

**Programmatic Needs Assessment**

Police Dep. Building Study

Town of New London, NH

**DRAFT**  
**07/11/2024**

LAVALLEE | BRENSINGER ARCHITECTS

LBA Project no.24-067-00

**Police Dep. Program**

**Executive Summary**

LAVALLEE | BRENSINGER ARCHITECTS

Space Designation		Space Need					Notes
No.	Function	Existing	Previous Study	2024 (current need)	2034	2044	
<b>COMMON/SHARED SPACES</b>							
C-1	Common Spaces			0	3,621	3,621	
<b>COMMON/SHARED TOTAL</b>				<b>0</b>	<b>3,621</b>	<b>3,621</b>	
<b>POLICE DEPARTMENT</b>							
P-1	Records Storage			880	880	880	
P-2	Community Resources			225	225	225	
P-3	Administration			1,150	1,605	1,605	
P-4	Dispatch / ComCenter			1,085	1,148	1,148	
P-5	Booking and Intake			2,155	2,155	2,155	
P-6	Property and Evidence			2,436	2,436	2,436	
P-7	Investigations/Detectives			575	655	655	
P-8	Patrol/Operations/Training			2,570	2,628	2,628	
P-9	PD Departmental Support			1,106	1,188	1,188	
<b>POLICE TOTAL</b>				<b>12,183</b>	<b>12,919</b>	<b>12,919</b>	
<b>BUILDING SUPPORT</b>							
S-1	Facility Support			840	840	840	
<b>BUILDING SUPPORT TOTAL</b>				<b>840</b>	<b>840</b>	<b>840</b>	
<b>TOTAL ALL PROGRAMS</b>				<b>13,023</b>	<b>17,380</b>	<b>17,380</b>	

**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
<b>TOTAL PARKING NEED</b>	<b>9</b>	<b>30</b>	<b>5</b>	<b>44</b>

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

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
<b>TOTAL INDOOR PARKING NEED</b>	<b>6</b>	<b>15</b>

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

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

# Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London, NH

## C-1 Common Spaces

Space Designation			Space Need					Notes
No.	Function		Existing	Previous study	2024 (current need)	2034	2044	
C-1	Common Spaces							
C-1.1	Entry Vestibule	1	0	0	100	100	100	ADA Accessible
C-1.2	Public Lobby	1	0	0	200	200	200	Secured area. Seating for 4 people, prescription drug drop off (mailbox size). Bulletin board for postings
C-1.3	Public Restrooms @ 64 sf each	2	0	0	128	128	128	Direct access to Lobby
C-1.5	Small Interview/Briefing Room @ 120 sf	2	0	0	240	240	240	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	30	0	0	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 requires minimum of 30 people for free seats. Provide direct egress to outside.
C-1.6.1	Community Meeting Room Storage	1	0	0	150	150	150	Accessible from Community Room for supplies and chairs/tables storage
C-1.6.2	Community Meeting Room Kitchenette Alcove	1	0	0	64	40	40	Locate inside the Community Room
C-1.6.3	Community Meeting Toilet	1	0	0	64	64	64	ADA restroom with sink and toilet
C-1.8	Physical Agility Room/Defense Tactics Lab	1	0	0	0	600	600	20 x 30 Adjacent to the Fitness Room and PD lockers- PD Only
C-1.9	Fitness Room	1	0	0	0	625	625	25 x 25 - Up to 10 staff at one time
	SUBTOTAL		0	0	1,696	2,897	2,897	
	Efficiency Factor	25%	0	0	424	724	724	
	TOTAL	C-1	0	0	2,120	3,621	3,621	

# Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London, NH

## P-1 Records Storage

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
P-1	Records Storage							
P-1.1	Copy / Office Supply Area (PD Admin Suite)	1	0	0	100	100	100	Copy are dedicated to Records
P-1.2	Secured Juvenile Files Storage	1	0	0	40	40	40	Separate from other Records/Files - secure
P-1.3	Long-Term Files Storage - 7+ years	1	0	0	300	300	300	High density shelving system
P-1.4	Short-Term Files Storage - <3 years	1	0	0	100	100	100	High density shelving system
P-1.5	Records File Clerk Station @ 64 sf	2	0	0	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	1	0	0	36	36	36	Adjacent to Records Clerk and separate from Public Counter with visual privacy
	SUBTOTAL		0	0	704	704	704	
	Efficiency Factor	25%	0	0	176	176	176	
	TOTAL	P-1	0	0	880	880	880	

**Programmatic Needs Assessment**

**Police Dep. Building Study  
Town of New London, NH**

**P-2 Community Resources**

Space Designation		Space Need						Notes
No.	Function	Existing	Previous Study	2024 (current need)	2034	2044		
P-2	Community Resources							
P-2.1	K9 Officer	1,1,1,1	0	0	100	100	100	Shared office
P-2.2	K-9 kennel	0,1,1,1	0	0	80	80	80	Adjacent to Sallyport
P-2.3	School Resource Officer (SRO) Work Station	0,0,0,0	0	0	0	0	0	
	SUBTOTAL		0	0	180	180	180	
	Efficiency Factor	25%	0	0	45	45	45	
	TOTAL	P-2	0	0	225	225	225	

# Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London, NH

Space ID Name

**P-3 Administration**

Program Area

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
P-3	Administration							
P-3.1	Chief of Police Office	1,1,1,1	0	0	168	168	168	Private Office: Desk, workstation, small conference table with 3-4 chairs, filing cabinets & bookcase.
P-3.2	Deputy Chief	0,0,1,1	0	0	0	144	144	Private Office: Desk, workstation, small conference table with 3-4 chairs, filing cabinets & bookcase.
P-3.4	Administrative Assisant	1,1,1	0	0	100	100	100	Private Office: Desk, workstation, filing cabinets
P-3.5	Reception/Waiting Area	1	0	0	100	100	100	Open area at entrance to Admin Suite adjacent to Secretary. Seating for 3 to 4
P-3.6	Patrol Lieutenant	1,1,1,1	0	0	140	140	140	Private office
P-3.7	CALEA/accredital Manager	0,0,1,1	0	0	0	100	100	
P-3.8	Unisex ADA Accessible Toilet @64 sf	1	0	0	64	64	64	
P-3.9	Copy/Office Supply Alcove	1	0	0	60	60	60	
P-3.10	Admin Command Conference Room	8	0	0	192	192	192	
P-3.11	Administrative File and Records	1	0	0	48	48	48	Secure storage
P-3.12	Police Staff Pesonnel Files	1	0	0	48	48	48	Secure storage
P-3.13	Prosecutor	0,0,1,1	0	0	0	120	120	Private Office
P-3.14	Legal Assistant Prosector	0,0,0,0	0	0	0	0	0	
	SUBTOTAL		0	0	920	1,284	1,284	
	Efficiency Factor	25%	0	0	230	321	321	
	TOTAL	P-3	0	0	1,150	1,605	1,605	

Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London, NH

P-4 Dispatch / ComCenter

Space Designation		Space needed						Notes
No.	Function	Existing	Previous Study	2024 (current need)	2034	2044		
P-4	Dispatch / ComCenter							
P-4.1	Dispatch Supervisor & Console	1,1,1,1	0	0	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	4,4,5,6	0	0	240	240	240	Adjacent to Lobby and existing consoles to be reused
P-4.2.1	Service Window to Lobby	1	0	0	64	64	64	Adjacent to Lobby with secured projectile rated service window
P-4.3	Break Room with Lockers	1	0	0	100	150	150	lockers + kitchenette
P-4.4	Staff Unisex Bathroom @ 64 sf	1	0	0	64	64	64	ADA accessible unisex
P-4.5	Specialized Equipment Storage	1	0	0	80	80	80	Dispatch equipment and dedicated server area - additional cooling
P-4.6	IT/OPS & LMR Server Room - Serves entire PD Facility	1	0	0	100	100	100	Secured space, special cooling
P-4.7	IT Equipment Storage & Supplies	1	0	0	100	100	100	Secured Space
	SUBTOTAL		0	0	868	918	918	
	Efficiency Factor	25%	0	0	217	230	230	
	TOTAL	P-4	0	0	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 - Future 2 dispatchers per shift

2 existing consoles - 1 future console - Total of 3 20 years out

# Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London, NH

## P-5 Booking and Intake

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
P-5	Booking and Intake							
P-5.1	Vehicle Sally Port	2	0	0	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	1	0	0	12	12	12	Inside Sally Port area
P-5.3	Security Vestibules @ 64 sf each	2	0	0	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	1	0	0	80	80	80	8x10 Separated sound and visual from Adult cells. No plumbing.
P-5.5	Detainee Property Storage Room	1	0	0	80	80	80	Lockable Storage within booking area
P-5.6	Booking / Processing Area	1	0	0	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	1	0	0	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	1	0	0	80	80	80	1 holding cells - single user - wc & sink detention SS plumbing
P-5.8	Intoxilizer Room with Medical Area	1	0	0	120	120	120	contiguous to bookingg
P-5.9	Live Scan Alcove	1	0	0	80	80	80	contiguous to bookingg
P-5.10	Small Interview/Briefing Room	1	0	0	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	1	0	0	60	60	60	4 lockers
P-5.12	Detainee Toilet Room - Single User @ 64 sf.	1	0	0	64	64	64	Located within the booking area - stainless steel prison fixtures. ADA accessible.
	SUBTOTAL		0	0	1,724	1,724	1,724	
	Efficiency Factor	25%	0	0	431	431	431	
	TOTAL	P-5	0	0	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		Space Need						Notes
No.	Function	Existing	Previous 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	1	0	0	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	1	0	0	500	500	500	High Density Shelving System
P-6.2.1	Short Term Evidence Storage Room	1	0	0	150	150	150	Lockable and secure
P-6.3	Cash/Valuables Vault	1	0	0	40	40	40	Lockable and secure vault within Evidence area
P-6.4	Weapons Vault	1	0	0	100	100	100	Lockable and secure
P-6.5	Narcotics Vault	1	0	0	100	100	100	Lockable and secure
P-6.6	Evidence Chemical Processing Lab/Lab Tech	1	0	0	120	120	120	Ventilation for offgasing and evidence testing required - adjacent to evidence drop area
P-6.6.1	Evidence Custodian Work Station	1,1,1,1	0	0	80	80	80	Located in Evidence area and adjacent to the Evidence Processing Lab
P-6.8	Freezer Bank/DNA Storage	1	0	0	40	40	40	Inside Evidence Storage area
P-6.7	Evidence to Be Destroyed Staging Area	1	0	0	60	60	60	Lockable and secure
P-6.9	Found Articles Storage	1	0	0	64	64	64	Lockable and secure - Adjacent to Sallyport and Evidence
P-6.10	Bulk Evidence Storage (bikes, mopeds, motorcycles)	1	0	0	200	200	200	10 x 20 bay adjacent to Sallyport and Evidence areas
P-6.11	Vehicle Evidence Processing Bay (indoor)	1	0	0	375	375	375	
P-6.12	Auto Impound - vehicles	0	0	0	0	0	0	Please refer to Parking Requirements in the Executive Summary
SUBTOTAL			0	0	1,949	1,949	1,949	
Efficiency Factor		25%	0	0	487	487	487	
TOTAL		P-6	0	0	2,436	2,436	2,436	

# Programmatic Needs Assessment

Public Dep. Building Study  
Town of New London, NH

Space ID Name

Program Area

## P-7 Investigations/Detectives

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

# Programmatic Needs Assessment

Police Dep. Building Study  
Town of New London NH

## P-8 Patrol/Operations/Training

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
P-8	Patrol/Operations/Training							
P-8.1	Officers (F/T) @ 36 sf each	4,4,5,5	0	0	144	180	180	Shared Counter/workstations 6 x 6
P-8.2	Patrol Work Area Files Storage	1	0	0	20	30	30	Can be included with workstations area (not separate); stackable file cabinets
P-8.3	Sergeant	1,1,1,1	0	0	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	0	0				
P-8.5	Part-time officers @ 64 sf	3,3,3,3	0	0	192	192	192	Share Office
P-8.6	Patrol Central Business Hub	1	0	0	100	100	100	Copy, print, fax, shared supplies & resources, flashlights, etc - adjacent to Patrol Workstations
P-8.7	Patrol Equipment Storage & Supplies	1	0	0	150	150	150	Rack storage for simulation and misc. training supplies - adjacent to Patrol Work Space
P-8.8	Armory	1	0	0	200	200	200	Secured space monitored, blast vent, ventilation.
P-8.9	Fire Arm Cleaning	1	0	0	150	150	150	Benches, special exhaust ventilation and work benches.
P-8.10	Ammunitions Storage	1	0	0	100	100	100	Secured space monitored
P-8.11	Quartermaster Supply Storage	1	0	0	200	200	200	Secured space monitored
P-8.12	PD Bicycle Storage, Sign boards on trailers & speed feedback signs	1	0	0	288	288	288	Single bay adjacent to Sallyport
P-8.13	Automotive / Fleet Operations Equipment	0	0	0	0	0	0	
P-8.14	Patrol Roll Call / conference Room	8	0	0	200	200	200	
P-8.15	Decompression & Wellness	1	0	0	120	120	120	Adjacent to Patrol Work Space - "soft space" TV, Phone, amenities
	SUBTOTAL		0	0	2,056	2,102	2,102	
	Efficiency Factor	25%	0	0	514	526	526	
	TOTAL	P-8	0	0	2,570	2,628	2,628	

# Programmatic Needs Assessment

## Public Safety Building Study

### Town of New London NH

Space ID Name

**P-9 PD Departmental Support**

Program Area

LAVALLEE BRENSINGER ARCHITECTS

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
<b>P-9</b>	<b>PD Departmental Support</b>							
P-9.1	Staff Restrooms @ 64 sf each	2	0	0	128	128	128	Sink & water closet (Excludes single user in Admin, Booking, Community Room, & Dispatch).
P-9.2	Male Locker Room	7,7,9,9	0	0	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	0	0	100	100	100	Individual Shower Stalls, ventilation
P-9.4	Female Locker Room	4,4,6,6	0	0	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	0	0	50	50	50	Individual Shower Stalls, ventilation
P-9.6	Central Break Room	6	0	0	192	192	192	12 x 16 - Refrigerator, microwave, sink, cabinets, table for 6, and windows to outdoor access if possible
P-9.7	Break Room Storage	1	0	0	60	60	60	Adjacent to Break Room
P-9.8	Lactation Room	1	0	0	100	100	100	Adjacent to Female Lockers, secure room with sink, small refrigerator, counter, chair & table.
P-9.10	Washer/Dryer area	1	0	0	60	60	60	Adjacent to Locker Rooms
	<b>SUBTOTAL</b>		0	0	885	950	950	
	<b>Efficiency Factor</b>	<b>25%</b>	0	0	221	238	238	
	<b>TOTAL</b>	<b>P-9</b>	<b>0</b>	<b>0</b>	<b>1,106</b>	<b>1,188</b>	<b>1,188</b>	

**Programmatic Needs Assessment**

**Police Dep. Building Study**  
**Town of New London NH**

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

Space ID Name

**S-1 Facility Support**

Program Area

LAVALLEE|BRENSINGER ARCHITECTS

Space Designation			Space Need					Notes
No.	Function		Existing	Previous Study	2024 (current need)	2034	2044	
S-1	Facility Support							
1-1.1	Trash/Recycling Storage	1	0	0	80	80	80	Adjacent to PD back door and close to exterior dumpster area
1-1.2	Custodial Closet - 1 per floor	1	0	0	60	60	60	60 SF each with mop sink and cleaning supplies. Lockable.
1-1.3	Mechanical Room	1	0	0	250	250	250	Allowance only. May vary depending on MEP systems
1-1.4	Electrical Room	1	0	0	120	120	120	Allowance only. May vary depending on MEP systems
1-1.6	IT Storage	1	0	0	50	50	50	Adjacent to the IT Server Room. Lockable.
1-1.7	Telephone/Fiber Room	1	0	0	80	80	80	Lockable. Adjacent to IT area.
1-1.8	IT/IDF Closets @ 32 sf each per floor	1	0	0	32	32	32	
1-1.9	Stair @ 200 sf each per floor	0	0	0	0	0	0	
1-1.10	Elevator @ 80 sf each per floor	0	0	0	0	0	0	
1-1.11	Elevator Machine Room	0	0	0	0	0	0	
1-1.12	Indoor parking for PD Vehicles	0	0	0	0	0	0	
	SUBTOTAL		0	0	672	672	672	
	Efficiency Factor	25%	0	0	168	168	168	
	TOTAL	S-1	0	0	840	840	840	