #3: Areas within Table #2 were not included in Table #1. The New London Police Department did not have a need for these.

Note #3:		
Table #2: Not included from Harriman's Report		
1.15	Admin. (PT)	140
1.44	Kitchenette	34
4.43	Soft Interview Room	140
4.45	Multi-occupant holding	168
4.51	Report Writing Room	168
6.21	Hard Interview Room	140
9.44	Boot shining area	9
10.3	SWAT weapons Storage	42
10.42	Employee Mailboxes	34
10.43	Department History Display	9
10.44	Trophy & Awards Display	9
Total		893

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

Executive Summary cont'd - Parking

Outdoor Parking Requirements				
	STAFF Secured	VISITORS Adjacent to PD Entrance	PD VEHICLES Secured	TOTAL
Police Department Vehicles			5	5
K9 cruiser	1			1
PD Employee Parking	5			5
Visitor Parking - Police		5		5
Public/Community Room		25		25
Exterior Auto Impound Area	3			3
TOTAL PARKING NEED	9	30	5	44

Covered/Climate Controlled Indoor Vehicle Parking		
	Covered	Climate controlled
Police Department Vehicles	5	0
K9 cruiser	1	0
Bicycles	0	4
Interior Impound Vehicle Holding	0	1
Sign boards on trailers	0	2
Speed feedback signs	0	8
TOTAL INDOOR PARKING NEED	6	15

PD Special Requirements
CCTV Security at building perimeter, parking, interior spaces
Radio / Communication Antenna
Dispatch Consoles in Dispatch
Building Security System including card key access, bollards, fencing, video surveillance
Detention Hardware
Evidence Storage and Biometric Evidence Drop Lockers & Evidence Processing Equipment
Emergency back-up generator - 100% coverage of entire facility - secured double layer fencing
LMR Tower and Microwave Equipment - secured
UPS backup for IT LMR Spaces
Secured parking areas for PD Staff
Secured building perimeter - public parking a minimum of 100 ft. from building

Notes
in the secured area parking with fencing and CCTV monitoring and appropriate lighting
in the secured area parking with fencing and CCTV monitoring and appropriate lighting
in the secured area parking with fencing and CCTV monitoring and appropriate lighting
50-75 ft. min from front entrance to PD. Includes ADA Spaces
50-75 ft. minimum from PD front entrance. Includes ADA spaces
Fenced in area with CCTV coverage and lighting

Notes
Provide power to charge cruiser
(2) electric bicycles and (2) mountain bicycles (Stored inside). See Patrol-Operations line item P-8.12
Secured area - treat as evidence area. Refer to line item P-6.11
Stored inside with electric hook-up. See Patrol-Operation line item P-8.12
Stored inside during winter months (without trailer) See Patrol-Operations line item P-8.12

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

C-1 Common Spaces

Space Designation		Existing report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
C-1	Common Spaces							
C-1.1	Entry Vestibule	0.00	0	1	100	100	100	ADA Accessible
C-1.2	Public Lobby	9.21	320	1	144	144	144	Secured area. Seating for 4 people, prescription drug drop off (mailbox size). Bulletin board for postings
C-1.3	Public Restrooms @ 64 sf each	9.46	64	1	64	64	64	Direct access to Lobby
C-1.5	Small Interview @ 120 sf	9.22	100	1	120	120	120	10 x 12 each adjacent from Lobby (Used as Sex Offender Waiting). Seating for 4.
C-1.6	Community Meeting Room/Training/Multipurpose @ 25 sf/per person/Physical Agility Room/Defense Tactics Lab	5.20	928	30	750	750	750	Up to 30 occupants. Accessible directly from the PD Lobby. Technology for Common Operating Picture (COP) during emergencies. Currently capacity is roughly 30 people. Local training opportunities require host agency can accommodate 25-30 ppl (min). Provide direct egress to outside. Room to be multipurpose; serving needs such as classroom training, community meetings (Coffee with the Chief), some physical training, department meetings, potential EOC, etc.). Need for this room to be on-site for proximity to daily operations, resources, networking, etc.
C-1.6.1	Community Meeting Room Storage	0.00	0	1	100	100	100	Accessible from Community Room for supplies and chairs/tables storage
C-1.6.2	Community Meeting Room Kitchenette Alcove	0.00	0	1	64	40	40	Locate inside the Community Room
C-1.6.3	Community Meeting Toilet	0.00	0	1	64	64	64	ADA restroom with sink and toilet
C-1.8	Physical Agility Room/Defense Tactics Lab	9.43	120	0	0	0	0	Refer to Community Meeting Room C-1.6
C-1.9	Fitness Room	9.42	450	1	0	625	625	
	SUBTOTAL		1,982		1,406	2,007	2,007	
	Efficiency Factor	40%	793	25%	352	502	502	
	TOTAL		2,775		1,758	2,509	2,509	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

P-1 Records Storage

Space Designation		Existing Report		Space Needs			Notes	
No.	Function	Item #	Harriman Study	2024 (current need)	2034	2044		
P-1	Records Storage							
P-1.1	Copy / Office Supply Area (PD Admin Suite)	2.10, 2.11, 2.12	100	1	100	100	100	Copy are dedicated to Records
P-1.2	Secured Juvenile Files Storage	0.00	0	1	40	40	40	Separate from other Records/Files - secure
P-1.3	Long-Term Files Storage - 7+ years	2.31	240	1	300	300	300	High density shelving system
P-1.4	Short-Term Files Storage - <3 years	2.30, 2.32	120	1	100	100	100	High density shelving system
P-1.5	Records File Clerk Station @ 64 sf	2.13	40	2	128	128	128	Adjacent to Lobby with Counter and secured service window with ballistic protection. Two (2) 8 x 8 work stations - one located at the service counter
P-1.5	PD Officers Access Service Counter	2.14	0	1	36	36	36	Adjacent to Records Clerk and separate from Public Counter with visual privacy
	SUBTOTAL		500		704	704	704	
	Efficiency Factor	40%	200	25%	0	0	0	
	TOTAL		700		704	704	704	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

P-2 Community Resources

Space Designation		Existing Report		Space Needs			Notes
No.	Function	Item #	Harriman Study	2024 (current need)	2034	2044	
P-2	Community Resources						
P-2.1	K9 Officer	0.00	0	1,1,1,1	0	0	Office located in Patrol
P-2.2	K-9 kennel	4.53	80	0,1,1,1	80	80	Adjacent to Sallyport
P-2.3	School Resource Officer (SRO) Work Station	0.00	0	0,0,0,0	0	0	
	SUBTOTAL		80		80	80	
	Efficiency Factor	40%	32	25%	0	0	
	TOTAL		112		80	80	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

Space ID Name

P-3 Administration

Program Area

Space Designation		Existing Report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
P-3	Administration							
P-3.1	Chief of Police Office	1.10	200	1,1,1,1	168	168	168	Private Office: Desk, workstation, small conference table with 3-4 chairs, filing cabinets & bookcase.
P-3.2	Deputy Chief	0.00	0	0,0,1,1	0	144	144	Private Office: Desk, workstation, small conference table with 3-4 chairs, filing cabinets & bookcase.
P-3.4	Administrative Assisant	1.14	140	1,1,1,1	100	100	100	Private Office: Desk, workstation, filing cabinets
P-3.5	Reception/Waiting Area	1.40, 1.41	76	1	100	100	100	Open area at entrance to Admin Suite adjacent to Secretary. Seating for 3 to 4
P-3.6	Patrol Lieutenant	1.12	140	1,1,1,1	120	120	120	Private office
P-3.7	CALEA/accredital Manager	0.00	0	0,0,1,1	0	0	0	Positions to be by Lt. or Sgt.
P-3.8	Unisex ADA Accessible Toilet @64 sf	1.42	64	1	64	64	64	
P-3.9	Copy/Office Supply Alcove	1.30, 1.31, 1.32, 1.33	64	1	60	60	60	
P-3.10	Admin Command Conference Room	1.20	240	8	192	192	192	
P-3.11	Administrative File and Records	0.00	0	1	48	48	48	Secure storage
P-3.12	Police Staff Pesonnel Files	0.00	0	1	48	48	48	Secure storage
P-3.13	Prosecutor	8.1, 8.30	140	0,0,1,1	0	120	120	Position not antipacated to be full time - Office to be shared with future accreditation Manager
P-3.14	Legal Assistant Prosector	0.00	0	0,0,0,0	0	0	0	
	SUBTOTAL		1,064		900	1,164	1,164	
	Efficiency Factor	40%	426	25%	225	291	291	
	TOTAL		1,490		1,125	1,455	1,455	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

P-4 Dispatch / ComCenter

Space Designation		Existing Report		Space Needs			Notes	
No.	Function	Item #	Harriman Study		2024 (current need)	2034		2044
P-4	Dispatch / ComCenter							
P-4.1	Dispatch Supervisor & Console	3.11	128	1,1,1,1	120	120	120	Private Office: 1 training workstation, vision panel to main dispatch space with desk.
P-4.2	Call Taker/Dispatchers @ 80 sf each	3.10	200	4,4,5,6	240	240	240	Adjacent to Lobby and existing consoles to be reused
P-4.2.1	Service Window to Lobby	3.42	20	1	64	64	64	Adjacent to Lobby with secured projectile rated service window
P-4.3	Break Room with Lockers	3.30, 3.40	64	1	100	150	150	lockers + kitchenette
P-4.4	Staff Unisex Bathroom @ 64 sf	3.41	64	1	64	64	64	ADA accessible unisex
P-4.5	Specialized Equipment Storage	0.00	0	1	80	80	80	Dispatch equipment and dedicated server area - additional cooling
P-4.6	IT/OPS & LMR Server Room - Serves entire PD Facility	0.00	0	1	100	100	100	Secured space, special cooling
P-4.7	IT Equipment Storage & Supplies	0.00	0	1	100	100	100	Secured Space
	SUBTOTAL		476		868	918	918	
	Efficiency Factor	40%	190	25%	217	230	230	
	TOTAL		666		1,085	1,148	1,148	

The Dispatch Center should be considered a regional facility (category IV) for cost purposes.

Daily shift: 1 supervisor + 1 dispatch = 2 future dispatchers per shift | 2 existing consoles + 1 future console = 3 consoles in 20 years

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

P-5 Booking and Intake

Space Designation		Existing Report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
P-5	Booking and Intake							
P-5.1	Vehicle Sally Port	4.50	400	2	720	720	720	2 bay @ 24' x 30' Drive Thru - include space for 2 vehicles, gun locker, exhaust ventilaton, shore power, oil separator. PD motorcycles and bikes located separately in indoor climate controlled,
P-5.2	Detainee Wash Down Alcove	0.00	0	1	12	12	12	Inside Sally Port area
P-5.3	Security Vestibules @ 64 sf each	4.41, 4.49	140	2	128	128	128	8x8 with interlocking hardware onlu allowing one door at a time to open
P-5.4	Juvenile Holding Cell @80 sf each	4.47, 4.48	140	1	80	80	80	8x10 Separated sound and visual from Adult cells. No plumbing.
P-5.5	Detainee Property Storage Room	0.00	0	1	80	80	80	Lockable Storage within booking area
P-5.6	Booking / Processing Area	4.40	300	1	120	120	120	10 x 12 Open area combined adult and juvenile - elevated supervisory desk with counter, fixed furniture, cuff bars/rings, all washable cleanable surfaces
P-5.7	Adult Male Holding Cells @80 sf each	4.44	80	1	80	80	80	1 holding cells 8 x 10 - single user - wc & sink detention SS plumbing
P-5.7.1	Adult Female Holding Cells @80 sf each	4.44	80	1	80	80	80	1 holding cells - single user - wc & sink detention SS plumbing
P-5.8	Intoxilizer Room with Medical Area	4.46	60	1	120	120	120	contiguous to bookinng
P-5.9	Live Scan Alcove	0.00	0	1	80	80	80	contiguous to booking
P-5.10	Small Interview	4.42	100	1	100	100	100	Inside the secure booking area, seat up to 4, fixed furniture, AV/digital recording, acoustical privacy
P-5.11	Temporary Evidence Drop Lockers	0.00	0	1	60	60	60	4 lockers
P-5.12	Detainee Toilet Room - Single User @ 64 sf.	0.00	0	1	64	64	64	Located within the booking area - stainless steel prison fixtures. ADA accessible.
SUBTOTAL			1,300		1,724	1,724	1,724	
Efficiency Factor		40%	520	25%	431	431	431	
TOTAL			1,820		2,155	2,155	2,155	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London, NH

P-6 Property and Evidence

Space Designation		Existing report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
P-6	Property and Evidence							Evidence area is a secured space with 24/7 CCTV monitoring and card key access
P-6.1	Evidence Drop/Retrieval/Viewing Room	7.30, 7.31	52	1	120	120	120	Counter space adjacent to booking - Biometric Lockers or "secured drop chute" for after hours evidence drop - Provide after hours refrigerator. Add computer for processing with counter and storage below for processing bags.
P-6.2	Long Term Evidence Storage Room	0.00	0	1	400	400	400	High Density Shelving System
P-6.2.1	Short Term Evidence Storage Room	0.00	0	1	100	100	100	Lockable and secure
P-6.3	Cash/Valuables Vault	7.37	8	1	40	40	40	Lockable and secure vault within Evidence area
P-6.4	Weapons Vault	4.32, 6.31, 7.35	132	1	64	64	64	Lockable and secure
P-6.5	Narcotics Vault	6.32, 7.36	12	1	64	64	64	Lockable and secure
P-6.6	Evidence Chemical Processing Lab/Lab Tech	7.33	36	0	0	0	0	
P-6.6.1	Evidence Custodian Work Station	0.00	0	1,1,1,1	100	100	100	Located in Evidence area and adjacent to the Evidence Processing Lab
P-6.8	Freezer Bank/DNA Storage	7.32, 7.38	16	1	40	40	40	Inside Evidence Storage area
P-6.7	Evidence to Be Destroyed Staging Area	0.00	0	1	60	60	60	Lockable and secure
P-6.9	Found Articles Storage	0.00	0	1	64	64	64	Lockable and secure - Adjacent to Sallyport and Evidence
P-6.10	Bulk Evidence Storage (bikes, mopeds, motorcycles)	7.34	220	1	192	192	192	8 x 24 bay adjacent to Sallyport and Evidence areas
P-6.11	Vehicle Evidence Processing Bay (indoor)	7.40	400	1	240	240	240	Chainlink separation - Adjacent to Sallyport
P-6.12	Auto Impound - vehicles	0.00	0	0	0	0	0	Please refer to Parking Requirements in the Executive Summary
	SUBTOTAL		876		1,484	1,484	1,484	
	Efficiency Factor		40%	350	25%	371	371	371
	TOTAL		1,226		1,855	1,855	1,855	

Programmatic Needs Assessment

Public Dep. Building Study
Town of New London, NH

Space ID Name

P-7 Investigations/Detectives

Program Area

Space Designation		Existing report		Space Needs			Notes	
No.	Function	Item #	Harriman Study		2024 (current need)	2034		2044
P-7	Investigations/Detectives							
P-7.1	Detective Workstations @ 64 sf each	6.10	120	0,0,1,1	0	64	64	Open office area with 8 x 8 (64 SF) privacy cubicles.
P-7.1.1	Detective Supervisor (Lieutenant)	1.13	0	1,1,1,1	120	120	120	Private Office: Desk, workstation, small conference table with 3-4 chairs, filing cabinet, bookcase.
P-7.2	Investigations Files Storage	6.30	20	1	60	60	60	Lockable and secure
P-7.3	Specialized Equipment Storage Room	6.34	40	1	100	100	100	Includes Detectives protection gear.
P-7.4	Detainee Restroom	0.00	0	0	0	0	0	Gender neutral ADA accessible, lockable, with detention fixtures and cuff bars
P-7.5	Soft Interview Rooms @ 120 sf each	6.20	100	1	120	120	120	One way viewing window, audio/video capture, acoustical privacy
P-7.6	Interview Monitoring Equipment Room	6.33	40	1	60	60	60	Adjacent to Interview Rooms - cloud based system
P-7.7	Detectives Conference Room @ 25 sf/person	0.00	0	0	0	0	0	Detectives will use the Command Conference within the Administration Suite
	SUBTOTAL		320		460	524	524	
	Efficiency Factor	40%	128	25%	115	131	131	
	TOTAL		448		575	655	655	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London NH

P-8 Patrol/Operations/Training

Space Designation		Existing Report		Space Needs			Notes	
No.	Function	Item #	Harriman Study	2024 (current need)	2034	2044		
P-8	Patrol/Operations/Training							
P-8.1	Officers (F/T) @ 36 sf each	4.52	640	4,4,5,5	144	180	180	Shared Counter/workstations 6 x 6
P-8.2	Patrol Work Area Files Storage	0.00	0	1	20	30	30	Can be included with workstations area (not separate); stackable file cabinets
P-8.3	Sergeant	4.10	200	1,1,1,1	192	192	192	Open Office: 2 desks, workstations, small conference table with 3-4 chairs, filing cabinets.
P-8.4	Corporal			0,0,1,1				
P-8.5	Part-time officers @ 64 sf	0.00	0	3,3,3,3	192	192	192	Share Office
P-8.6	Patrol Central Business Hub	0.00	0	1	100	100	100	Copy, print, fax, shared supplies & resources, flashlights, etc - adjacent to Patrol Workstations
P-8.7	Patrol Equipment Storage & Supplies	0.00	0	1	150	150	150	Rack storage for simulation and misc. training supplies - adjacent to Patrol Work Space
P-8.8	Armory	4.32, 5.30, 6.31	52	1	120	120	120	Secured space monitored, blast vent, ventilation.
P-8.9	Fire Arm Cleaning	5.31, 5.5	100	1	120	120	120	Benches, special exhaust ventilation and work benches.
P-8.10	Ammunitions Storage	5.32, 5.33	80	1	64	64	64	Secured space monitored
P-8.11	Quartermaster Supply Storage	4.30	100	1	200	200	200	Secured space monitored
P-8.12	PD Bicycle Storage, Sign boards on trailers & speed feedback signs	4.31, 7.39	120	1	192	192	192	Single bay adjacent to Sallyport
P-8.13	Automotive / Fleet Operations Equipment	0.00	0	0	0	0	0	
P-8.14	Patrol Roll Call / conference Room	4.20	148	0	0	0	0	Refer to Community Room
P-8.15	Decompression & Wellness	0.00	0	0	0	0	0	Refer to Lacation Room
	SUBTOTAL		1,440		1,494	1,540	1,540	
	Efficiency Factor	40%	0	25%	374	385	385	
	TOTAL		1,440		1,868	1,925	1,925	

Programmatic Needs Assessment

Public Safety Building Study

Town of New London NH

Space ID Name

P-9 PD Departmental Support

LAVALLEE | BRENSINGER ARCHITECTS

Program Area

Space Designation		Existing Report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
P-9	PD Departmental Support							
P-9.1	Staff Restrooms @ 64 sf each	9.45	64	2	128	128	128	Sink & water closet (Excludes single user in Admin, Booking, Community Room, & Dispatch).
P-9.2	Male Locker Room	9.40	400	7,7,9,9	125	160	160	15 SF/Officer - full height large lockers with ventilation, power, built-in bench - Access controlled
P-9.3	Male Shower Room			2	100	100	100	Individual Shower Stalls, ventilation
P-9.4	Female Locker Room			4,4,6,6	70	100	100	15 SF/Officer - full height large lockers with ventilation, power, built-in bench - Access Controlled.
P-9.5	Female Shower Room	1	50					50
P-9.6	Central Break Room	9.20	250	6	150	150	150	Refrigerator, microwave, sink, cabinets, table for 6, and windows to outdoor access if possible
P-9.7	Break Room Storage			1	25	25	25	Adjacent to Break Room
P-9.8	Lactation Room / Decompression Room	0.00	0	1	100	100	100	Adjacent to Female Lockers, secure room with sink, small refrigerator, counter, chair & table.
P-9.10	Washer/Dryer area	0.00	0	1	60	60	60	Adjacent to Locker Rooms
	SUBTOTAL		994		808	873	873	
	Efficiency Factor		40%	0	25%	202	0	0
	TOTAL		994		1,010	873	873	

Programmatic Needs Assessment

Police Dep. Building Study
Town of New London NH

Space ID Name

S-1 Facility Support

Program Area

Space Designation		Existing Report		Space Needs				Notes
No.	Function	Item #	Harriman Study		2024 (current need)	2034	2044	
S-1	Facility Support							
1-1.1	Trash/Recycling Storage	10.41	120	1	80	80	80	Adjacent to PD back door and close to exterior dumpster area
1-1.2	Custodial Closet - 1 per floor	11.70	60	1	60	60	60	60 SF each with mop sink and cleaning supplies. Lockable.
1-1.3	Mechanical Room	11.40	0	1	200	200	200	Allowance only. May vary depending on MEP systems
1-1.4	Electrical Room	11.50	0	1	120	120	120	Allowance only. May vary depending on MEP systems
1-1.6	IT Storage	0.00	0	1	50	50	50	Adjacent to the IT Server Room. Lockable.
1-1.7	Telephone/Fiber Room	10.40	80	1	80	80	80	Lockable. Adjacent to IT area.
1-1.8	IT/IDF	9.30	120	1	0	32	32	
1-1.9	Stair @ 200 sf each per floor	0.00	0	0	0	0	0	
1-1.10	Elevator @ 80 sf each per floor	0.00	0	0	0	0	0	
1-1.11	Elevator Machine Room	0.00	0	0	0	0	0	
1-1.12	Indoor parking for PD Vehicles	0.00	0	0	0	0	0	
	SUBTOTAL		380		590	622	622	
	Efficiency Factor	40%	152	25%	148	156	156	
	TOTAL		532		738	778	778	