

POLICE STATION NEEDS ASSESSMENT STUDY FOR



**CARVER
POLICE DEPARTMENT**

TABLE OF CONTENTS

1. INTRODUCTION

2. ANALYSIS OF EXISTING ORGANIZATION

3. ORGANIZATION CHART

4. DEMOGRAPHICS

**CHART 1 POPULATION TO OFFICER RATIO CHART -
SELECTED AREA TOWNS**

**CHART 2 CRIME RATES IN SELECTED
AREA TOWNS**

**CHART 3 POLICE EMPLOYMENT DATA -
PLYMOUTH COUNTY**

5. LIST of PRESENT CARVER POLICE STATION DEFICIENCIES and EXISTING CONDITIONS

**PHOTOGRAPHS DEPICTING DEFICIENCIES and EXISTING
CONDITIONS**

6. GENERAL CONSIDERATIONS REGARDING A NEW POLICE STATION

7. SPECIFIC NEEDS FOR THE NEW POLICE FACILITY

8. POTENTIAL LOCATIONS TO BE CONSIDERED

9. WHY THIS NEED IS IMPORTANT

10. SPACE NEEDS BY FUNCTION

11. STAFF RECOMMENDATION

12. FRECENTLY RECEIVED INFORMATION FOR CONSIDERATION

1. INTRODUCTION

In February 2005, The Town of Carver's Capital Outlay Committee requested Chief Arthur A. Parker Jr. of the Carver Police Department to develop a NEEDS ASSESSMENT STUDY on the Carver Police Department. The purpose of the study is to list the various obsolete amenities and problems within the current police building while determining the space and operational needs of the department in a newly constructed police facility. The members of the Carver Police Department who work in the current police station day to day contributed to this study.

The methodology used in assessing the space needs of the department is as follows:

- 1) Analysis of existing organization;
- 2) Organization Chart
- 3) Demographic review and identification of potential future growth functions based on current town population and future growth of community and police department.
- 4) List of identified deficiencies in current building by function.
- 5) Some considerations involving why a new police station is necessary.
- 6) A listing by function of what specifics will be required in the new police station.
- 7) Possible locations of presently owned town properties to be considered as potential police station sites.
- 8) A recommendation by the Police Department
- 9) The space needs of a new police station based on functions.

2. ANALYSIS OF EXISTING ORGANIZATION

The Carver Police Department currently has eighteen 18 full time officers on staff.

The breakdown of the staff follows:

Chief	1
Sergeants	4
Detectives	1
Patrol Officers	10
Court Officer	1
Community Resource Officer	1
Administrative Assistant	1
Records Clerk (part-time)	1

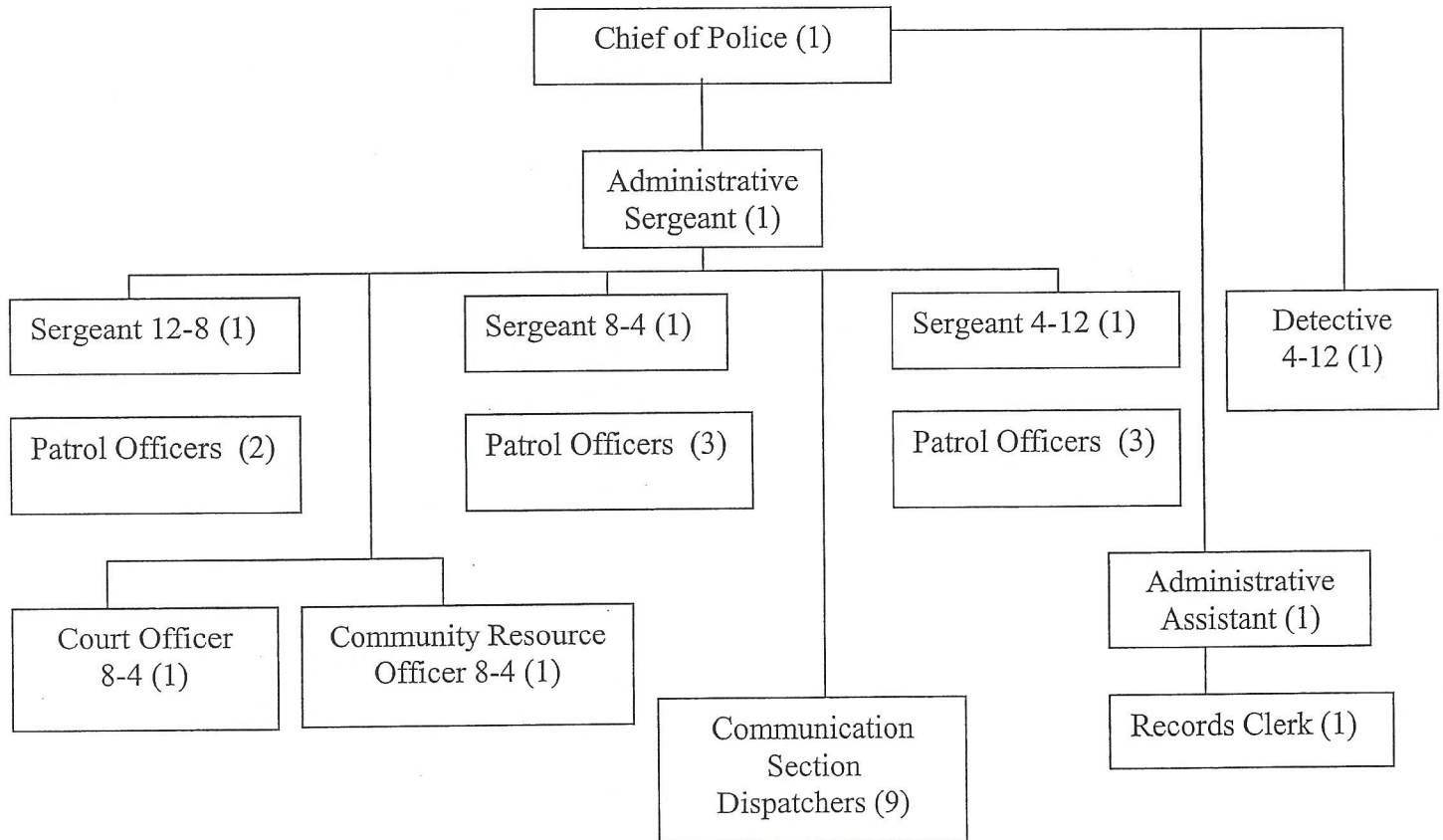
COMMUNICATIONS SECTION¹

Dispatchers (Full-time)	3
Dispatchers (Part-time)	6
Total Sworn Personnel	18
Total Non-Sworn Personnel	11
Total Personnel	29

¹ The Communications Section currently employs three full-time and 7 part-time dispatchers who cover twenty-one shifts per week, one dispatcher on duty per shift. The Communications Section is responsible for providing call taking and dispatch services for the Police Fire and EMS as well as monitoring various Entergy equipment directly related to the Plymouth Nuclear Power Plant.

3. ORGANIZATION CHART BY POSITION

ORGANIZATIONAL CHART 2005 CARVER POLICE DEPARTMENT



4. DEMOGRAPHICS

The population of Carver is 11,163 people. Carver's police officer to 1000 resident ratio is 1.61. The officer per 1000 resident ratio in Massachusetts is 1.73 (2.92 on Cape Cod)². Carver has a lower than average ratio of officers to population. This ratio suggests that Carver should grow in staff to 20 (19.31) full time police officers, if the current population remains constant. However, the town, according to the Carver Master Plan is expected to grow.

The Town of Carver's Master Plan states " *The Town of Carver is at a crossroad. According to most predictions, the population of Carver will increase by 50% over the next 20 years, and the population of the town could eventually reach 34,000 or even higher.*"³ The Master Plan further reads " *The strategies outlined in this report would also reduce the final build-out population of Carver by about 25%. The increase in lot size alone would decrease the ultimate population by 5,600 people or 2,050 housing units, while the protection of land via acquisition or conservation restrictions would further reduce the build out by 3,000 residents or 1,200 units.*"⁴

Based on the predictions of the Carver Master Plan, a police station built for the next forty years should accommodate a department of 40.89 officers based on the present low end 1.61 population to officer ratio. (25,400 population X 1.61 = 40.89 officers)

OFFICER PER RESIDENT RATIO IN SELECTED AREA TOWNS

Town	2000 Census	Full-Time Officers in 2000	Ratio Officer per 1000 Residents
Carver	11,136	17	1.6
Halifax	7,500	10	1.5
Kingston	11,780	24	2.7
Lakeville	9,821	15	1.9
Marion	5,123	12	2.7
Mattapoisett	6,268	18	3.1
Middleboro	19,941	39	2.2
Norwell	9,765	21	2.3
Plymouth	51,701	102	2.2
Plympton	2,637	6	2.5
Rochester	4,581	8	2.0
Wareham	20,335	44	2.3

² Municipal Benchmarking, an independent firm that compiles municipal data about expenditures, staffing levels and salaries.

³ Carver Master Plan; Executive Summary: A Five Part Plan for Carver page 1.

⁴ Carver Master Plan; Executive Summary: A Five Part Plan for Carver page 6

CRIME RATES IN SELECTED AREA TOWNS

Town	Total	Violent	Property	Murder	Rape	Rob	Assault	Burg	Larc	MV
Carver	139	12	127	0	0	0	12	45	66	16
Halifax	116	36	80	0	1	0	35	18	51	11
Kingston	305	13	292	0	2	3	8	11	254	27
Lakeville	0	0	0	0	0	0	0	0	0	0
Marion	118	14	104	0	0	0	14	20	78	6
Mattapoisett	79	14	65	0	1	0	13	15	48	2
Middleboro	400	40	360	0	2	3	35	54	264	42
Norwell	95	16	79	0	2	0	14	12	53	14
Plymouth	884	102	782	2	6	10	84	163	563	56
Plympton	0	0	0	0	0	0	0	0	0	0
Rochester	0	0	0	0	0	0	0	0	0	0
Wareham	870	203	667	1	4	7	191	158	465	44

Notes: "Sworn Rate = Rate of Full-time sworn personnel per 1,000 population

"Civilian %" = Percent of full-time civilian employees per full-time sworn employee

Population figures are from the 1990 US Census.

Data in this table is gathered by the Crime Reporting Unit in its annual Police Employment Survey.

Data are accurate as of October 31 of the survey year-1999.

Crime Reporting Unit Massachusetts State Police Table created on 2/26/2005

The department requires added staff based upon the volume of calls for service and the time required of officers to handle various situations such as arrests, obtaining restraining orders etc. If there is a continued expectation of police officers to staff ambulances for the EMS, additional officers will be mandated to provide adequate police personnel to protect and service the town. While the practice of using police officers to double as ambulance attendants has existed since the EMS department was created and took the ambulance service over from the police, the community has grown to where the current staffing levels of the police department cannot protect the town appropriately, let alone complement the EMS department.

Our patrol officers handle more calls per officer than officers in most other communities. This type of individual call volume-work load can decrease the quality of their work, reduces their time required to follow-up on cases, adds to frustration and "burn out" and decreases morale.

It should be noted that there is presently no command staff positions other than the Police Chief. Staffing should expand to include a non-union Executive Officer position such as a Lieutenant or Deputy Chief to assist the Chief in the day to day administration of the department.

Police Employment Data for Plymouth County Municipal Police Departments as of 2000

Town	2000 Pop	Sworn Personnel				Civilian Personnel				Sworn Rate per 1,000	Civilian % of Sworn
		Full Time		Part Time		Full Time		Part Time			
		Male	Female	Male	Female	Male	Female	Male	Female		
Abington	14605	29	1	3	0	0	1	1	2	2.2	3.33
Bridgewater		38	2	3	1	1	2	0	4	1.9	7.5
Brockton		166	14	0	0	11	21	0	0	1.9	17.78
Carver		14	3	2	0	3	2	0	1	1.6	29.41
E Bridgewater		14	3	2	0	3	2	0	1	1.6	29.41
Halifax		10	0	7	0	1	3	0	2	1.5	40
Hanover		32	0	8	0	0	2	0	0	2.7	6.25
Hanson		20	1	12	0	3	4	2	0	2.3	33.33
Hingham		43	2	0	0	5	4	1	1	2.3	20
Hull		27	1	0	0	1	2	0	5	2.7	10.71
Kingston		23	1	14	2	3	5	0	0	2.7	33.33
Lakeville		14	1	5	1	3	2	0	0	1.9	33.33
Marion		12	0	8	2	0	1	0	1	2.7	8.33
Mattapoisett	6268	17	1	10	0	0	0	0	0	3.1	0
Middleboro		36	3	0	0	2	8	0	1	2.2	25.64
Norwell	9765	20	1	1	0	1	1	0	0	2.3	9.52
Pembroke		29	2	0	0	0	2	0	0	2.1	6.45
Plymouth		100	2	0	0	9	10	11	3	2.2	18.63
Plympton		5	1	6	1	0	1	0	1	2.5	16.67
Rochester		7	1	5	0	0	0	0	0	2	0
Scituate		7	1	5	0	0	0	0	0	2	0
Wareham		40	4	0	0	3	4	2	2	2.3	15.91
W Bridgewater		18	2	11	0	0	1	1	0	3.1	5

Notes: "Sworn ate = Rate of Full-time sworn personnel per 1,000 population

Data in this table is gathered by the Crime Reporting Unit in its annual Police Employment Survey. Data are accurate as of October 31 of the survey year.

Crime Reporting Unit Massachusetts State Police Table created on 2/26/2005

5. LIST of PRESENT CARVER POLICE STATION DEFICENCIES and EXISTING CONDITIONS

The Carver Police Department is established under Massachusetts General Laws Chapter 41 Section 97A. The CPD operates out of a 5725 square foot cinder block building located at 112 B Main St. and is attached to the rear of the present Fire Department headquarters. Of the total square footage, 960 square feet is garage space. The police building originally contained three garage bays that have been modified to two bays to accommodate a present Communications Section dispatch area and public entrance for people to conduct police business. The remaining garages are to act as a sally port where cruisers are supposed to load and unload prisoners.

The facility houses the department's total staff of 29 including the administration, patrol and communications offices. CPD staff consists of 18 sworn officers and 11 non-sworn personnel that include part-time dispatchers. There should be a staffing increase by 2 to 4 patrol officers in the next several years to accommodate increased service demands, including traffic related issues.

Well-designed police facilities enable staff to perform their duties efficiently and effectively. As a facility ages, it no longer meet the needs of an evolving department, thus negatively affecting morale, efficiency, safety, security, technology, and overall policing efforts. When these conditions occur, the agency and its municipal partners search for alternatives. While typical remedies sometimes include expanding or renovating an existing facility, building an entirely new facility is the best alternative for the Town and the police department.

The following is a list of deficiencies and current conditions at the Carver Police Station.

APPEARANCE

- Fortress style building.
- Building appearance that does not comply with the Master Plan's vision regarding municipal buildings.
- Dark, dingy reception area.

FACILITIES

- Building is not Americans with Disabilities Act compliant.
- The entrance to the police station is confusing.

- Customers who enter the police station lobby must go back outside and re-enter another door in gain access into the station.
- Building does not comply with Architectural Barriers Act/Uniform Federal Accessibility Standards (UFAS)
- No public restrooms.
- Lack of proximate public telephone.
- Lack of efficient HVAC; inability to properly regulate heat and air conditioning.
- Inappropriate windows.
- Lack of adequate insulation.
- Lack of storage area for office supplies.
- Maze like floor plan.
- Lack of proper assembly area for roll calls.
- No area or equipment for conducting department training.
- Lack of suitable armory.
- Insufficient equipment storage areas.
- Lack of adequate security or recording devices

PERSONAL AMENITIES

- Lack of sufficient hot water for washing hands.
- Unsatisfactory shower facilities for male and female officers.
- Inadequate male and female locker room and lockers too small.
- Non-existent electric outlets for officers to charge portable radios or flashlights.
- Lack of proper HVAC in men or women bathrooms or locker rooms.
- Lack of physical fitness room.

HOLDING FACILITIES

- Inability to use the current sally port for unloading and loading prisoners due to storage of seized vehicle and other evidence stored in garage.
- Lack of proper access for wheel-chaired prisoner in booking area or holding cell.
- Inability to use firearms storage vault when accessing the prisoner booking room because prisoners cannot enter through sally port.
- Police officers must use the same telephone as prisoners who have assorted illnesses such as hepatitis.
- No decontamination area for officers who have been exposed to blood borne pathogens.
- No sink to allow prisoners to use after fingerprinting or to wash after experiencing pepper spray.
- No Fire, Heat, Smoke Detection System in the booking room or cells.
- No panic alarm button in the cell areas.
- Non-essential personnel have access to prisoners in the booking room.
- Lack of sight/sound separation between male prisoners, female prisoners and juvenile detainees.
- No holding room to secure multiple arrestees prior to booking.
- Lack of total Audio/Visual Surveillance in sally port, booking room and all cells.
- No second means of egress from cells should fire or other emergency occur.
- No automatic cell door lock release to open cell doors should fire or other emergency occur.
- Lack of booking counter that allows proper distance between booking officer and prisoner.
- No secure storage areas for prisoner belongings.

DISPATCH-COMMUNICATIONS SECTION

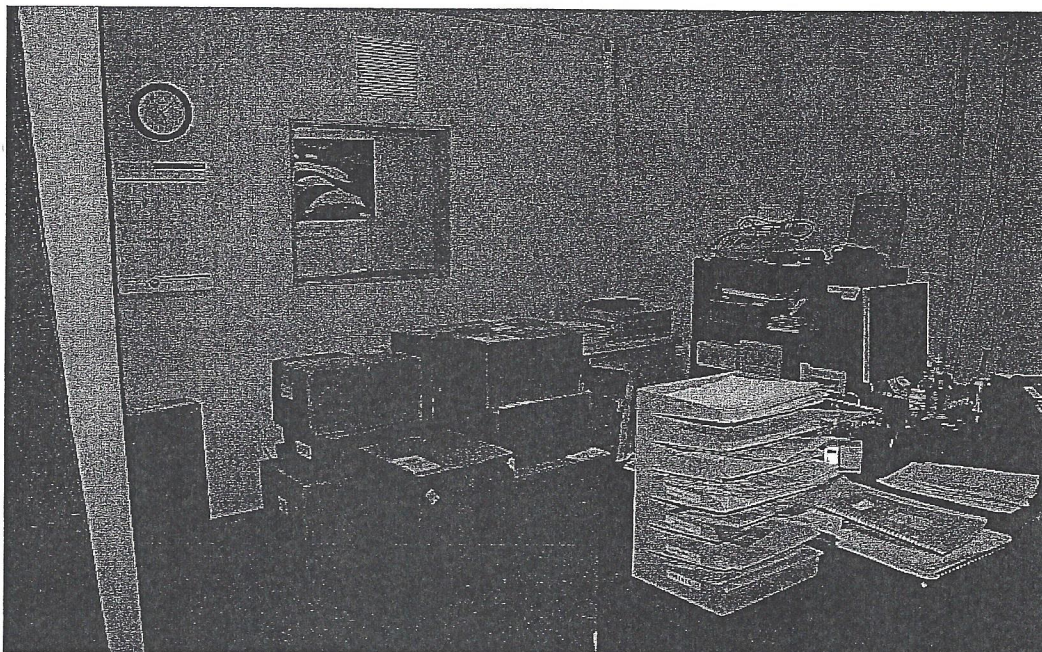
- No heat or air conditioning controls.
- Lack of fresh air exchange
- No ability to immediately play back telephone or radio calls.
- No method to adjust lighting within work area.
- Lack of ergonomic workplace design.
- Inability to monitor people coming and going to and from the building.
- Lack of sufficient area for breaks.

OPERATIONAL

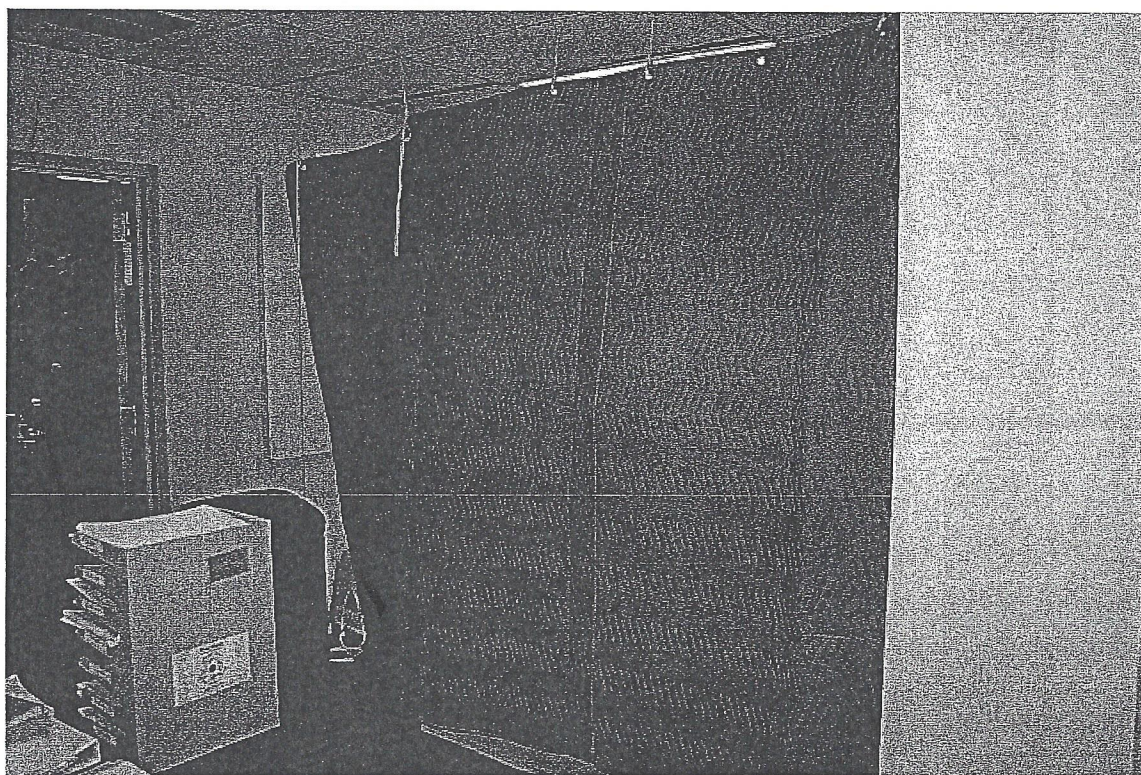
- Lack of proper evidence deposit, storage and control procedures.
- Lack of proper department weapons storage area.
- Lack of proper storage for weapons taken that are not evidence.
- Lack of fireproof, waterproof records storage area.
- Inability to secure and safely store large objects.
- Lack of secure storage for vehicle to be analyzed as evidence or seized.
- No facilities to wash or clean patrol vehicles.
- Little space to secure auto related necessities.
- No storage area for traffic related equipment; radar, traffic cones, speed trailer.
- Inability to store department equipment such as heavy vests, targets and stands.
- No heat or AC in roll call room.
- No audio video equipment to use for roll call training of department personnel.
- Lack of adequate kitchen and break room facilities.

- Little secure storage area for office supplies; most supplies stored in hallways of the station.
- Wires exposed, running from ceilings to appliances and not in walls or wires run along floor

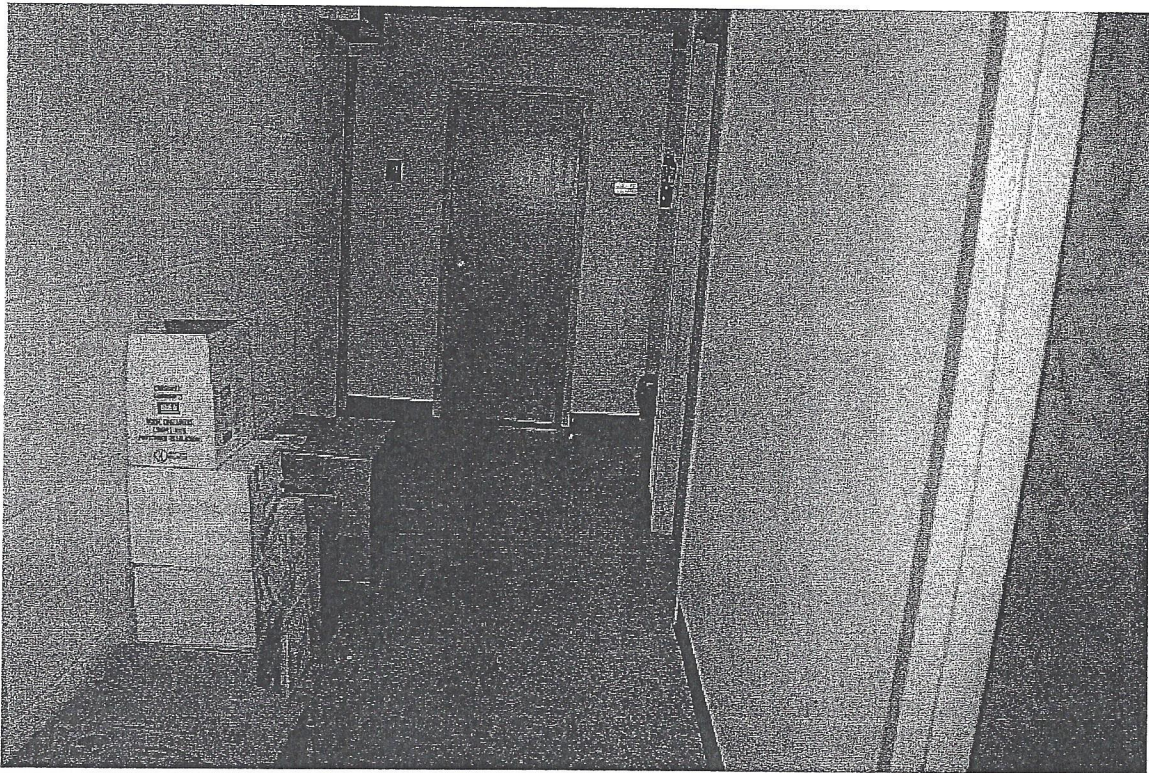
The following are a series of photographs depicting the present Carver Police Station deficiencies and existing conditions. While the photographs attempt to demonstrate various points discussed throughout this study, they should be used also as a source of reference during any physical tour conducted of the existing facility.



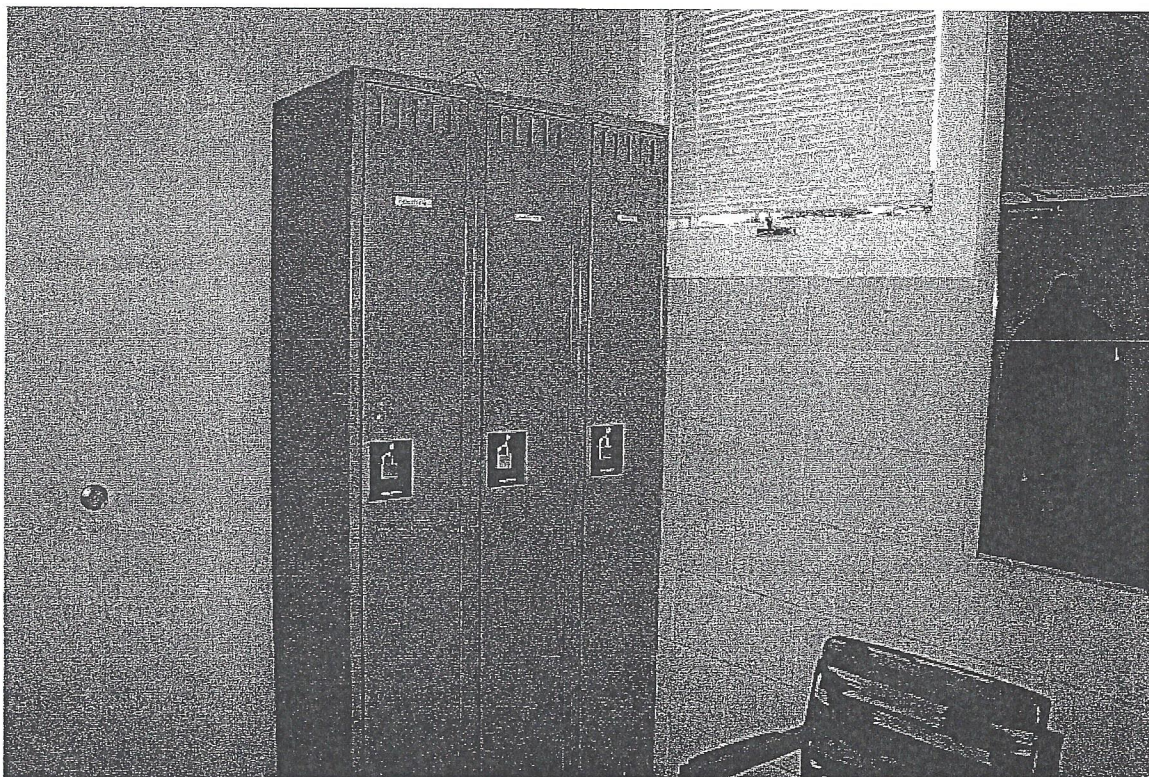
Administrative Assistant's Office used as a catch all for any deliveries and storage.



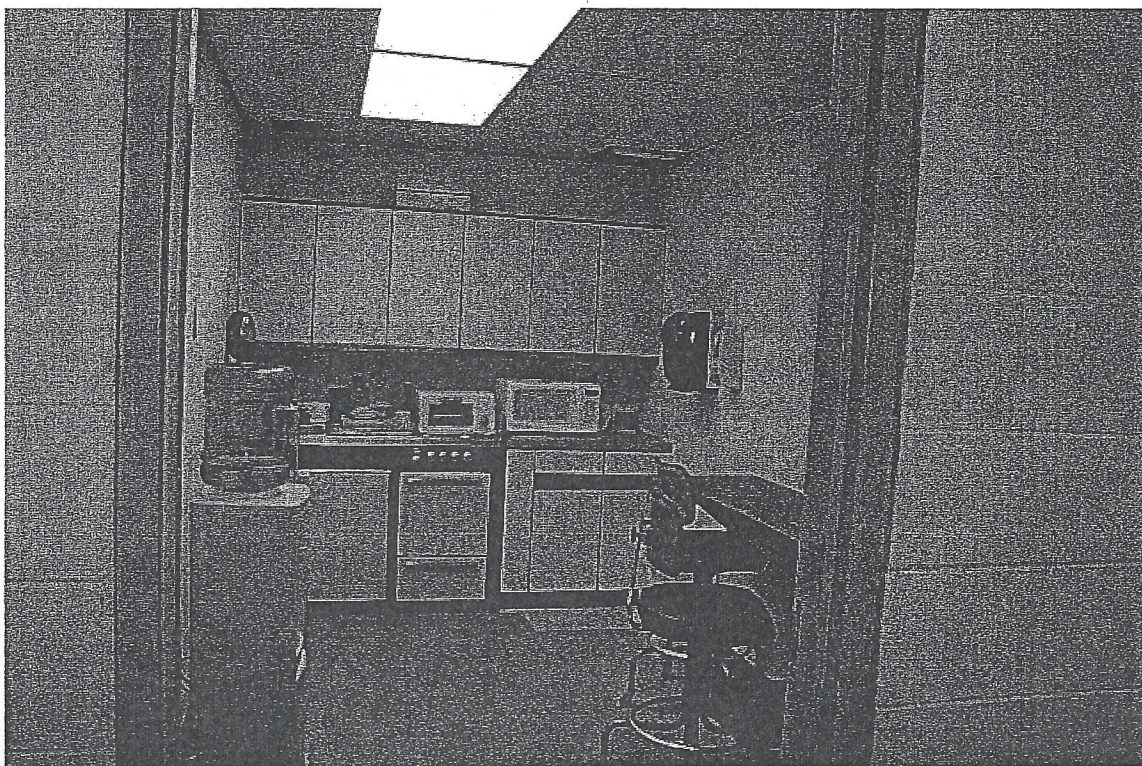
Computer servers and other infrastructure are assembled behind this curtain in an area of the Administrative Assistant's office designed for office supplies. The curtain is to reduce the noise level from the machines the Administrative Assistant must listen to.



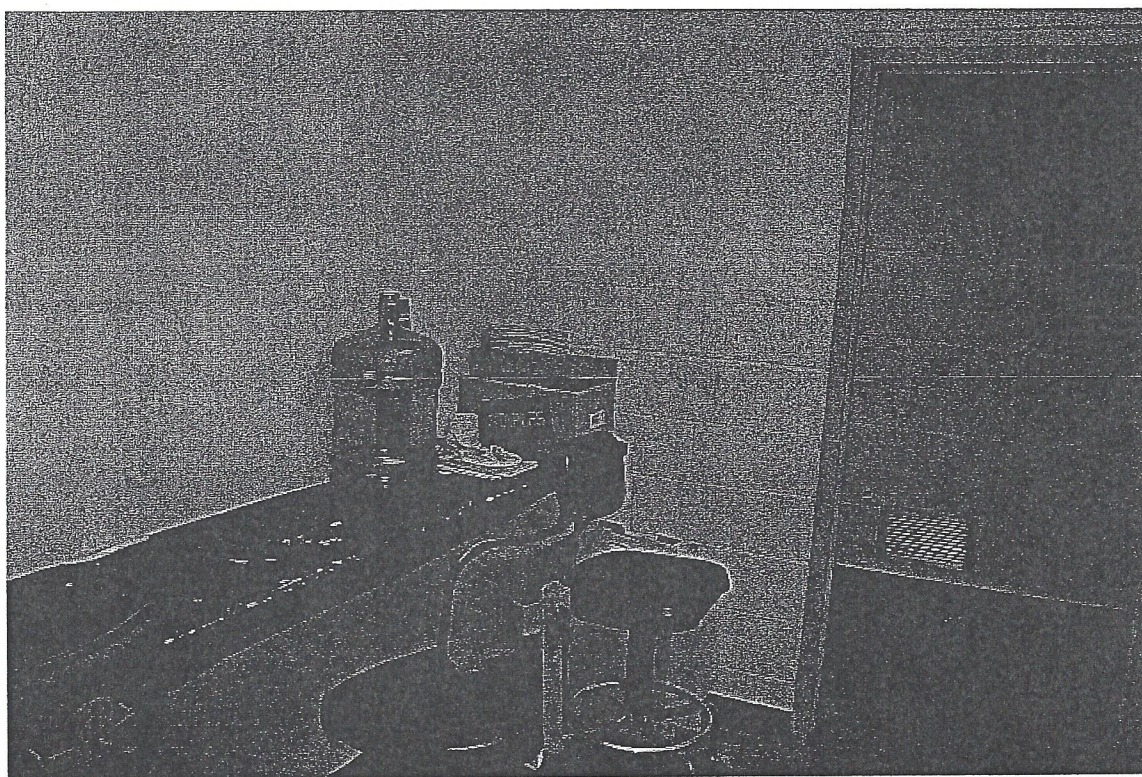
Office and other supplies are required to be stored in the hallway to accommodate for the lack of proper storage space.



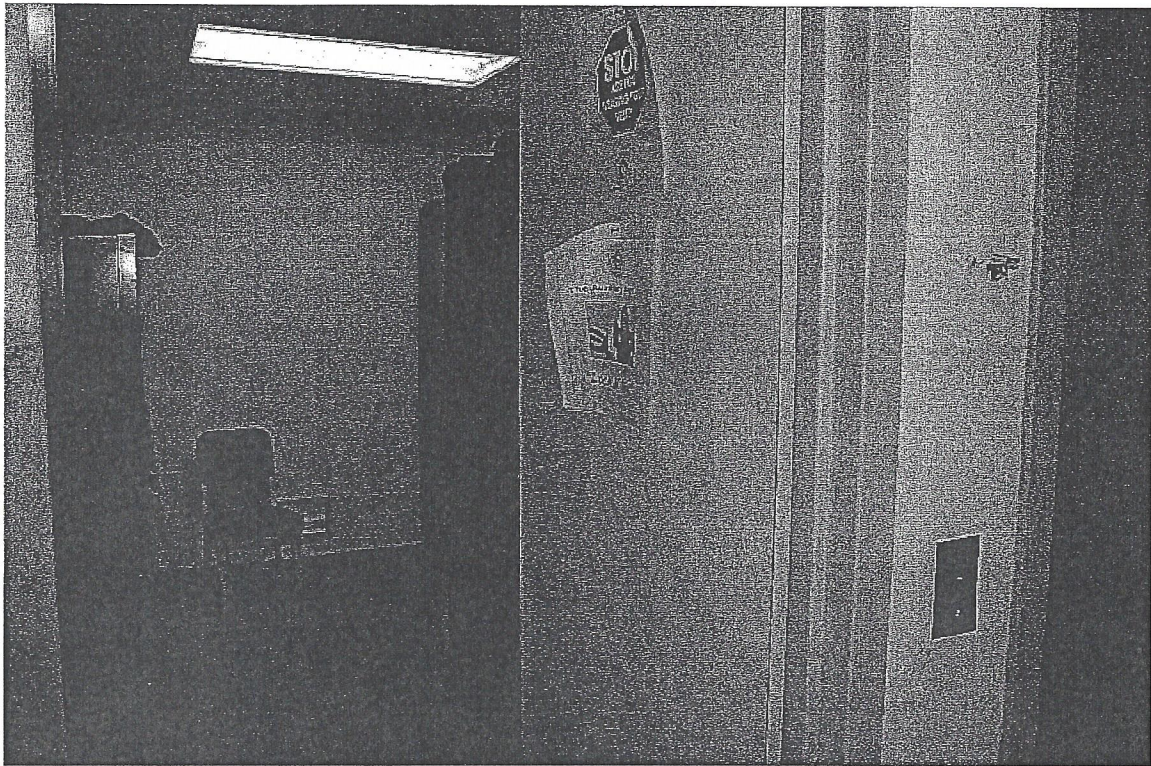
Lack of sufficient locker space for female department members.



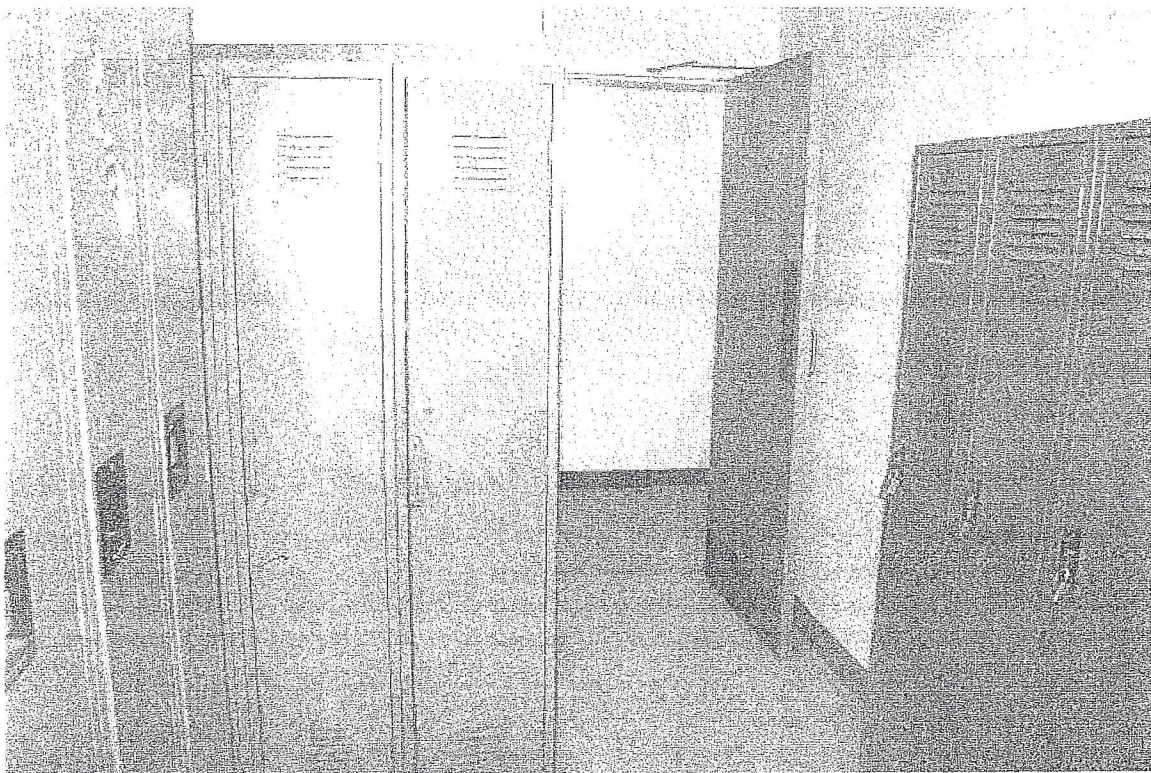
Present kitchen facilities for department personnel.



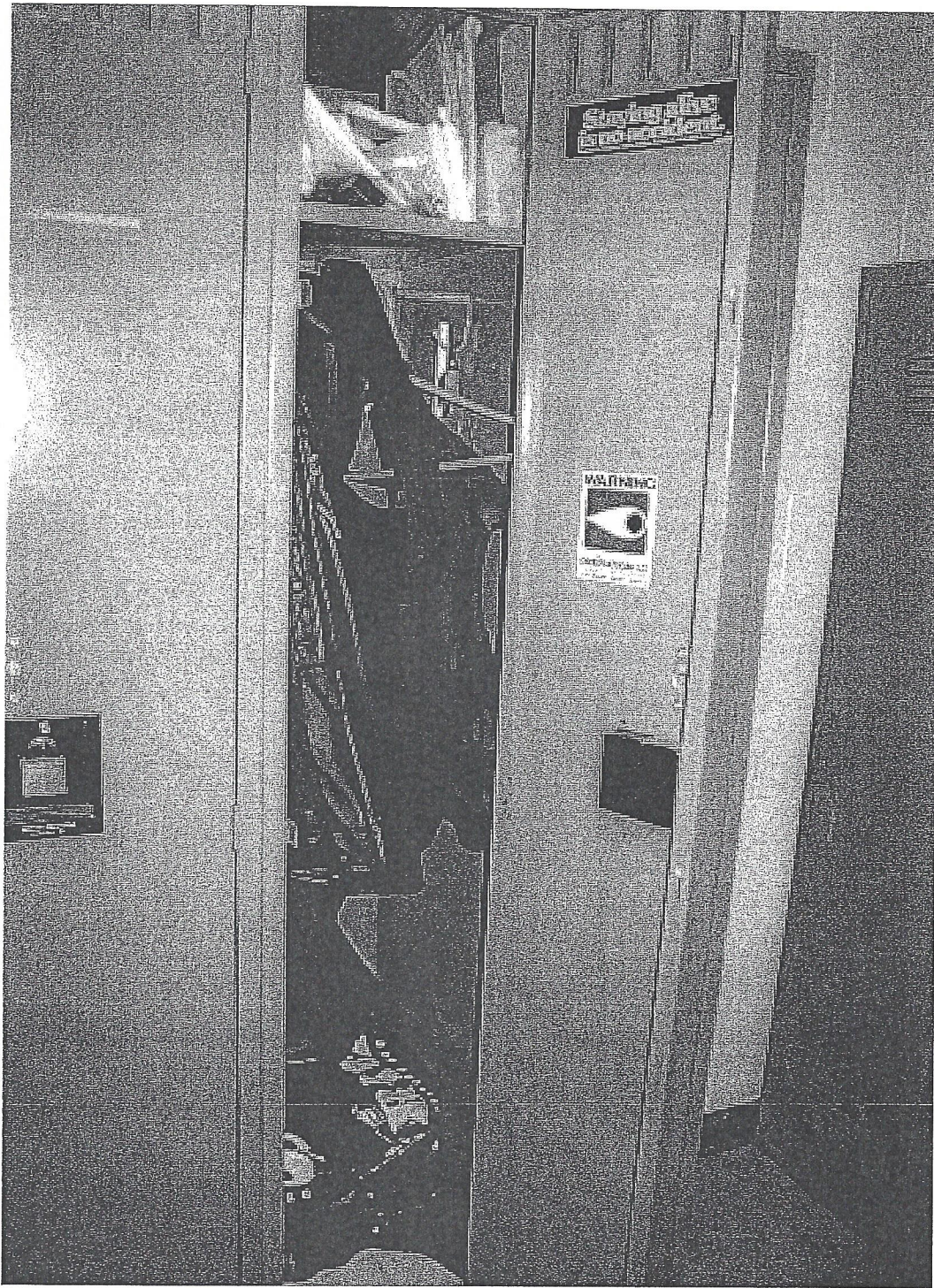
Present seating for department personnel to eat their meals and take breaks.



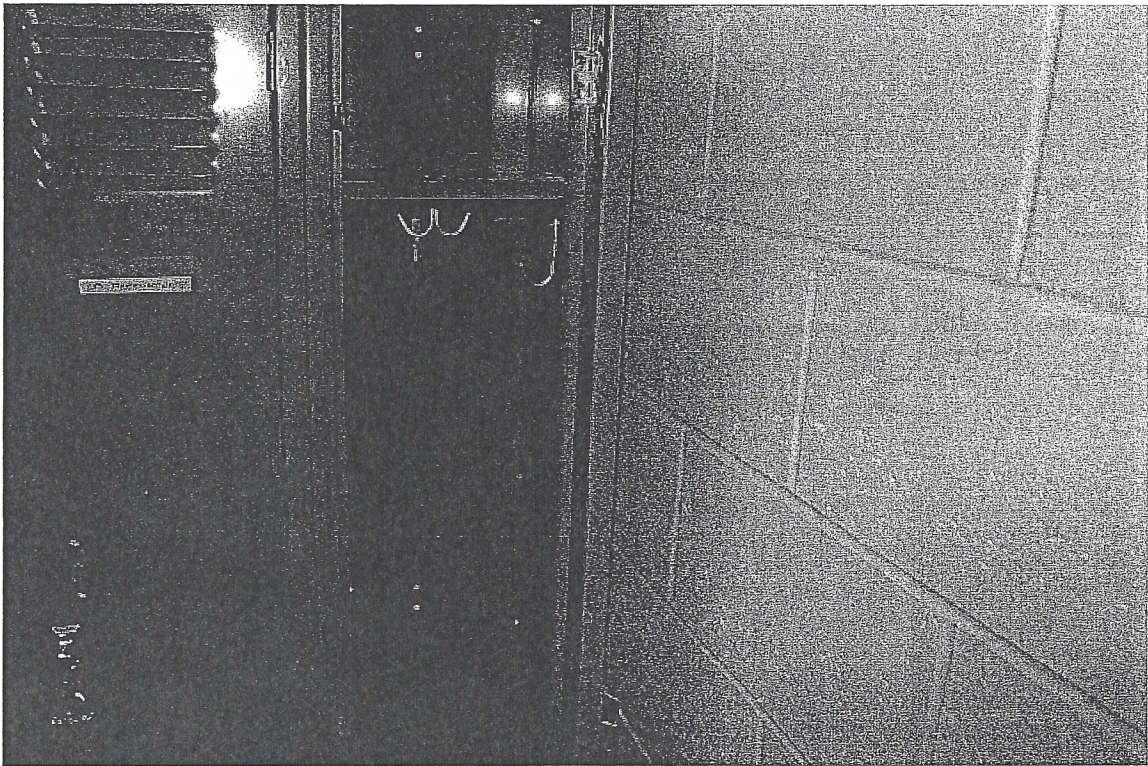
Current locker room for male department members.



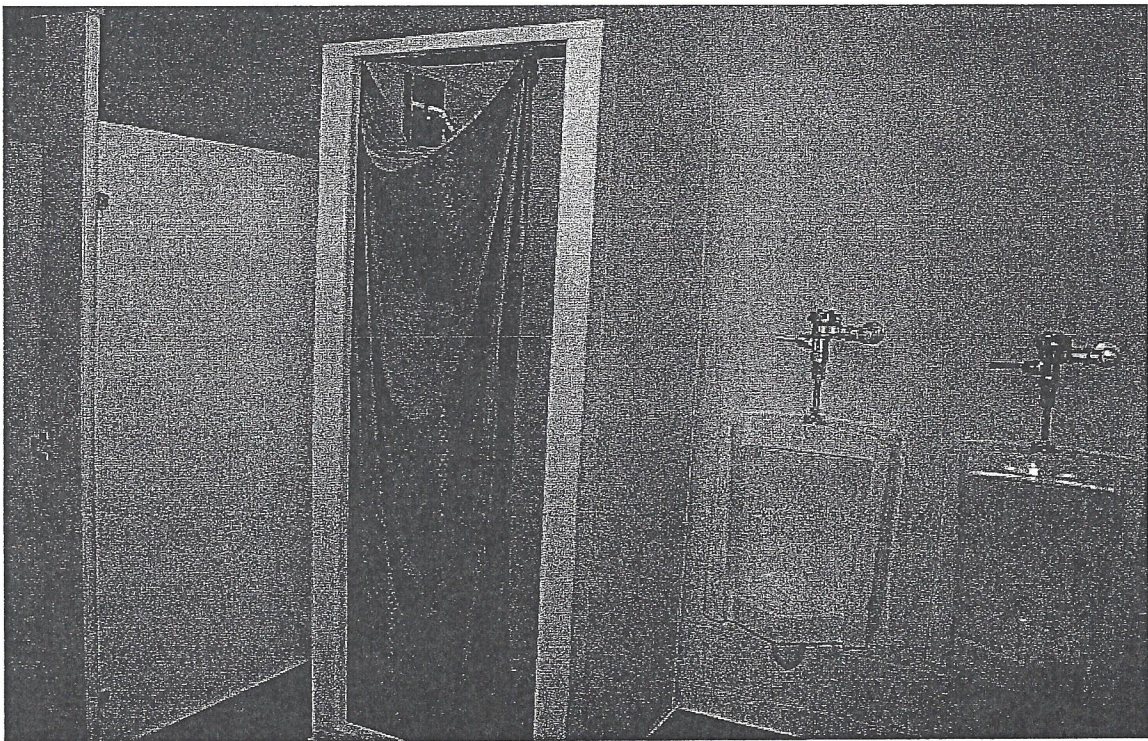
Another view of the current locker room for male department members.



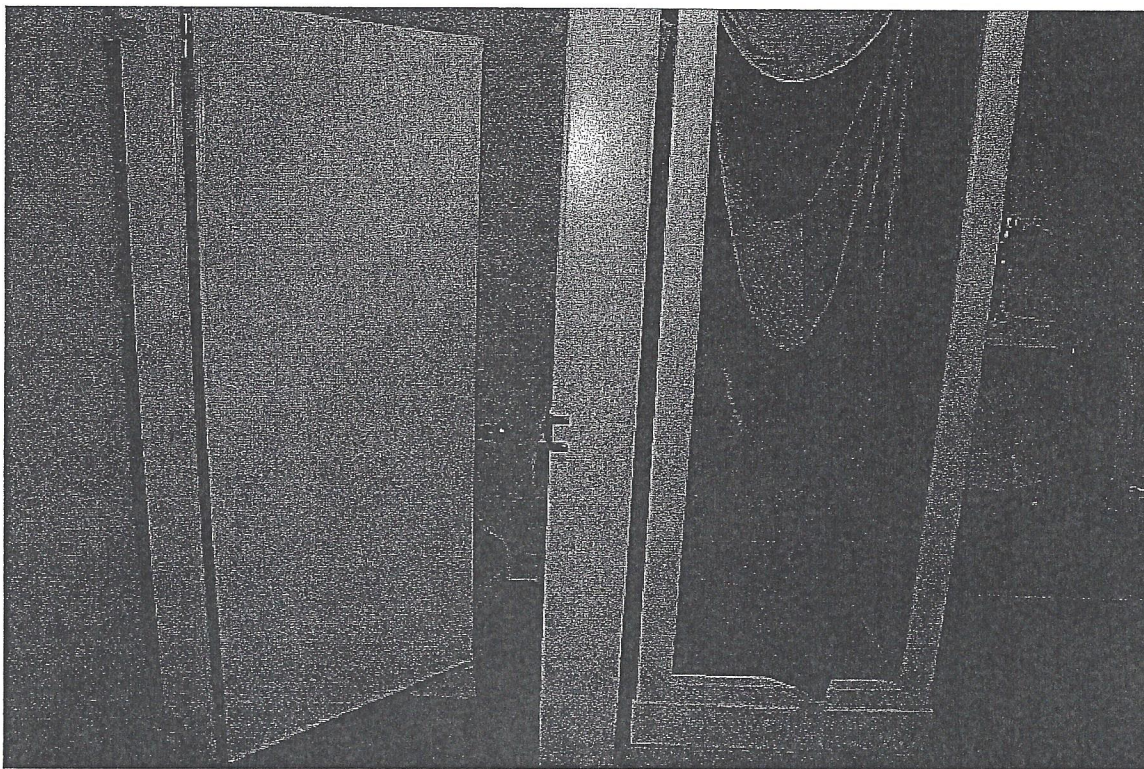
Current size of a locker in the male department member's locker room depicts how the size is not sufficient to contain an officer's equipment and clean, pressed uniforms.



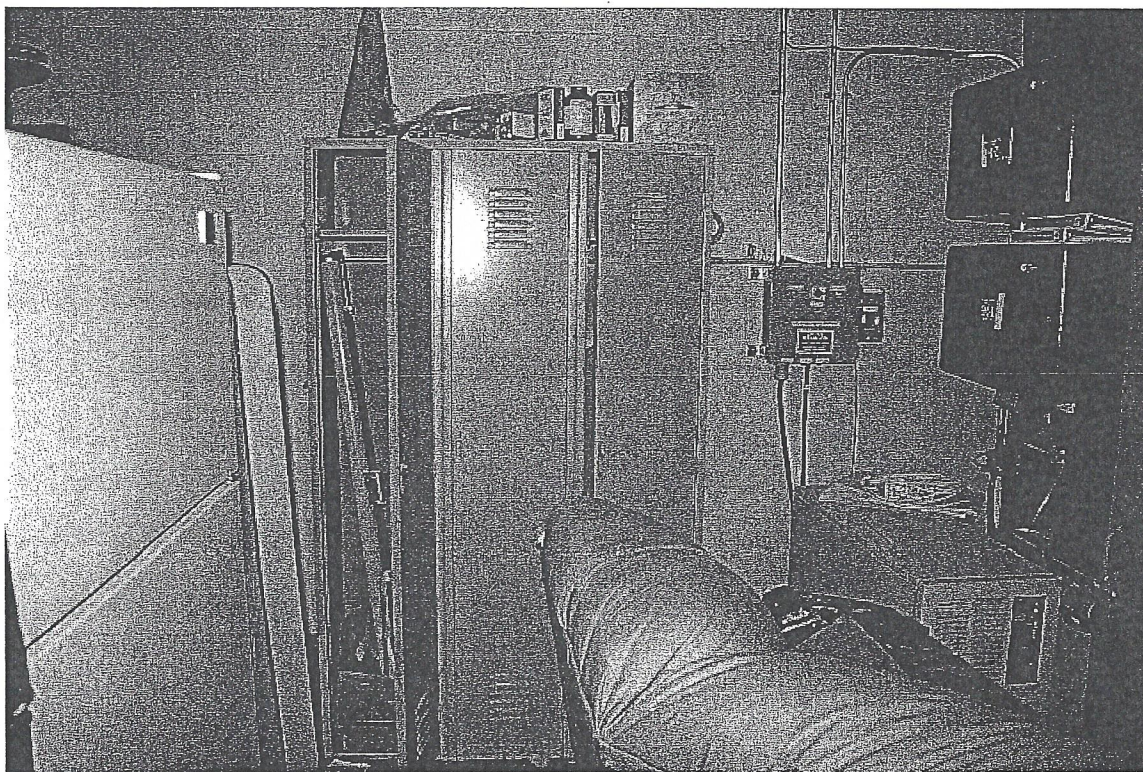
Another photo shows the size of the current lockers for officers. Compare to the cement block size on the wall to the right.



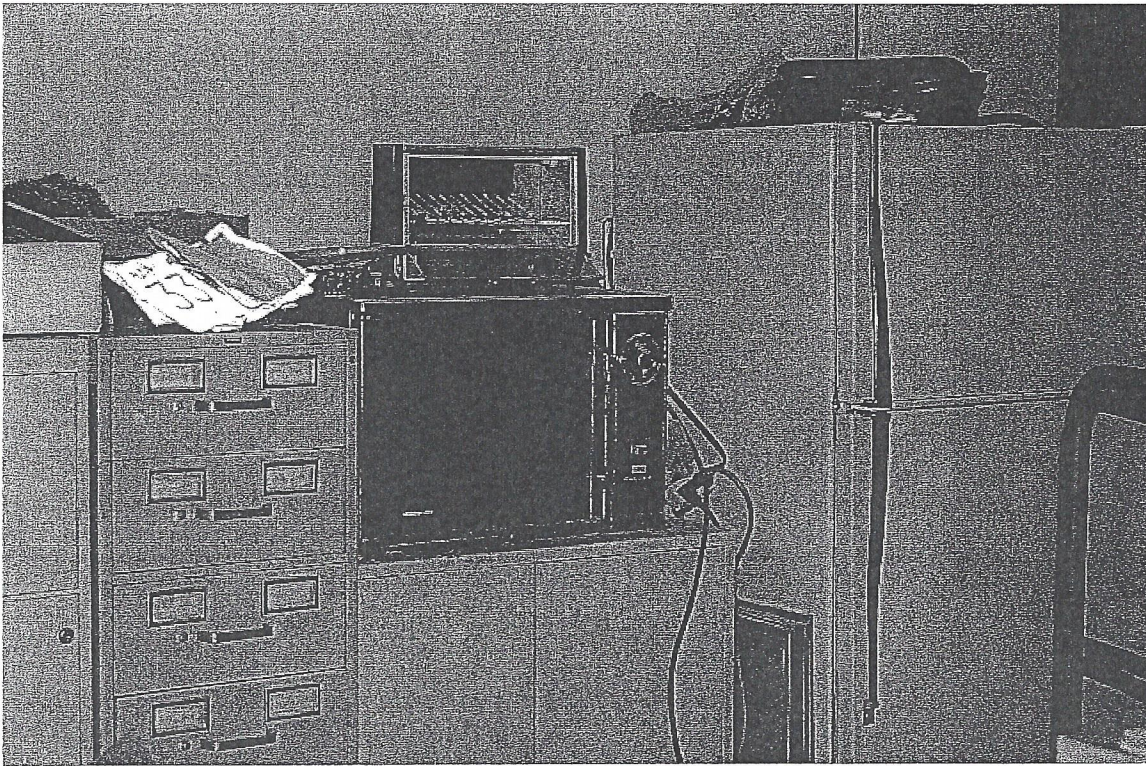
Deficient shower facilities in male bathroom. No shower facilities exist for female department members.



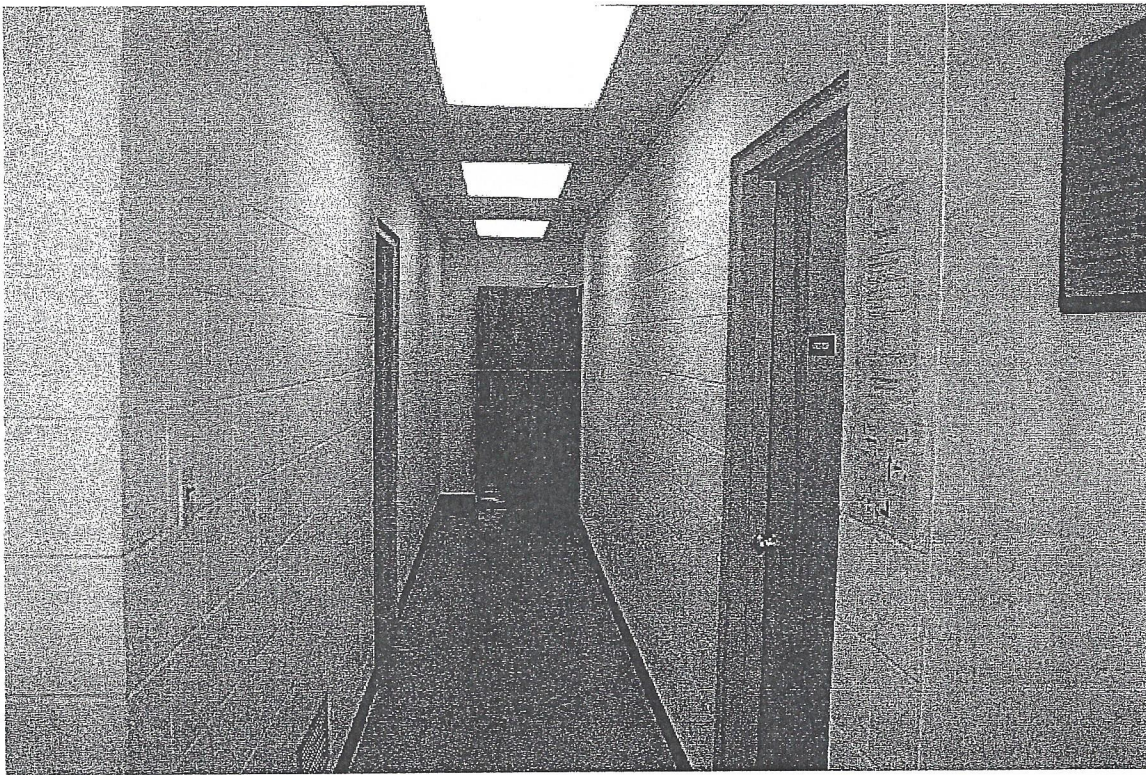
Only toilet appliance for male department members. Door hits user when trying to exit stall or user must step over and around toilet, then open door to exit.



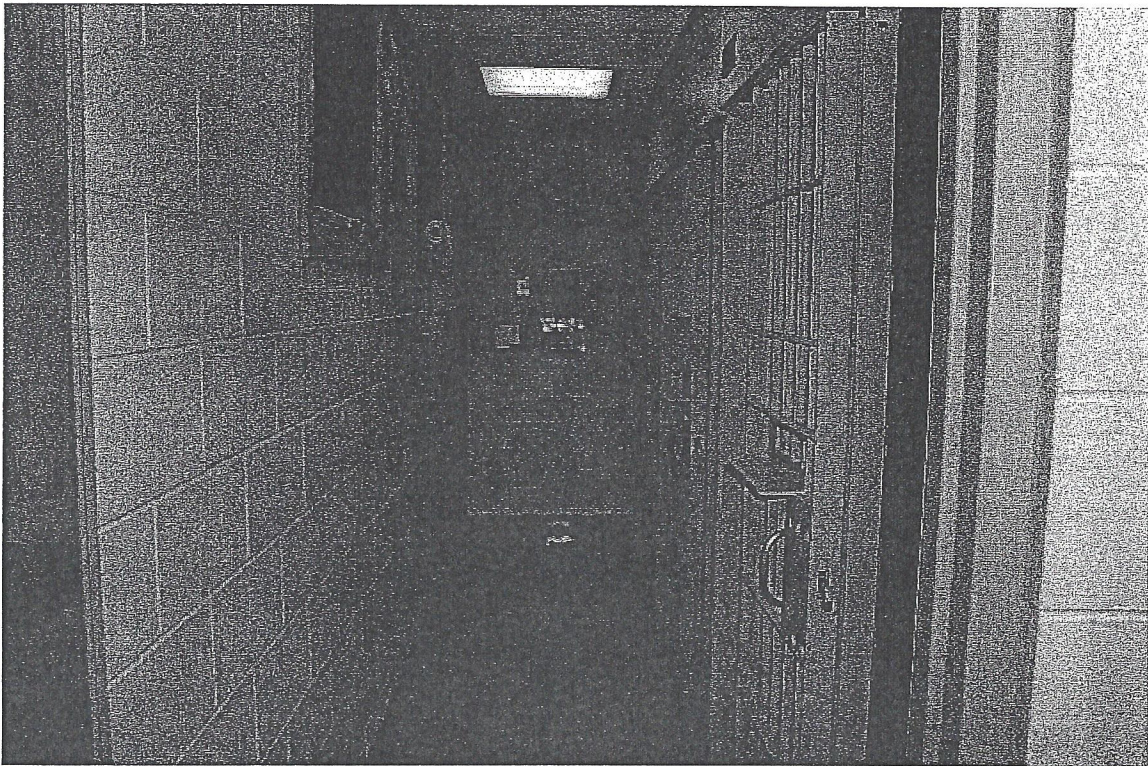
Dispatchers lockers out in the department garage, located beyond large piece of evidence.



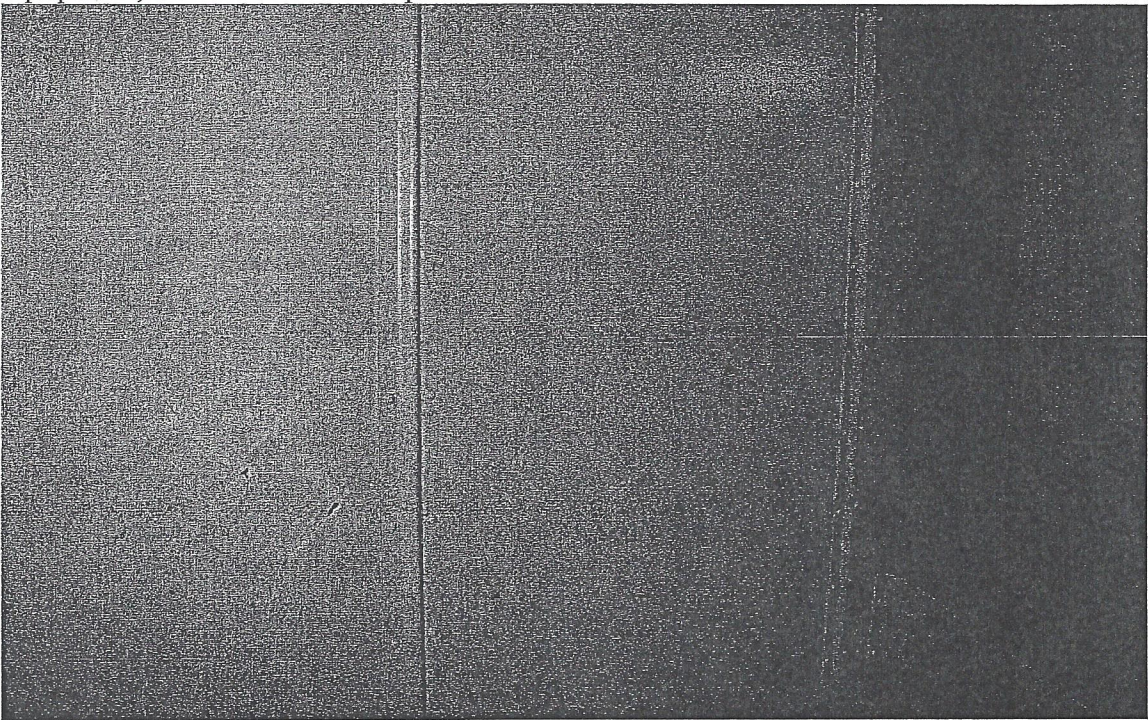
Appliances used by dispatchers to prepare meals, located in the department's garage.



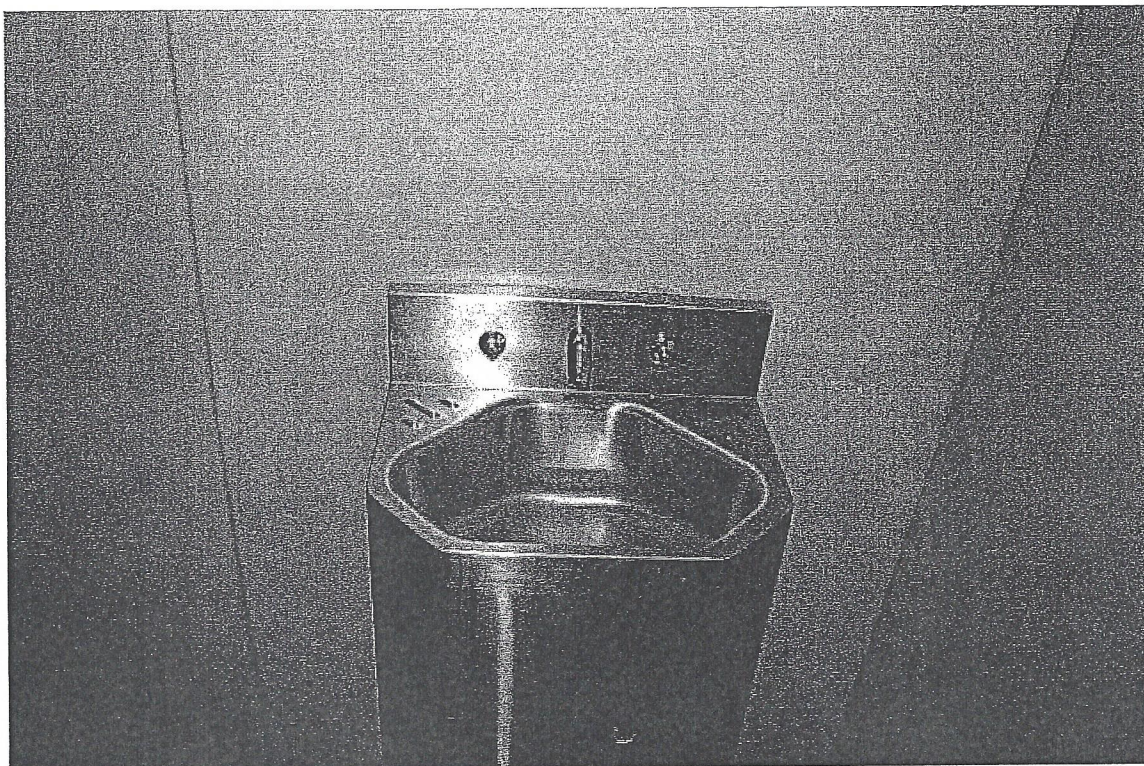
Hallway to holding facilities. No emergency exit should fire occur in this location. No fire suppression equipment, detection or alarms.



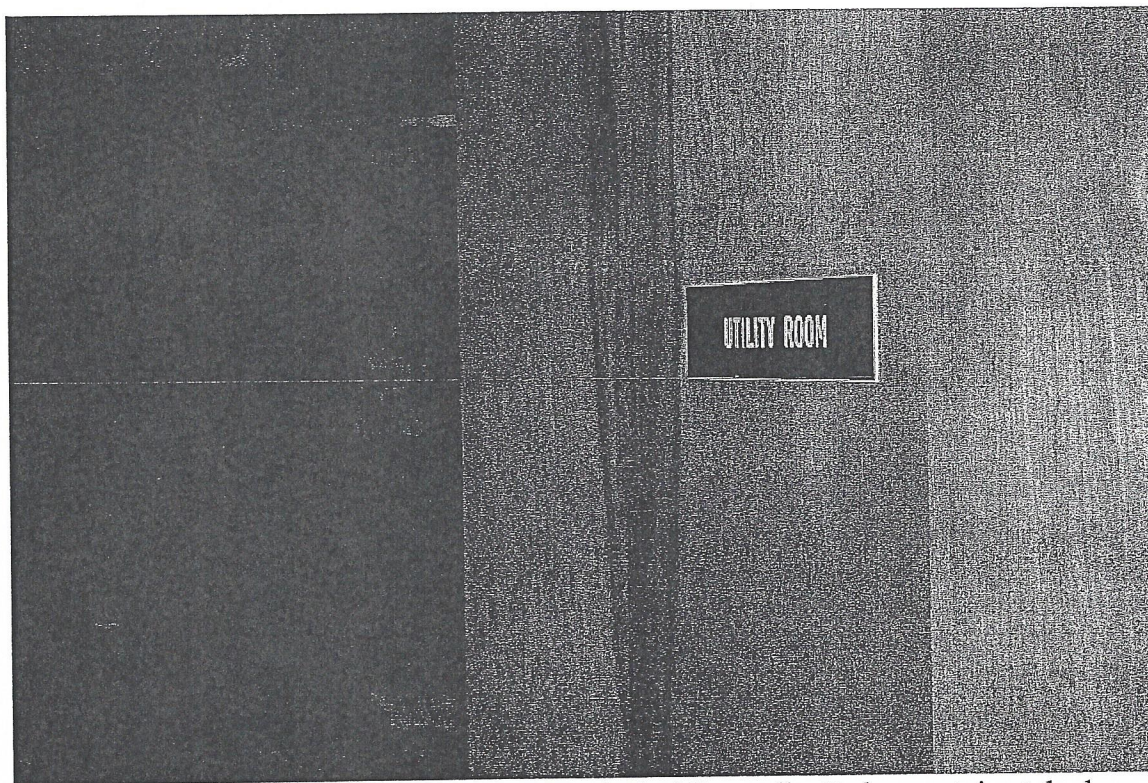
The three male holding cells. No emergency exit present. No emergency remote release on cell doors should emergency evacuation be required. No first aid box, fire suppression equipment, detection or alarms present.



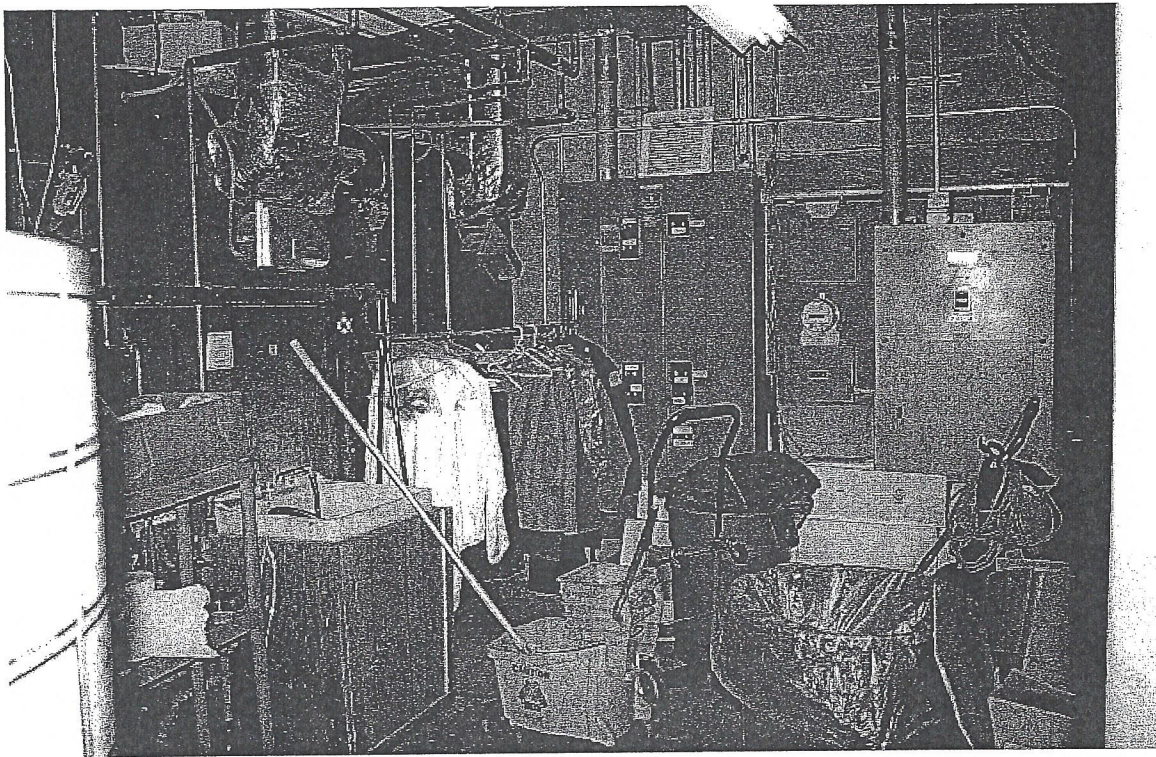
Holding cell walls permit detainee to mark or scrape name into them. State code requires cell walls, ceiling and floors be easily cleanable; painted with non-lead, fire retardant paint. No drains on floors to facilitate cleaning for bio-hazards.



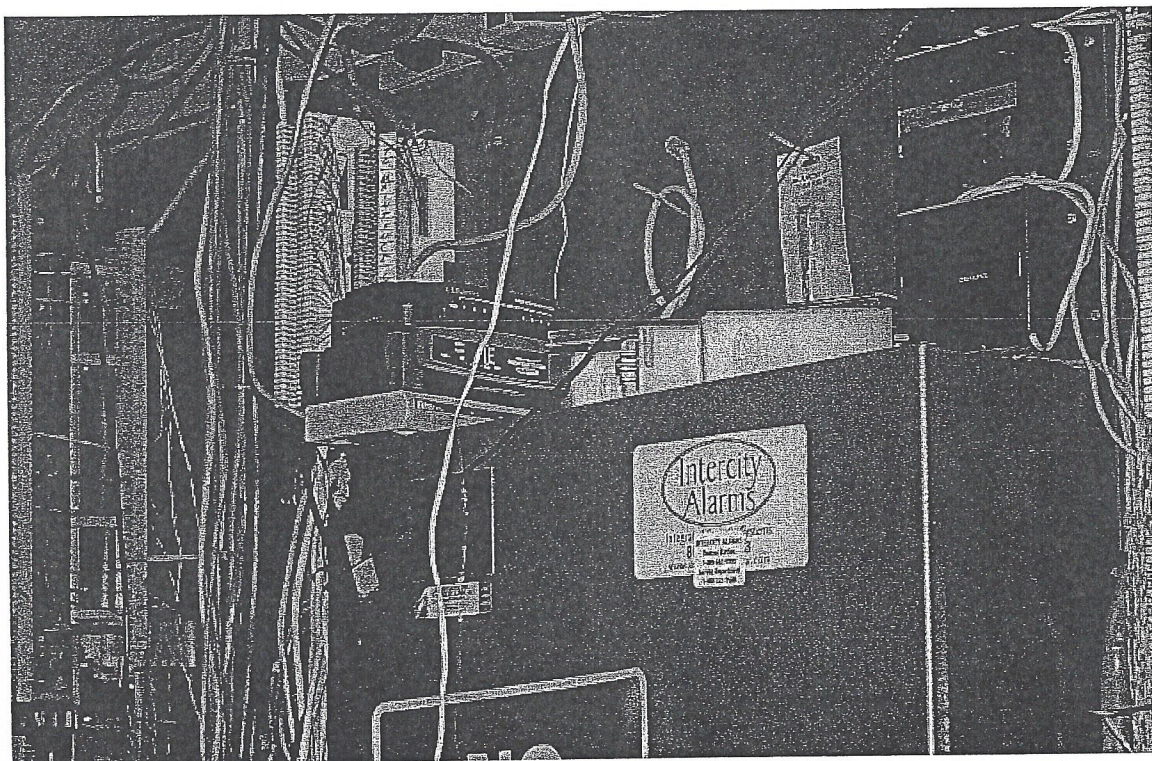
This type of toilet appliance contains a slit in the sink spouts that poses a risk to those contemplating suicide.



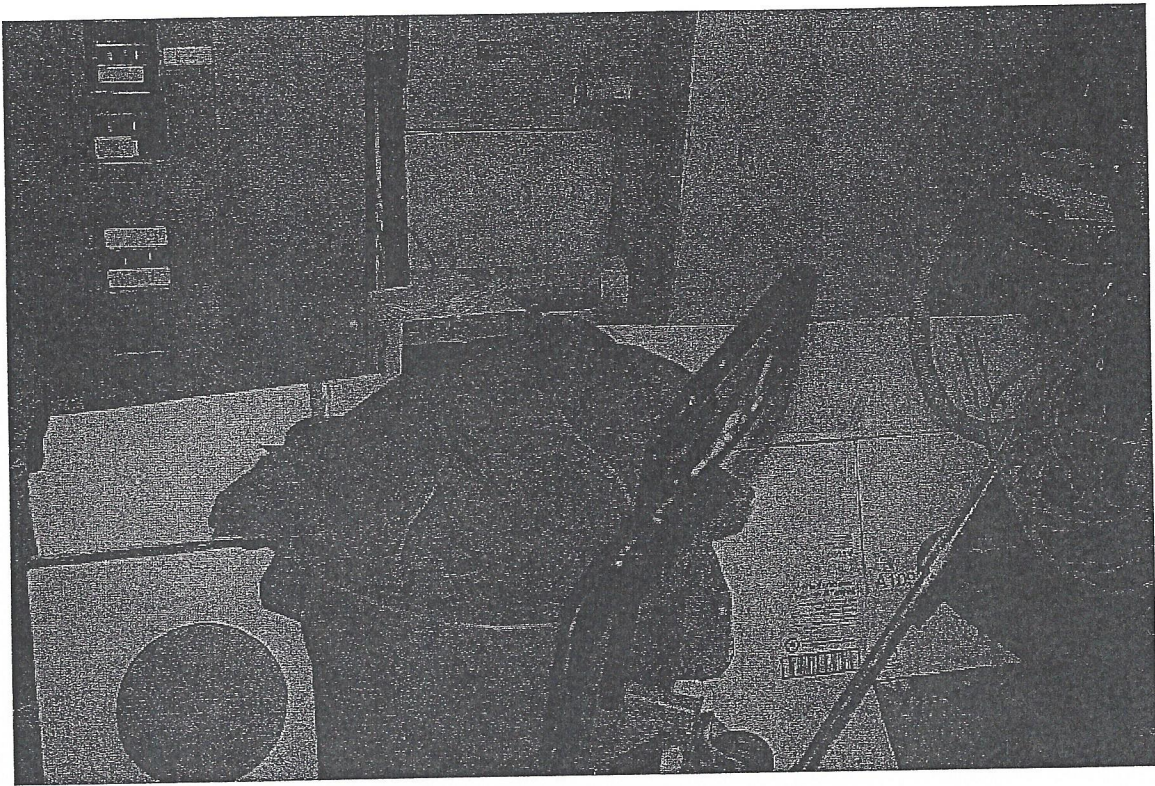
This room contains the internal plumbing for the holding cells. It also contains telephone and various utilities infrastructure, including the 911 system, telephones, computer equipment and is used for assorted storage.



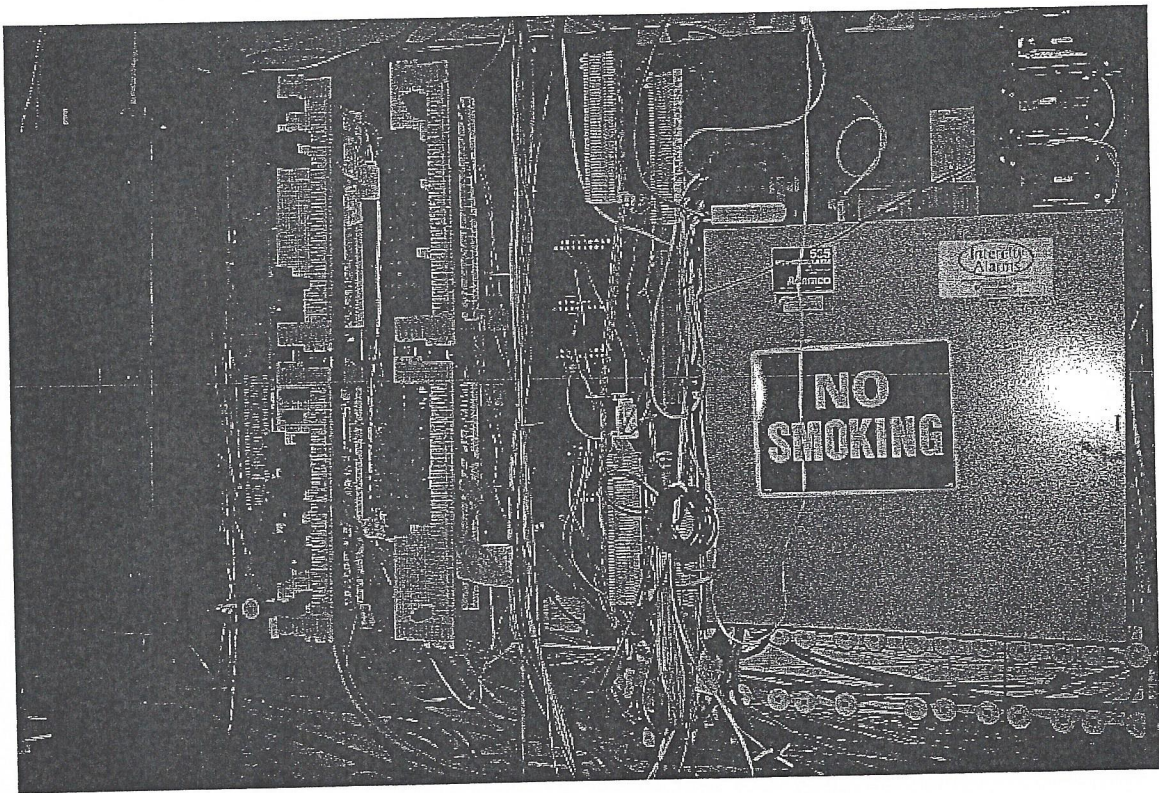
This room contains water, janitor's equipment and cleaning supplies. Also visible are uniforms and clothing on storage rack. Against the far wall are various electrical panels that power the station and its equipment.



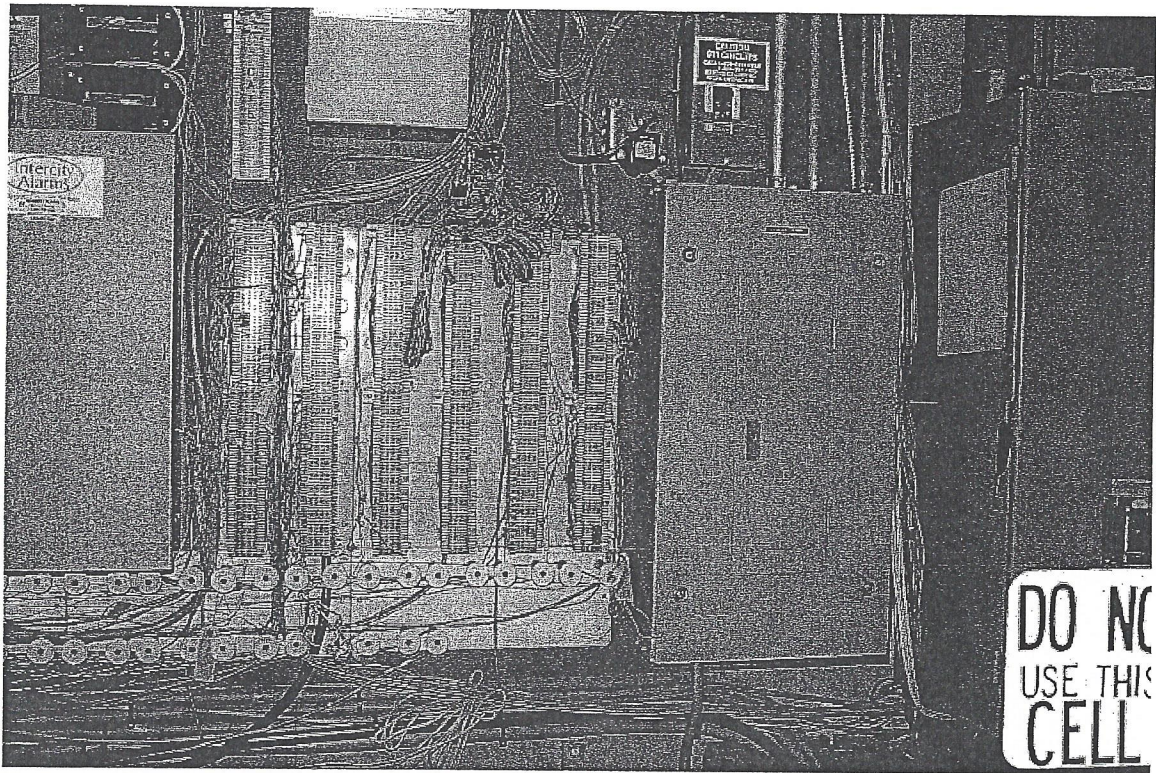
Computer switching modems, the alarm panel and connecting telephone lines, and exposed wires that are connected to different sources of equipment.



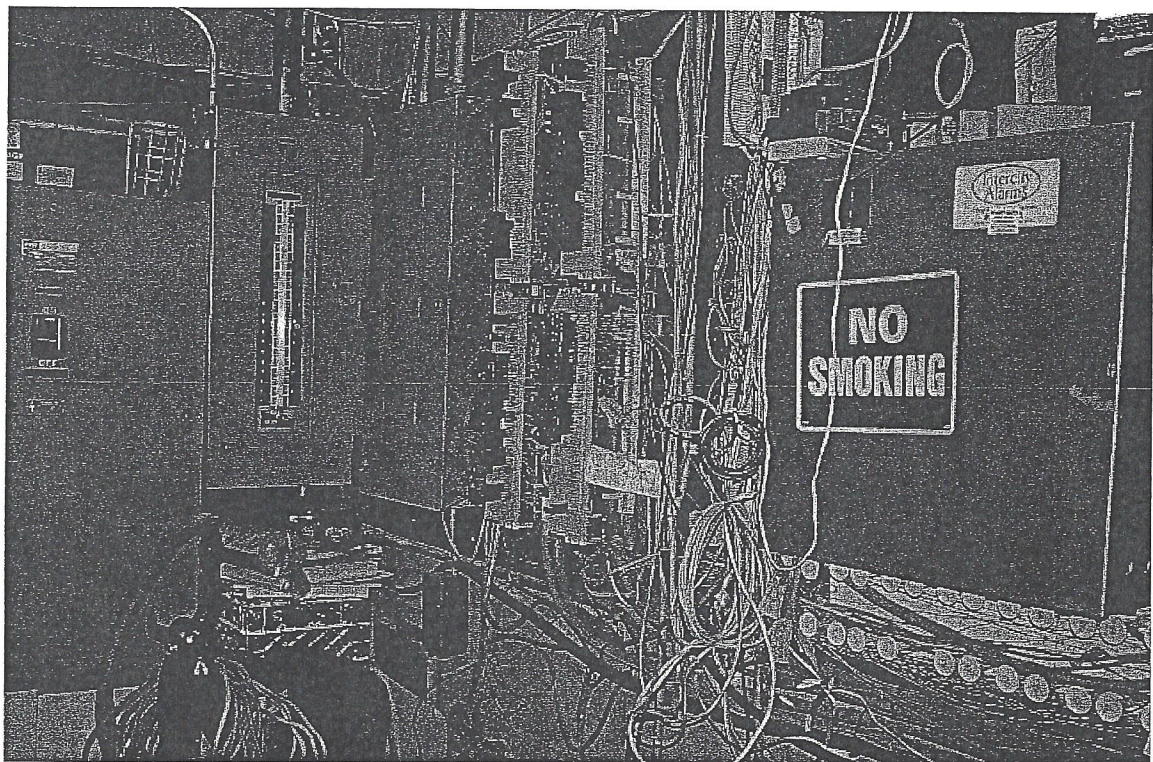
Assorted equipment and other stored items unsecured electrical and other utility panels.



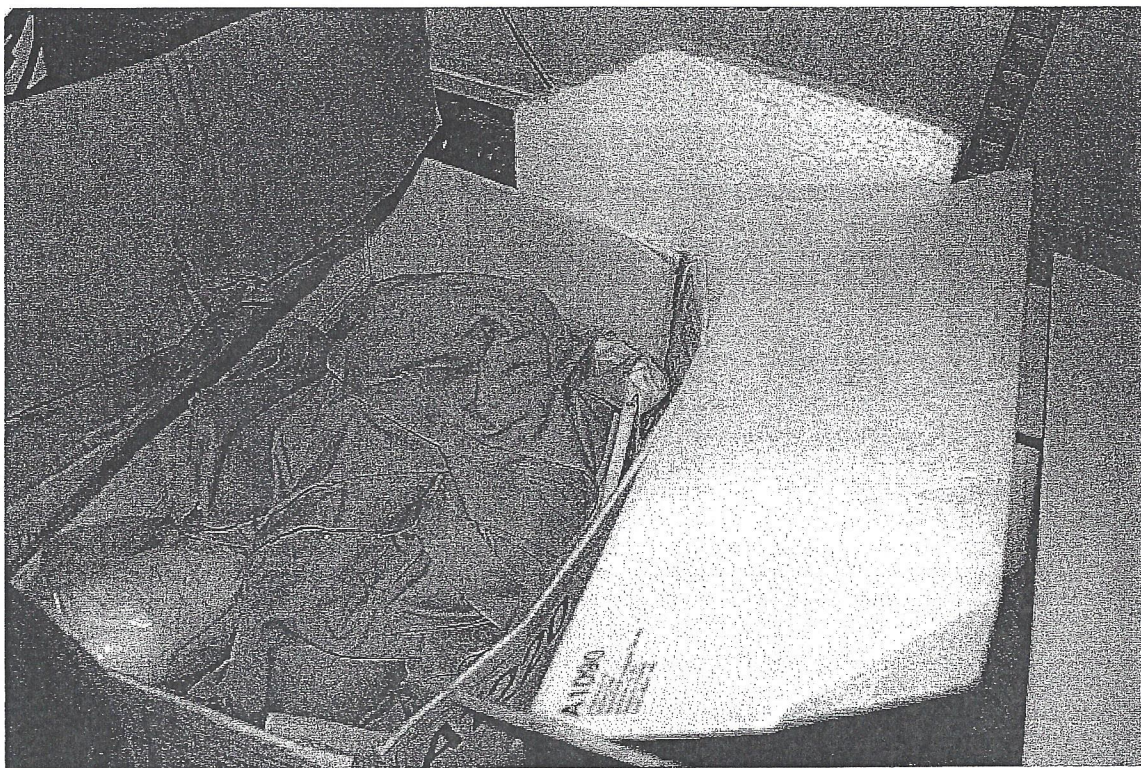
More of the department's critical infrastructure exposed without being in a secure, closed environment, susceptible to human error or more serious events.



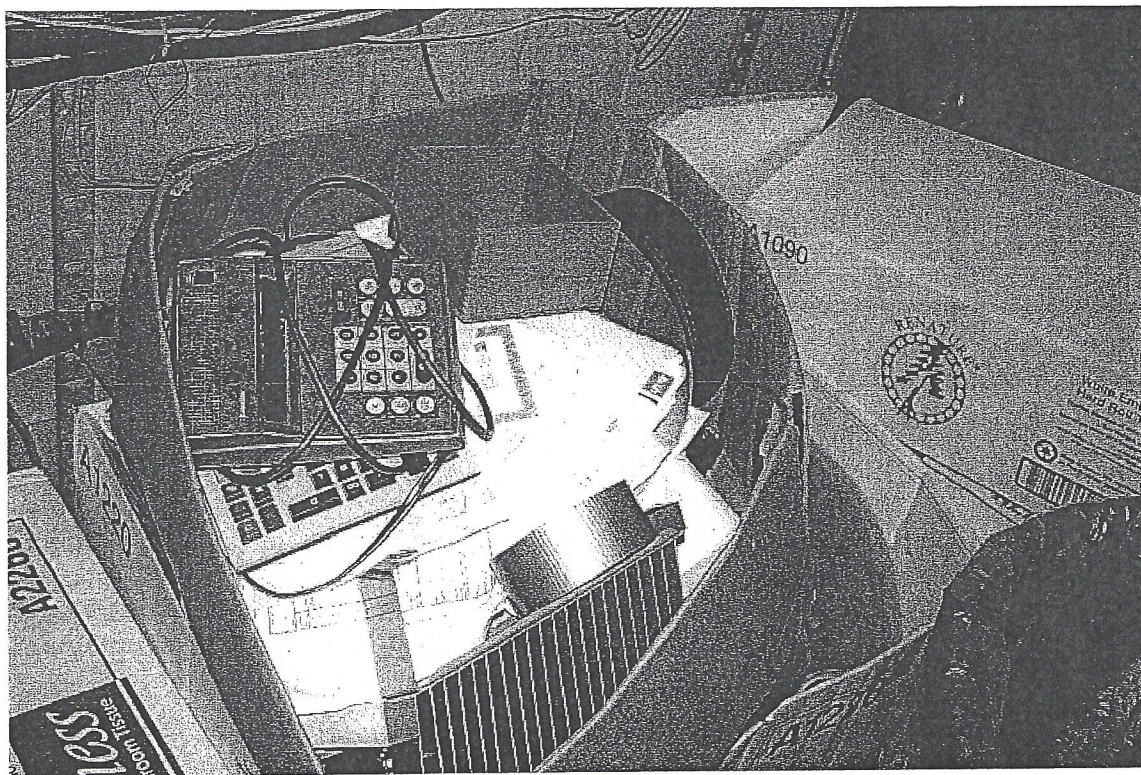
More unprotected critical infrastructure, including various alarms and 911 connections.



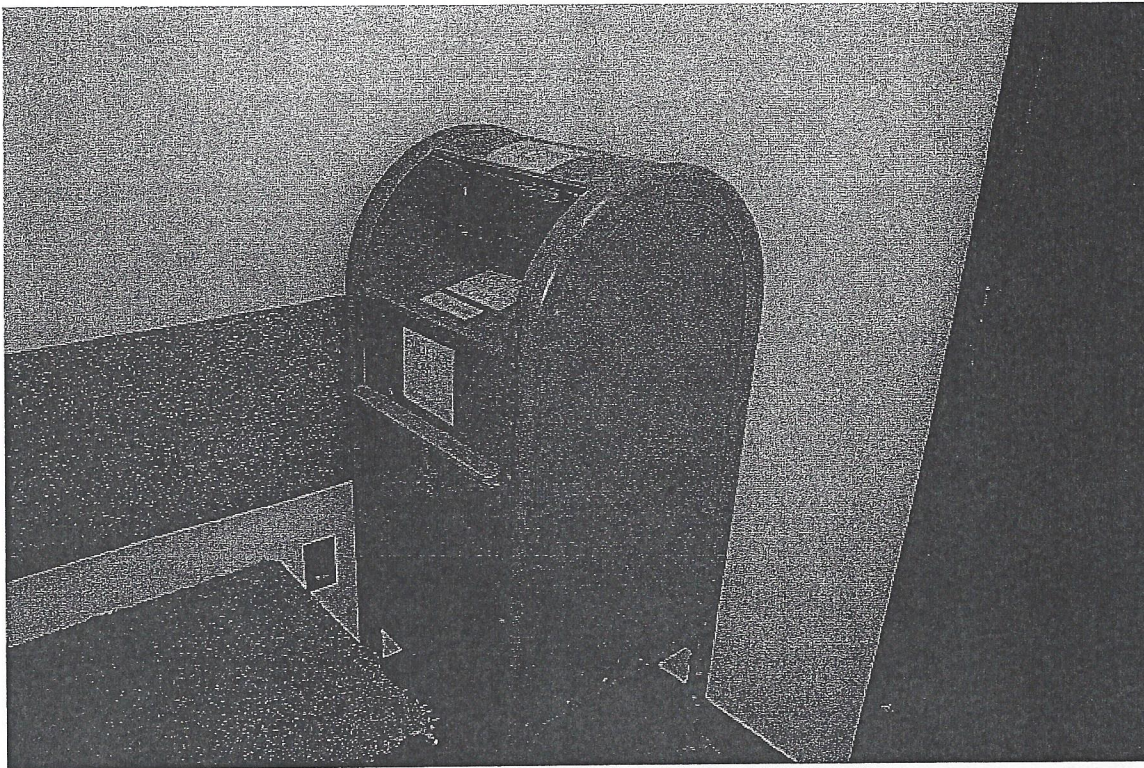
Equipment and miscellaneous storage on left with unsecured infrastructure.



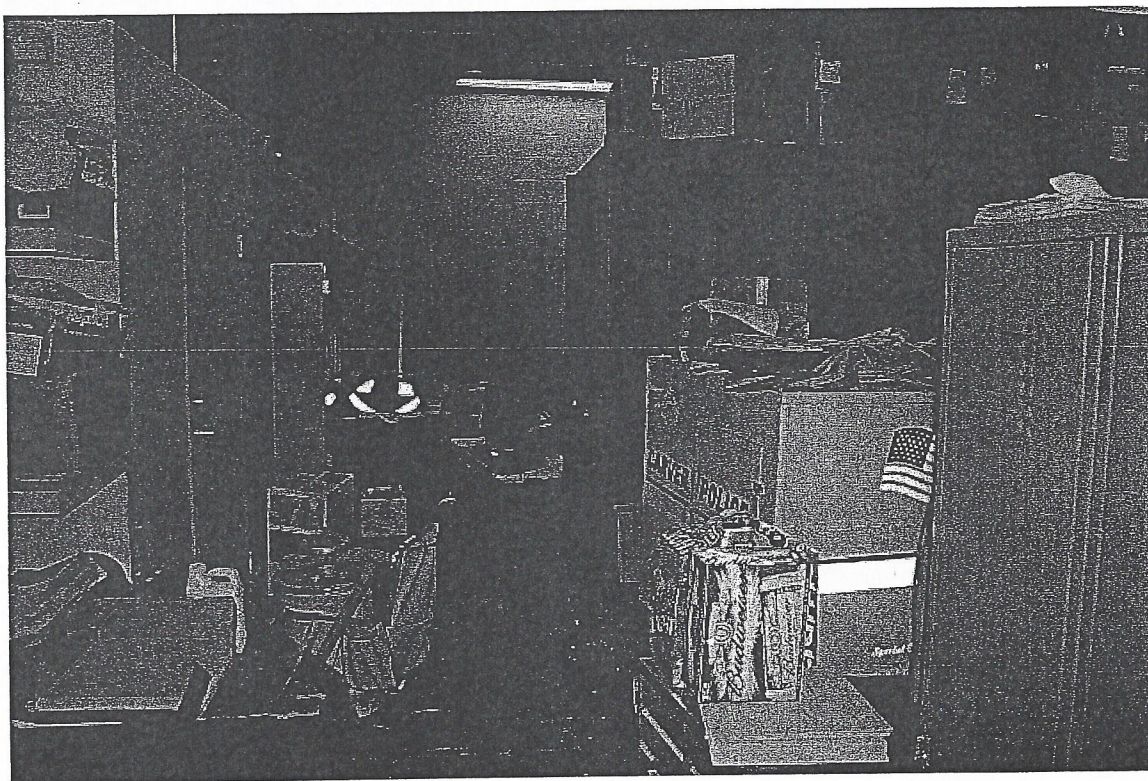
This utility room is also used for miscellaneous storage out of necessity.



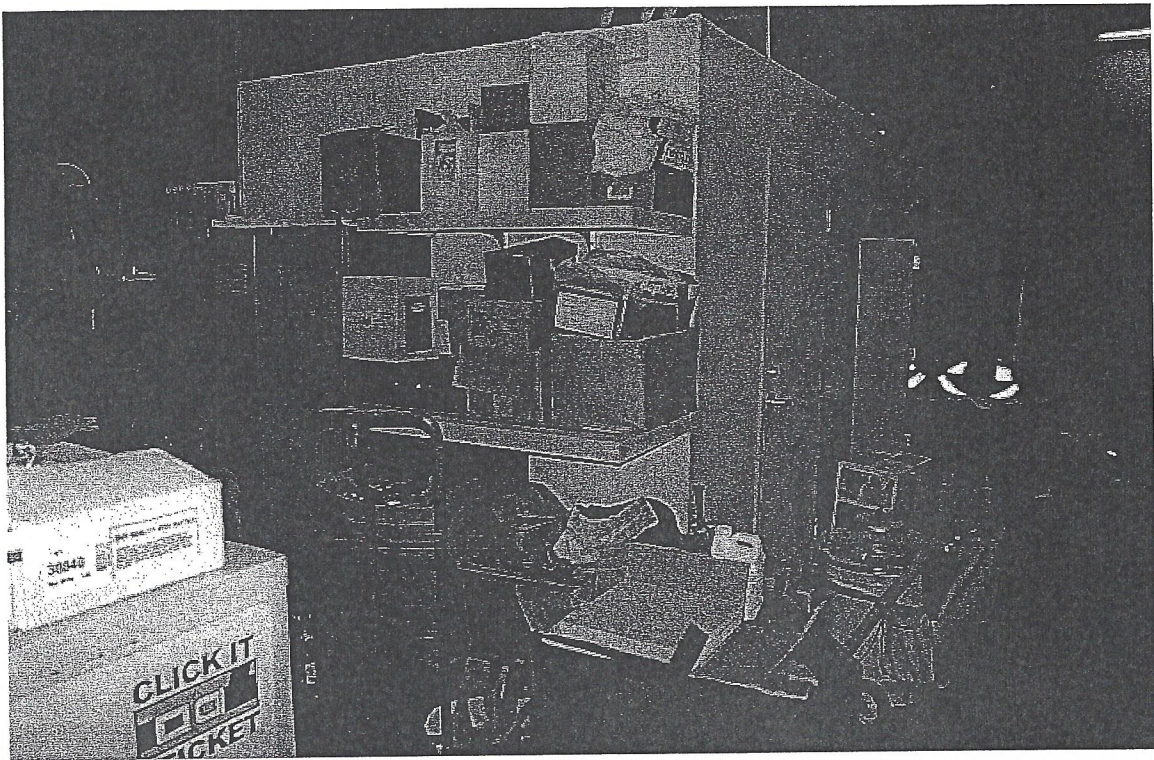
More assorted storage in the utility room.



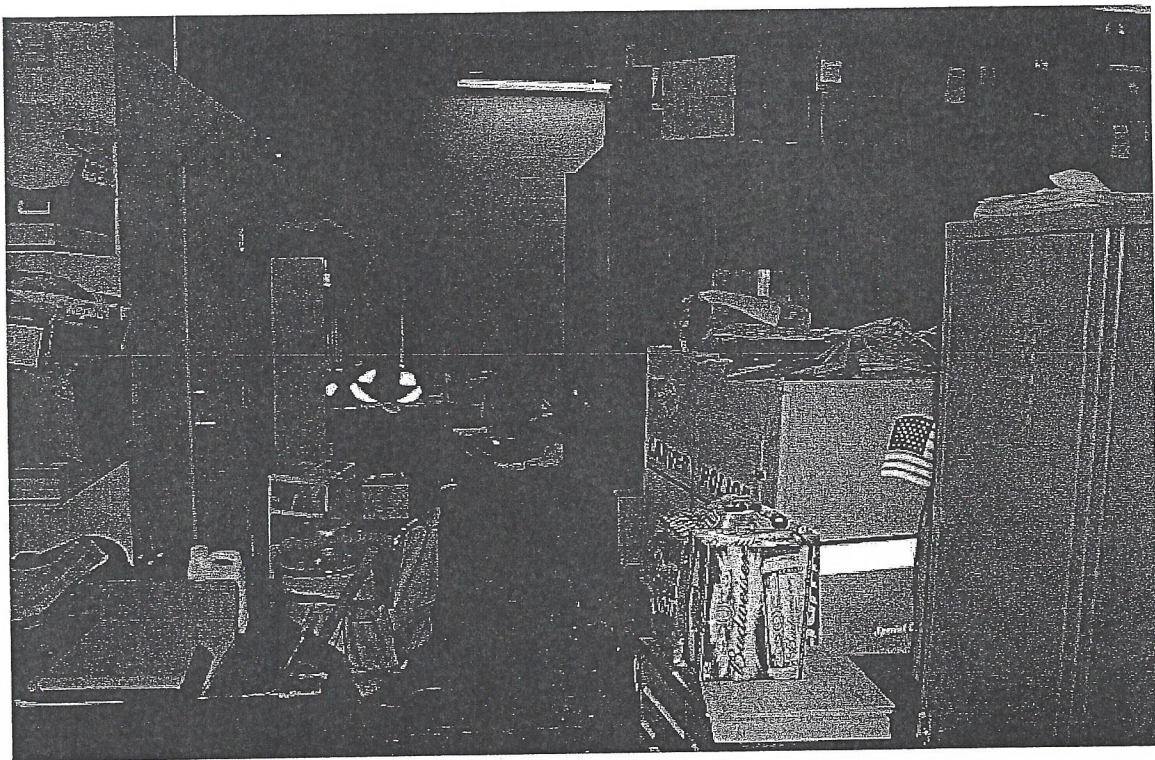
Current temporary evidence drop where officers deposit evidence until it can be transferred to the secured evidence locker. Cannot be used if liquid or large items of evidence.



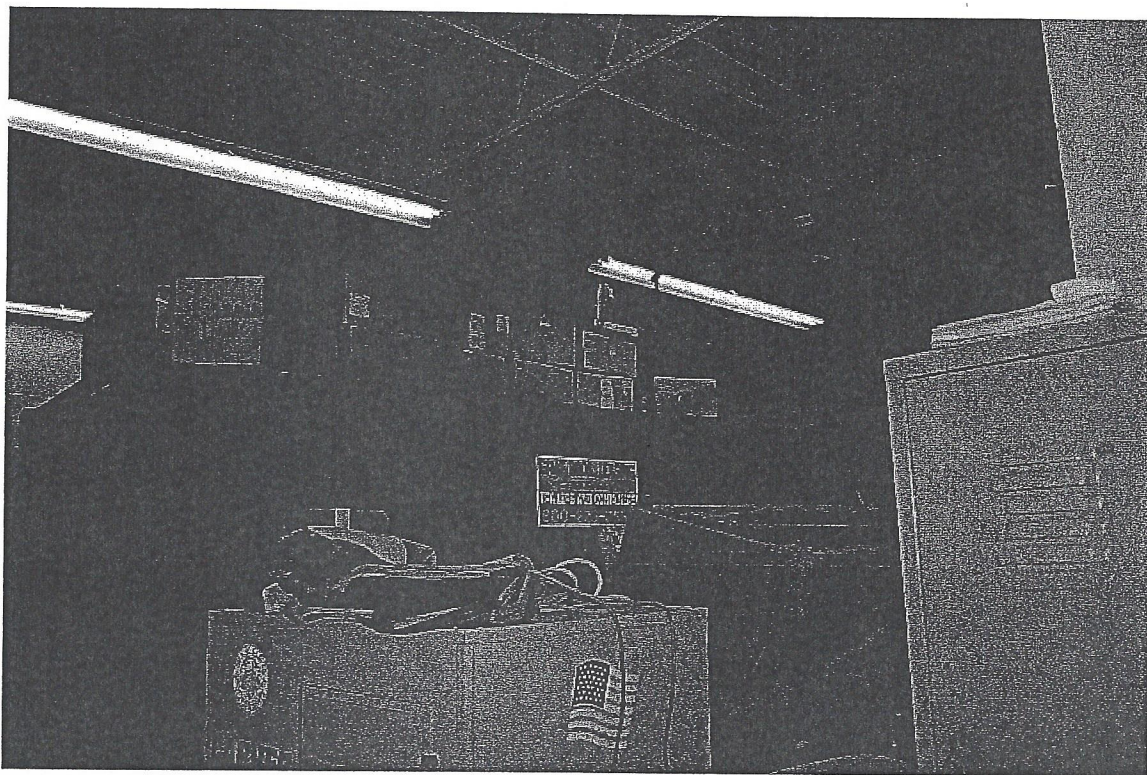
The leased gray storage container is contains uncatalogued and large pieces of evidence.



The white door in the center of this picture is the secure, alarmed door to the evidence room where non-drug, drug and firearms evidence is currently stored.



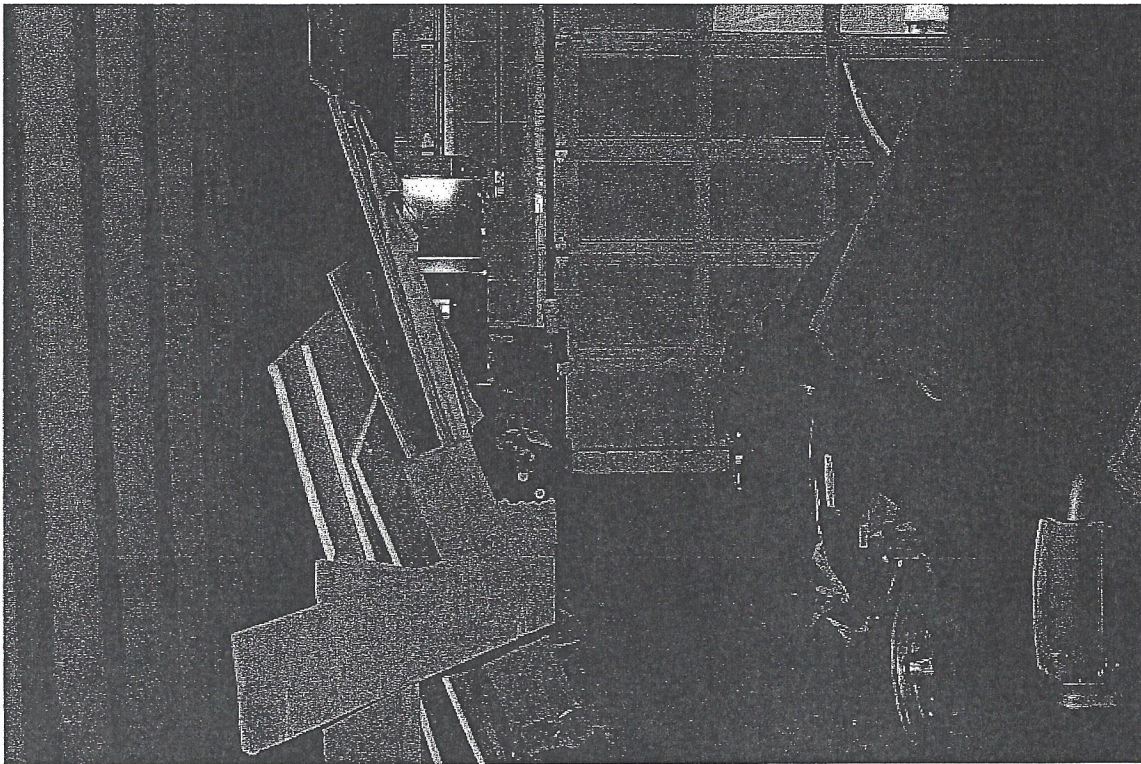
Overview of the garage area, that was originally used to garage ambulances and later used as a sallyport to deliver and upload prisoners.



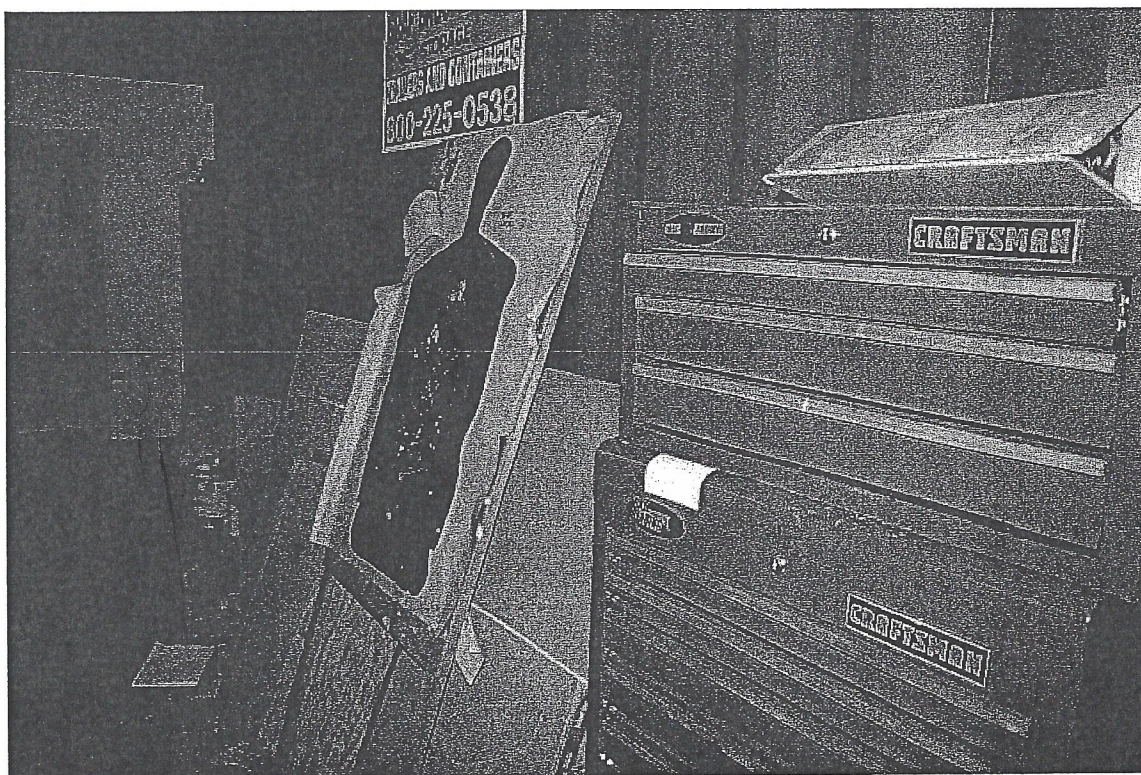
Computer boxes and other equipment stored on the storage box in the garage.



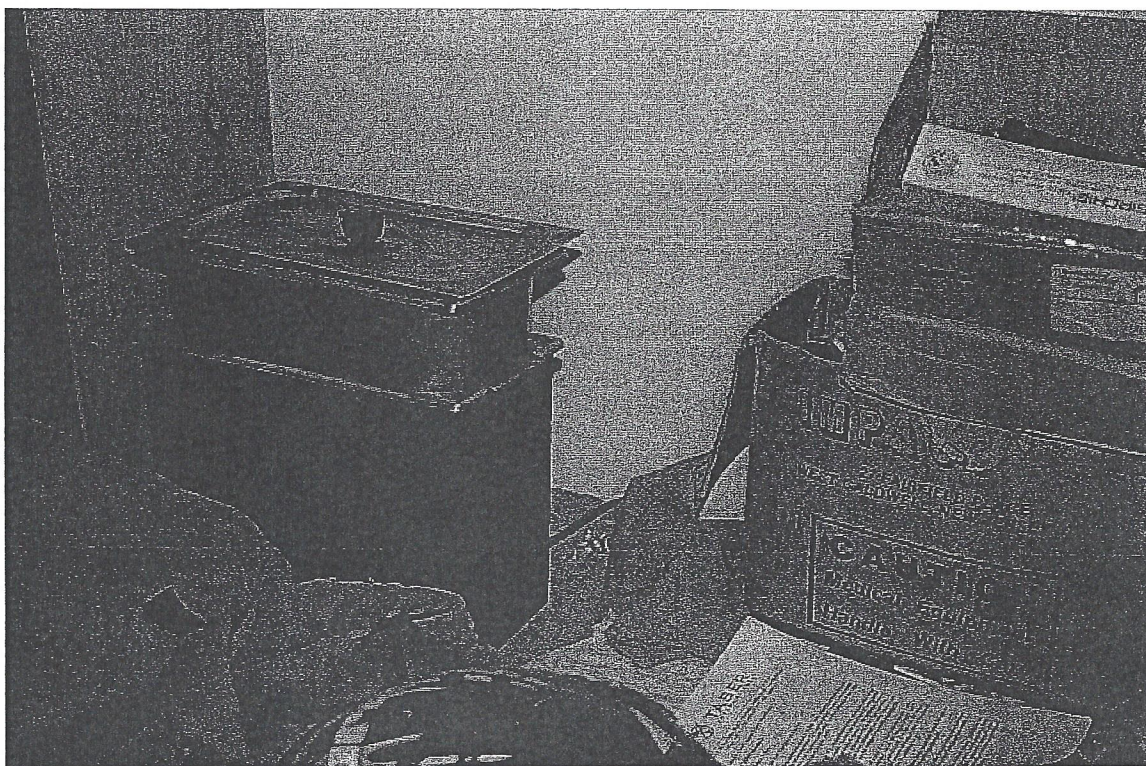
All space is currently utilized. Here used computer equipment is stored until disposed of.



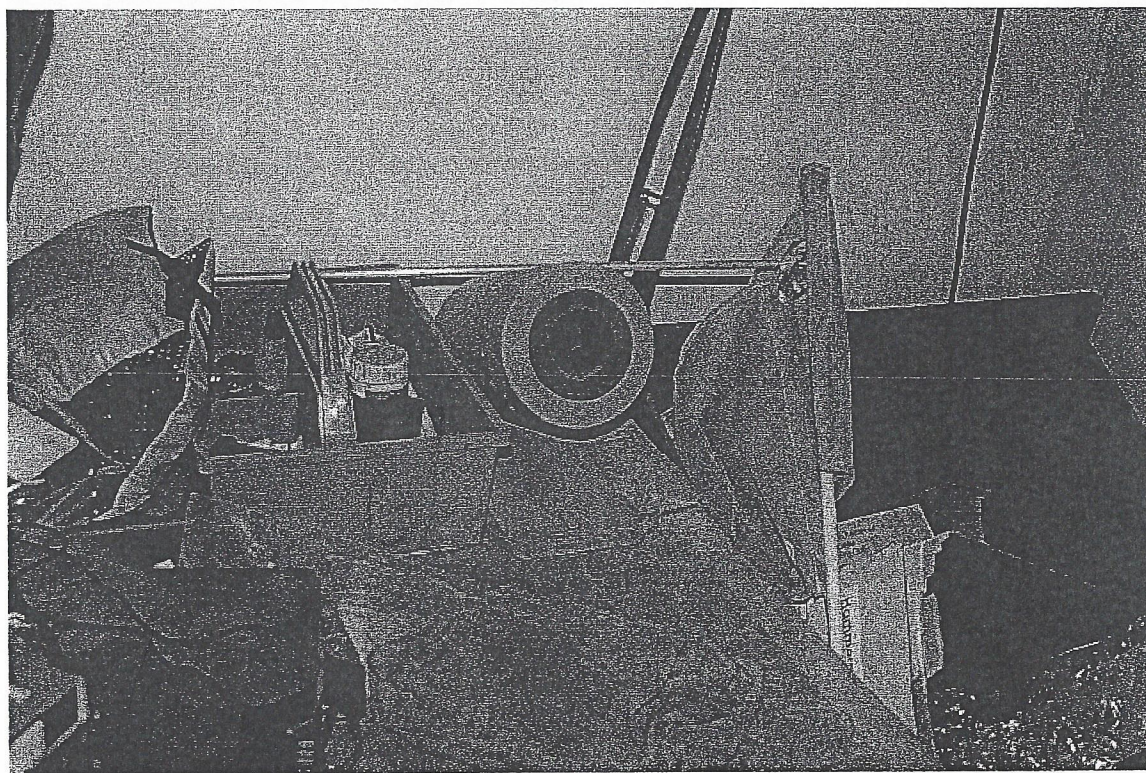
One garage bay a seized pick up truck and couch, both seized as evidence. This garage bay was utilized as a sallyport or prisoner drop off but must securely house this evidence.



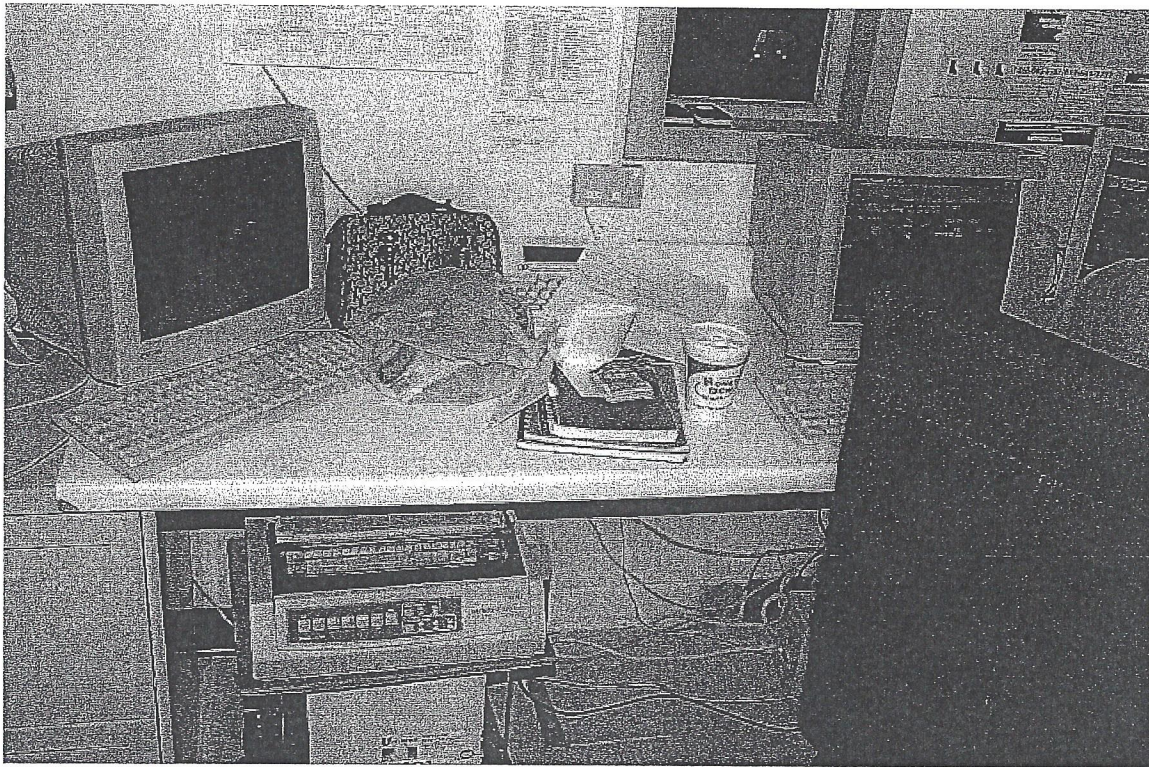
Large evidence and department firearms supplies stored in the sallyport.



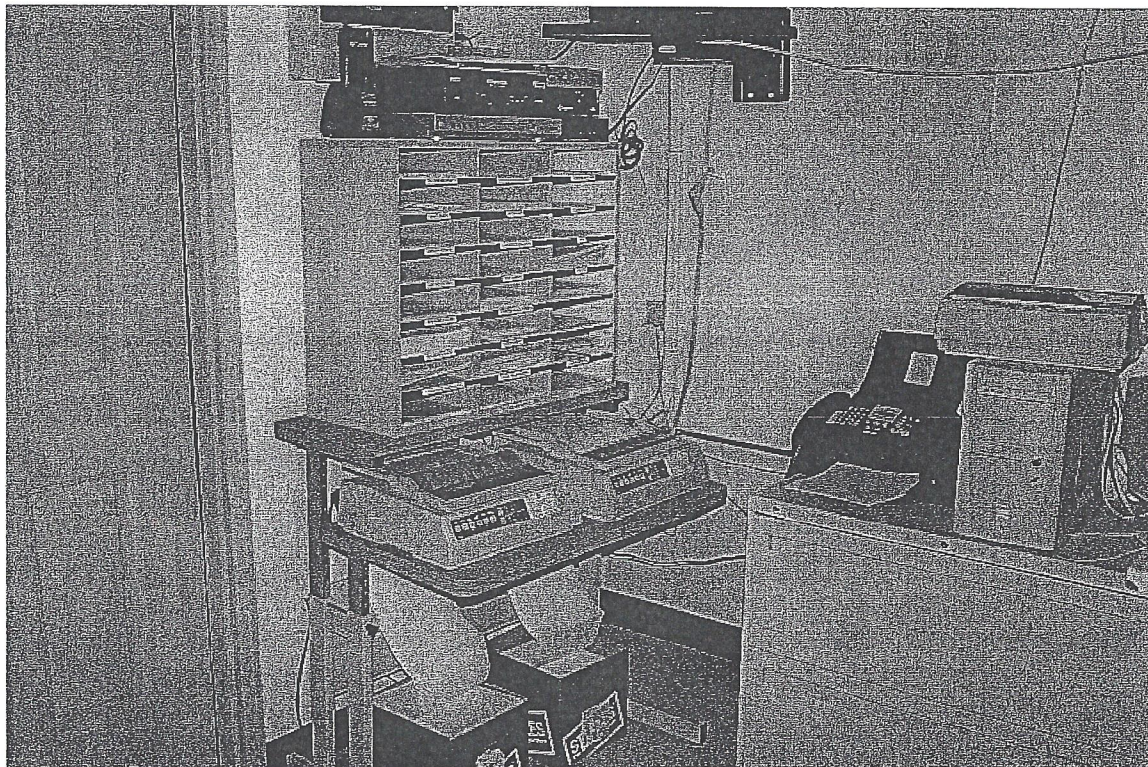
Lack of secure firearms maintenance area.



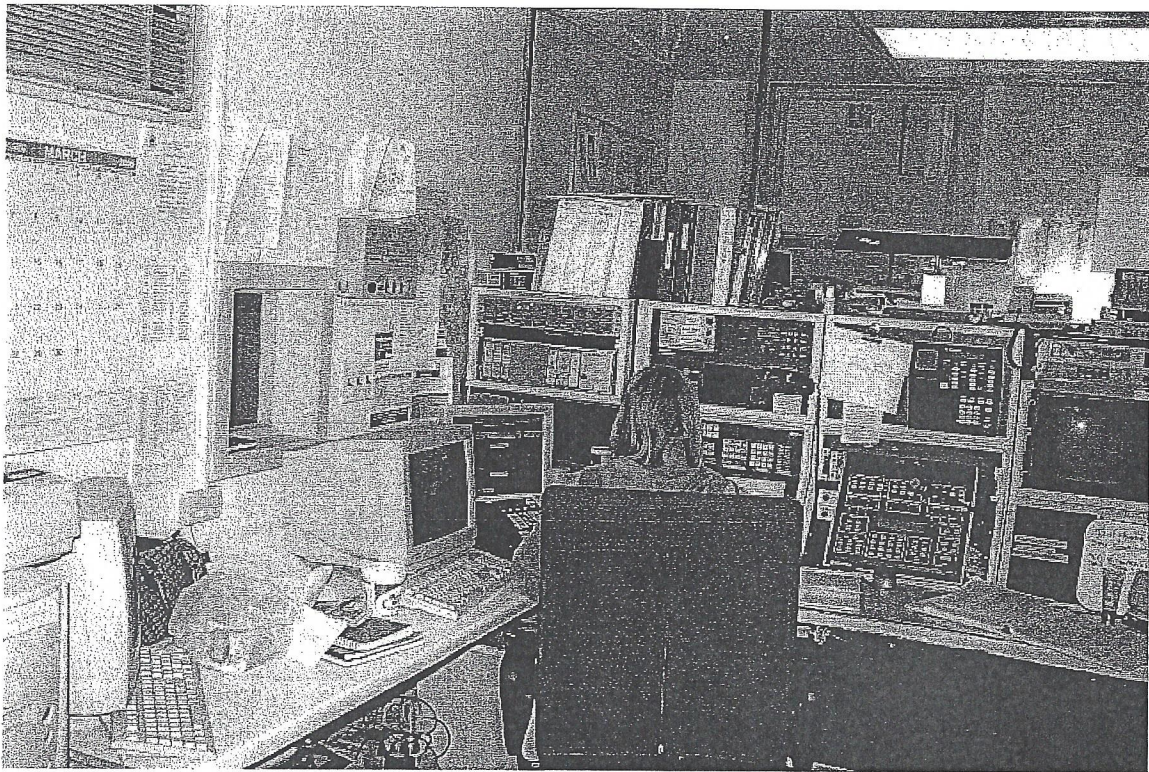
Inadequate area used to maintain firearms and related equipment.



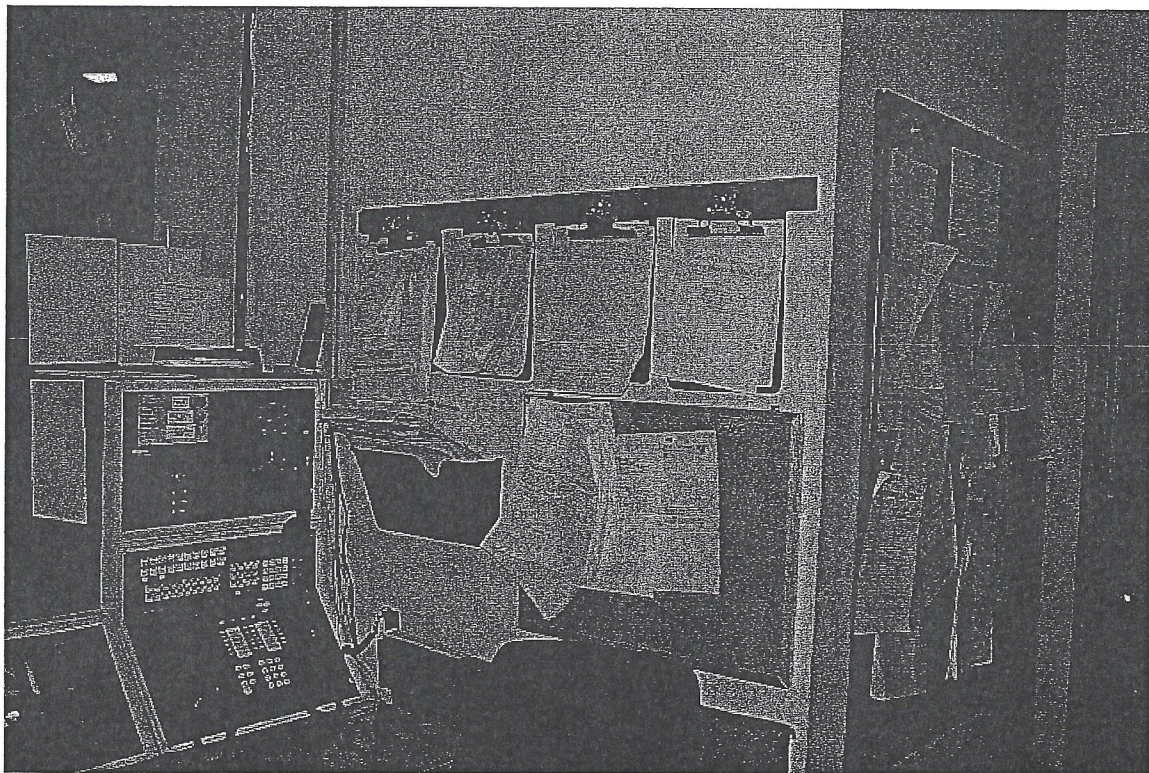
This area doubles as a workspace for dispatchers and also where they eat their meals.



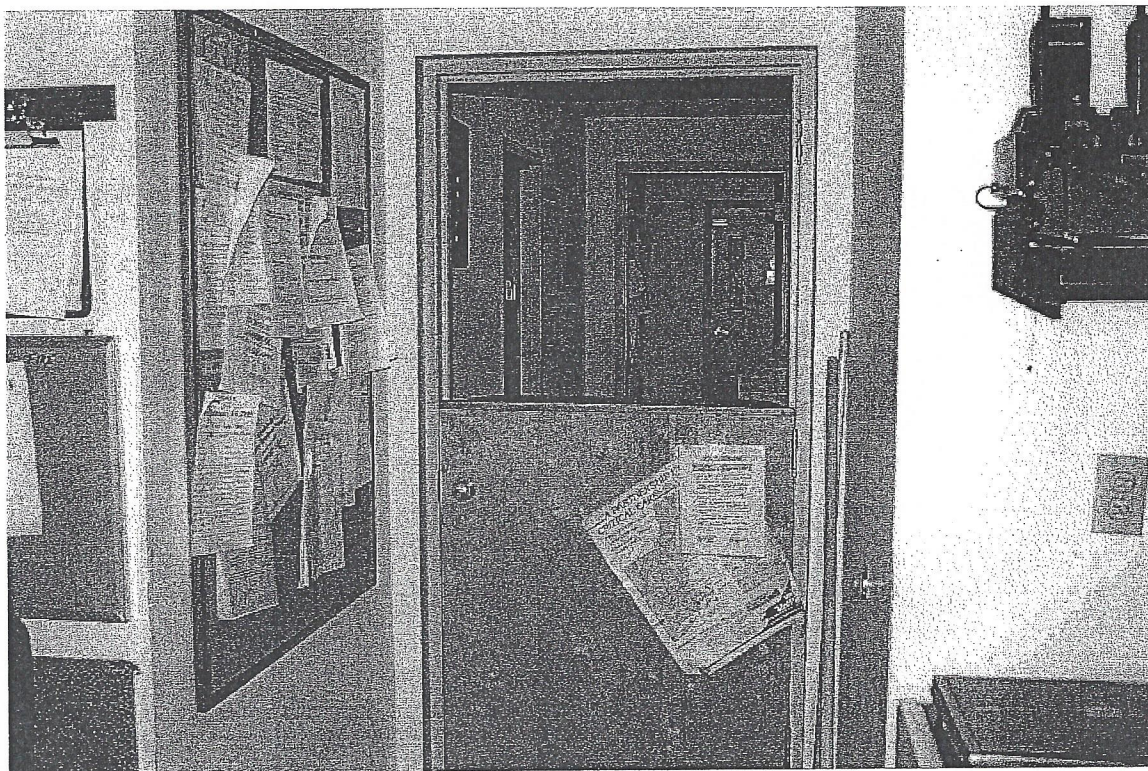
The current design causes background noises from office machines picked up and overheard on radio transmissions. There is no security or privacy for member's mail.



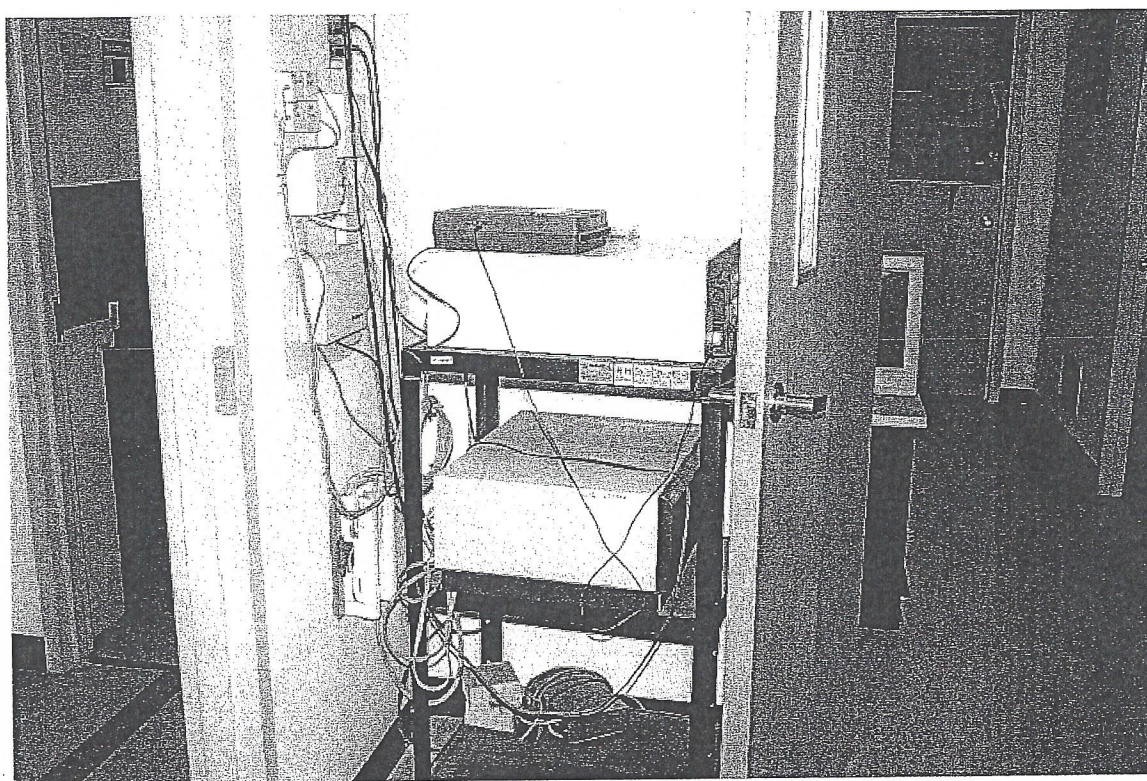
Various add-on equipment over time has created an unprofessional workplace area.



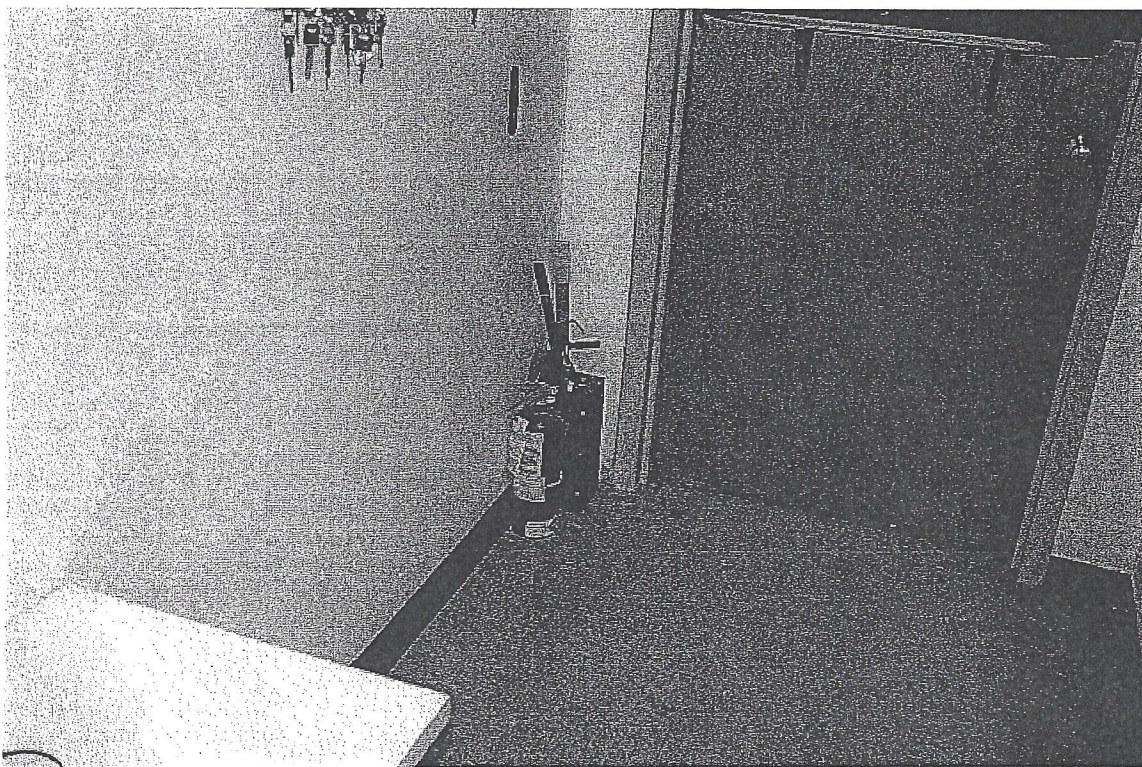
Crucial information on clipboards stored where public may possibly read.



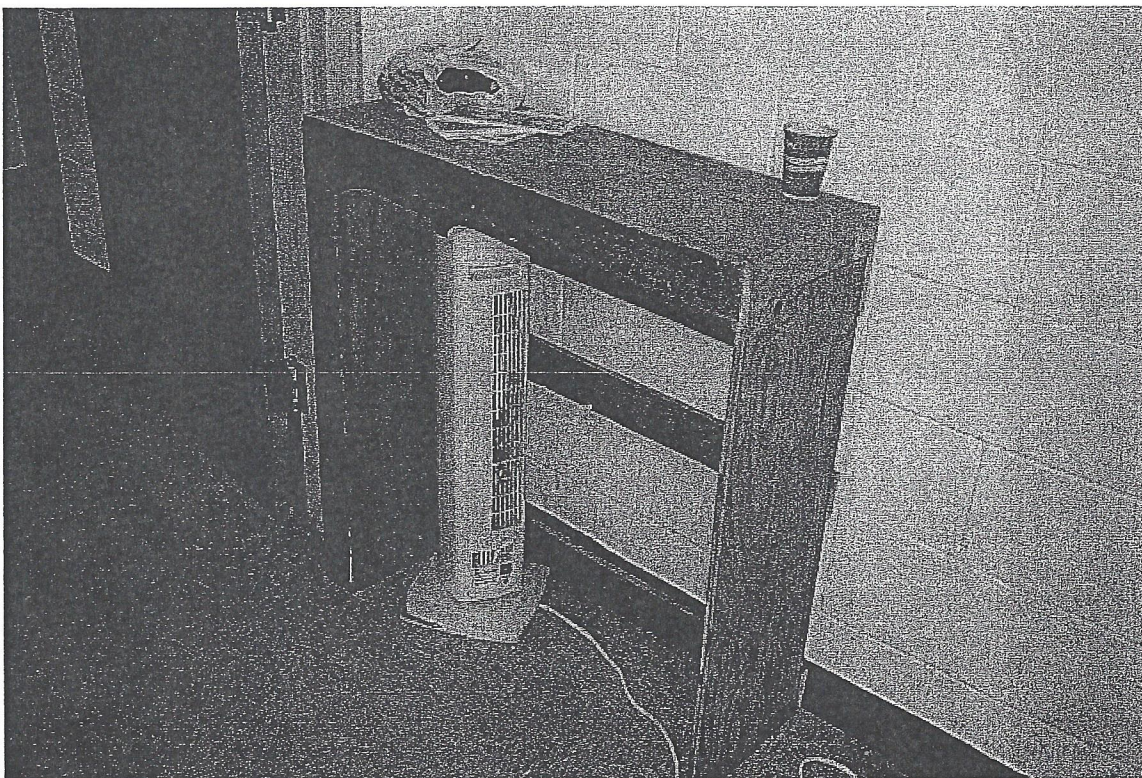
Area where communications dispatchers interface with officers. Note portable radios stored in the upper right due to inability to store in roll call room.



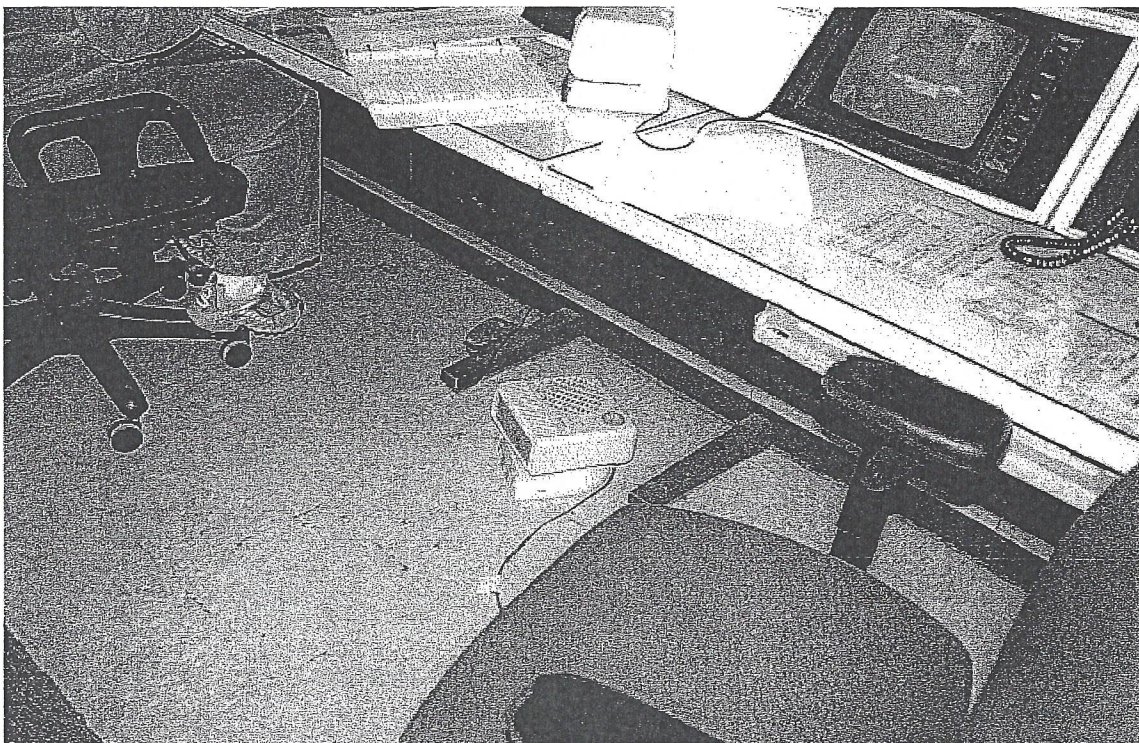
This equipment permits recordings of all radio and telephone traffic and should be secure. Dispatchers require but do not have equipment to immediate access to playback of both.



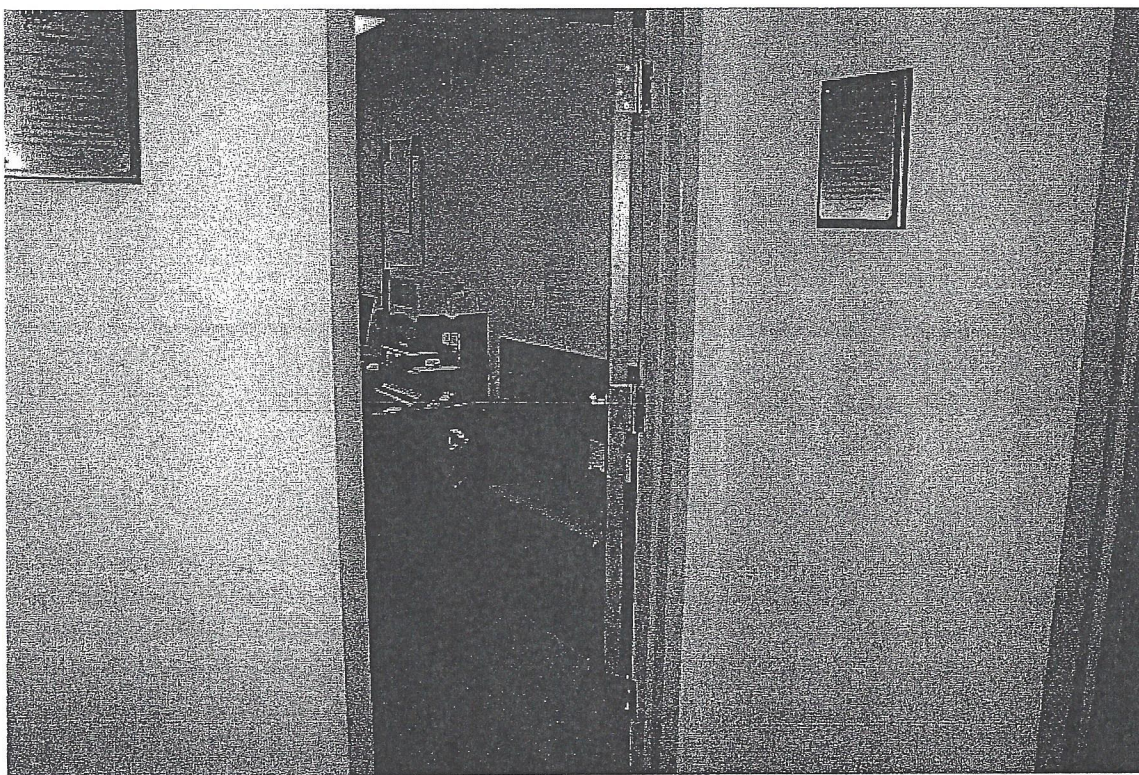
Tools are stored in the corner along with fire suppression equipment.



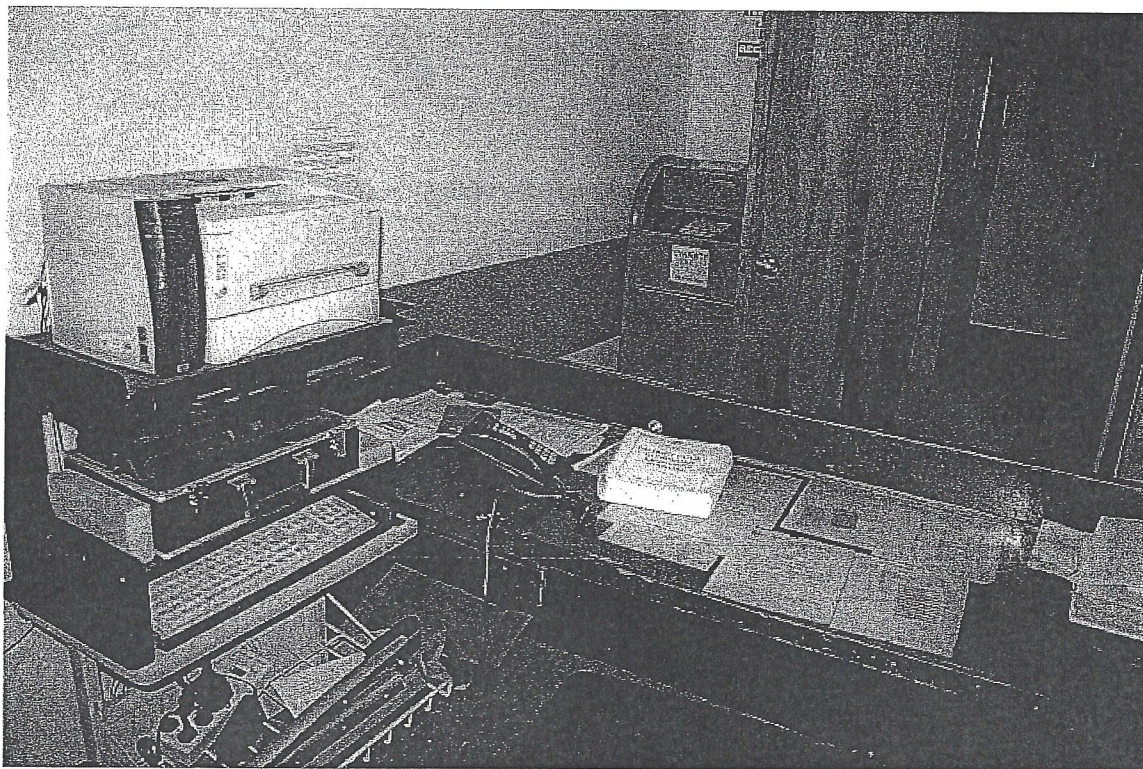
Due to the difficulty in regulating climate in the building, additional appliances must be used to attempt to maintain a comfort level.



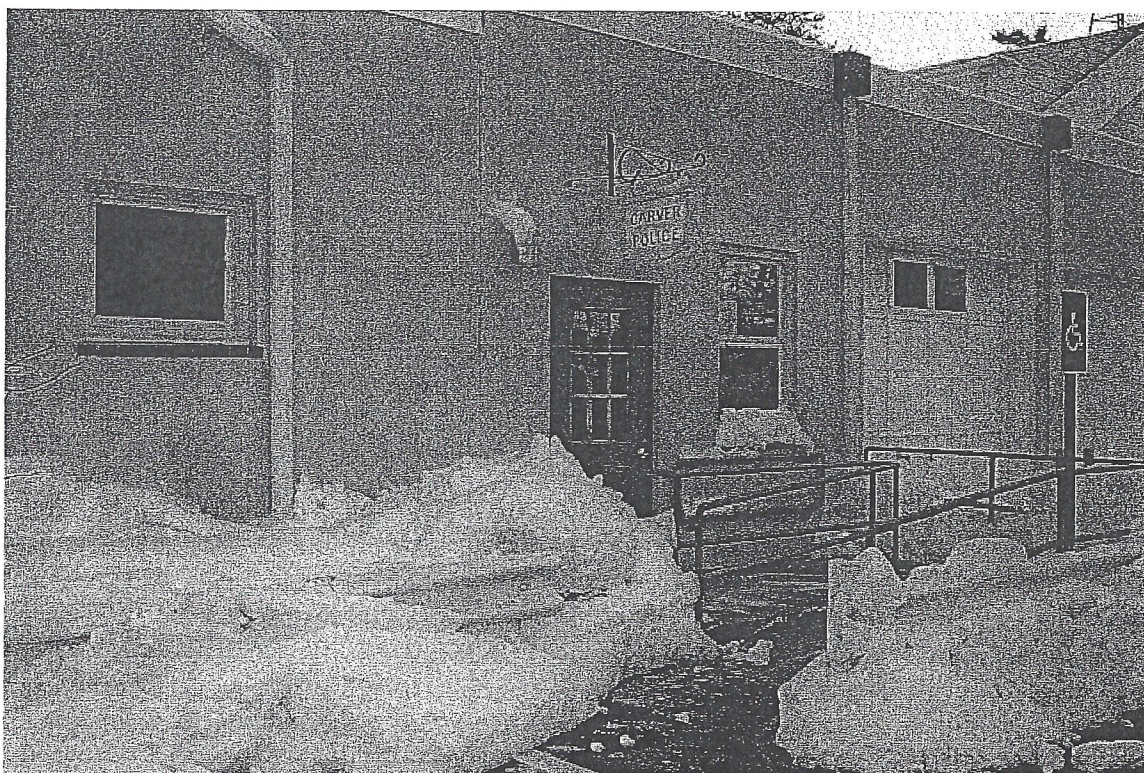
The only regulated heat source within the dispatch area currently is this electric heater. This area was one of three garages rehabbed into a dispatch - communications center.



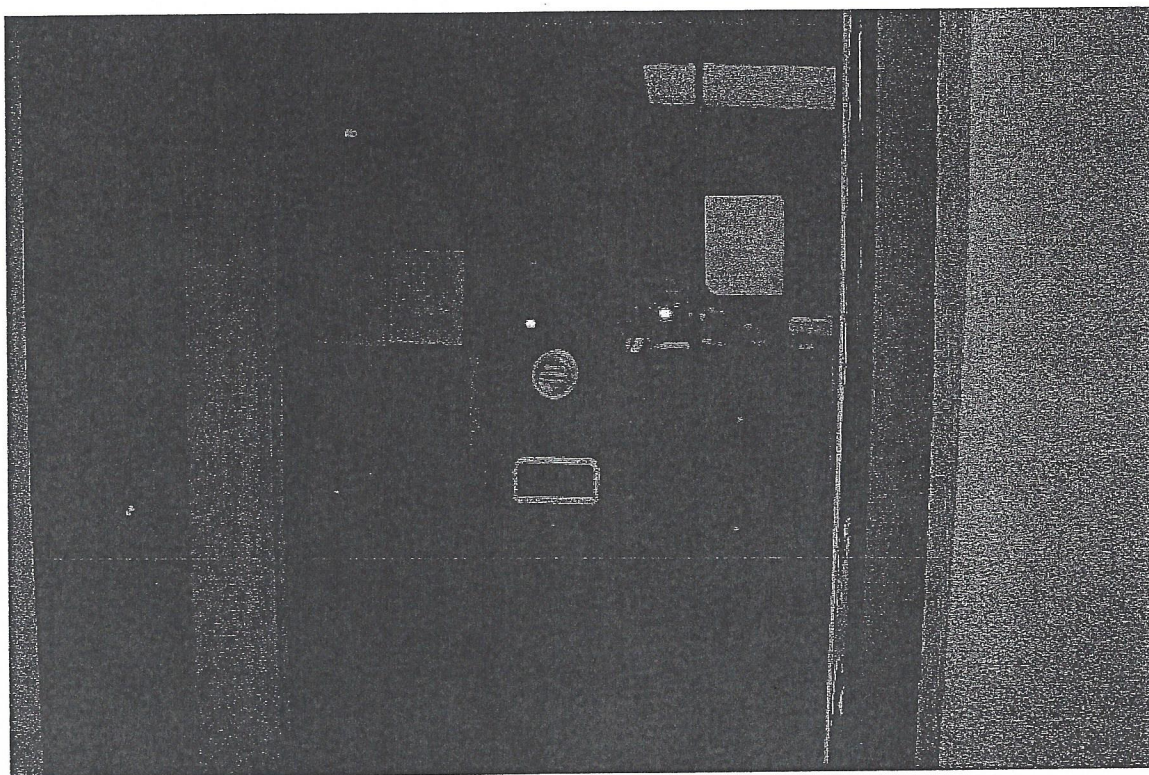
Booking room from hallway allows a prisoner to be viewed by unauthorized personnel.



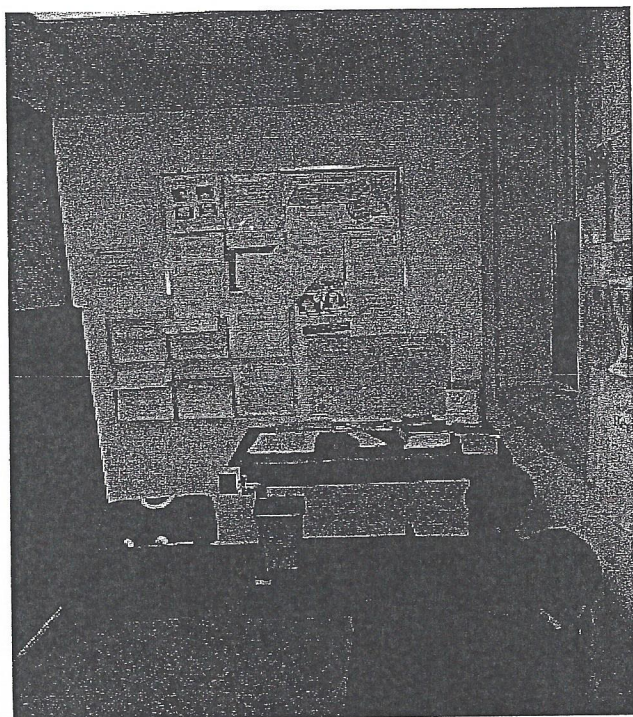
Inadequate booking facilities. No prisoner-only phone, unsafe prisoner-officer design, insufficient space for multiple prisoners, lack of a decontamination area for officers.



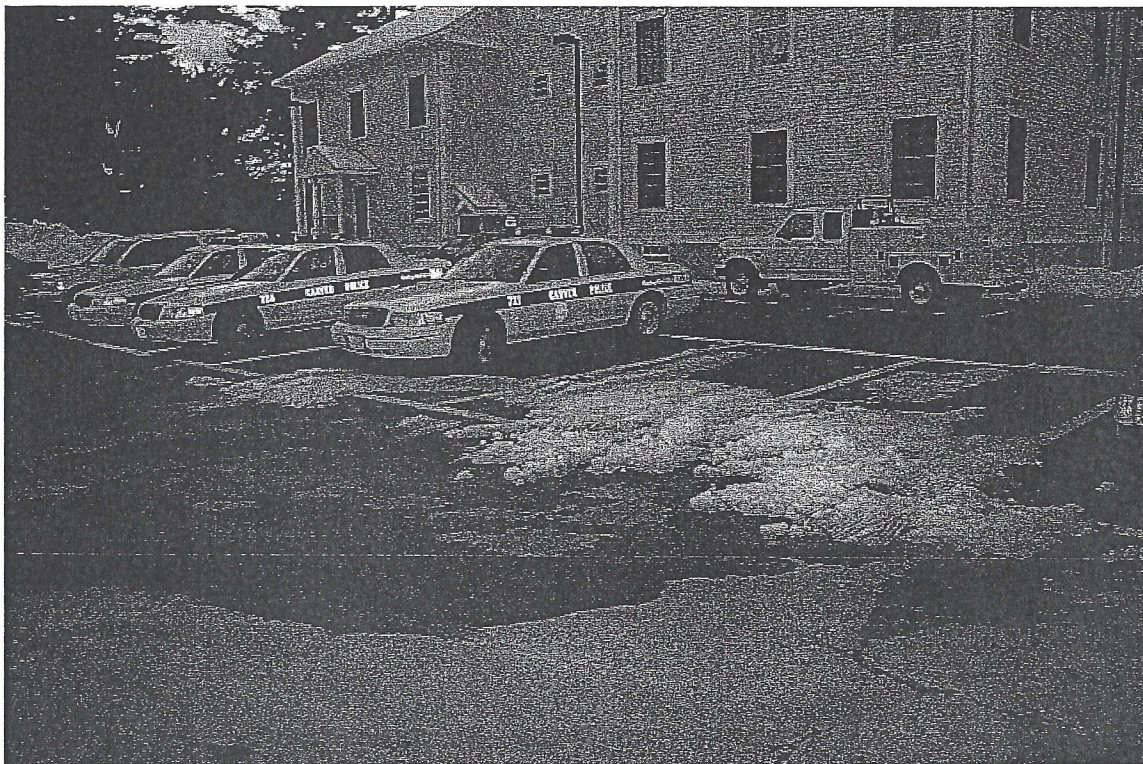
Inability to access the police station from lobby without going outside to first do so.



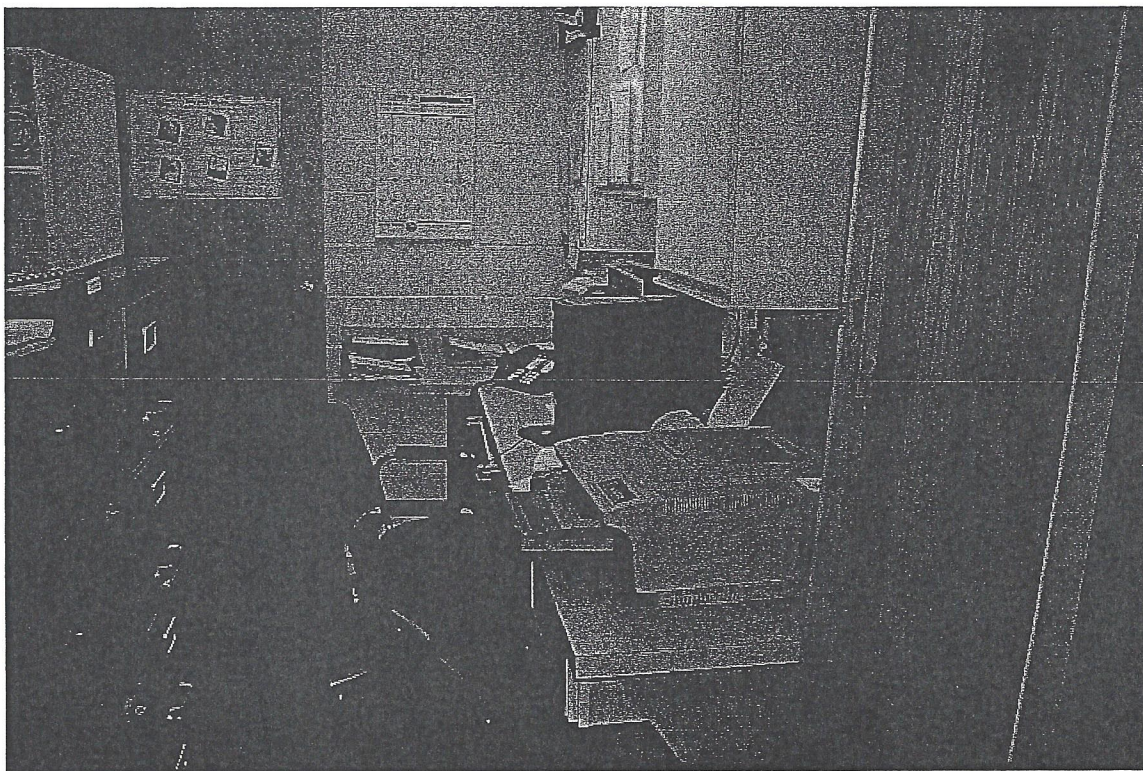
This is the public's view of the Carver Police Department from the station's lobby.



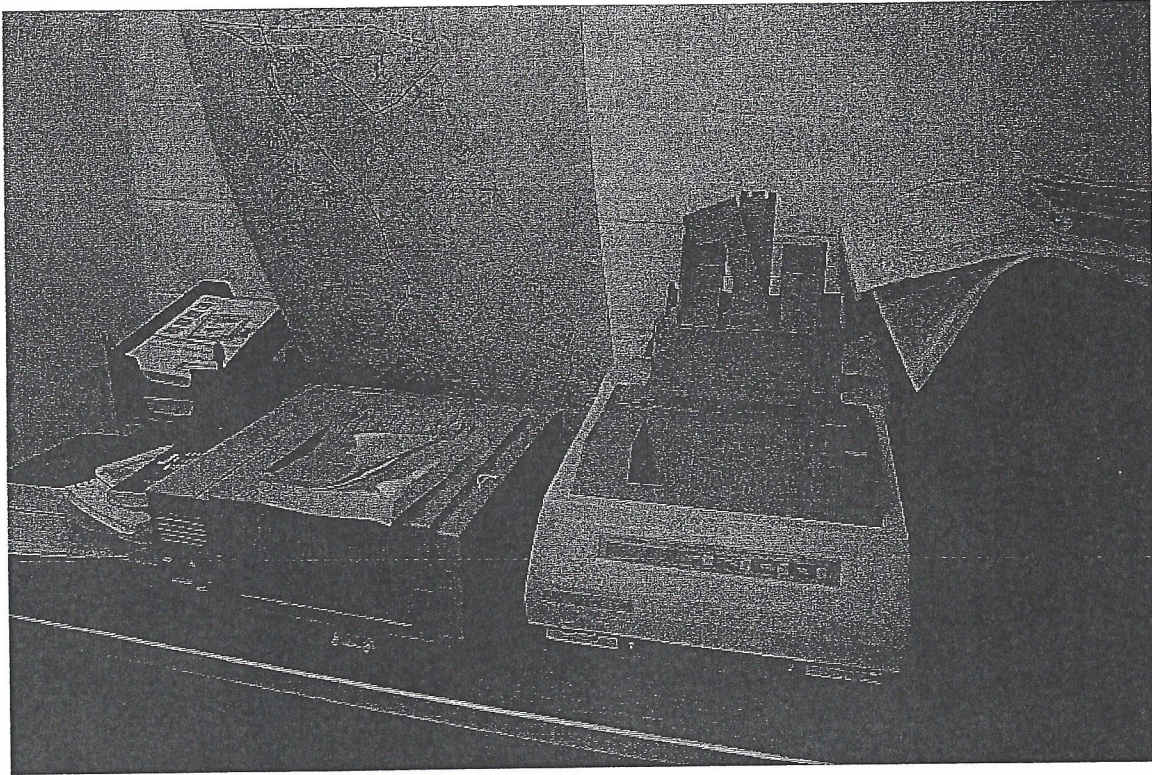
The Carver Police Station Lobby.



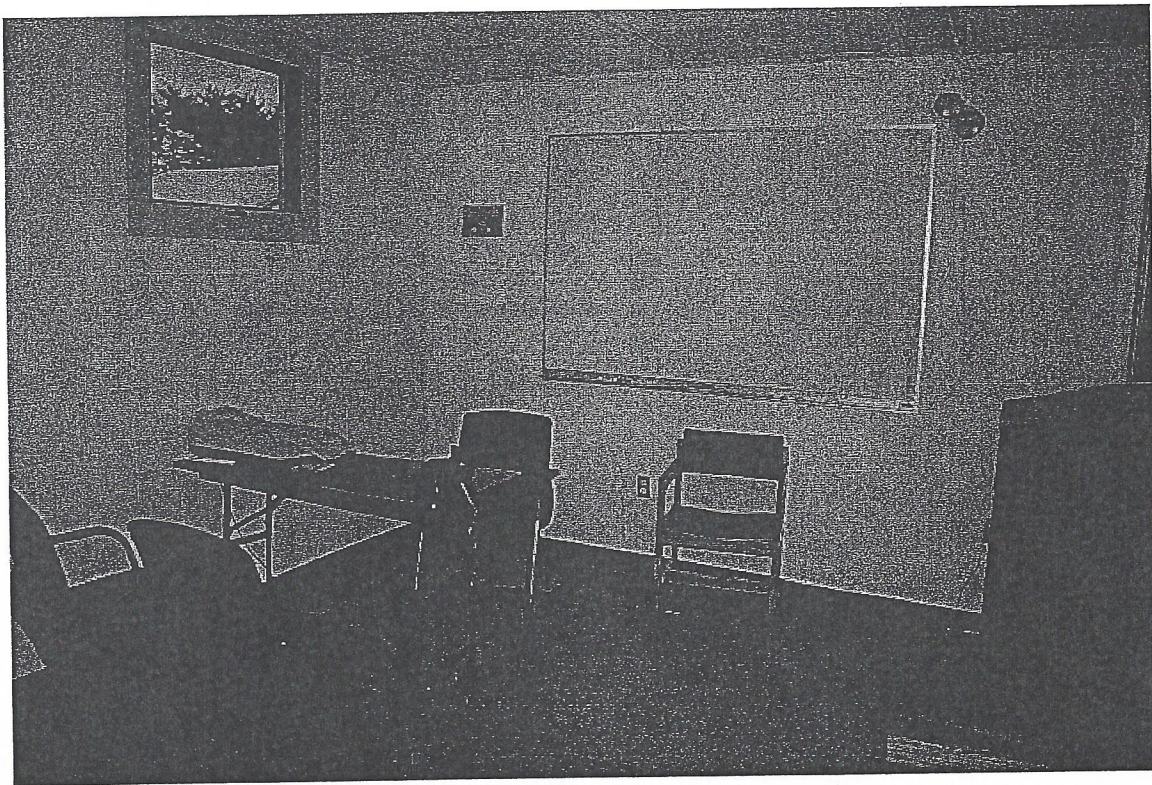
The department's patrol vehicles and officers' personal cars lack the proper security.



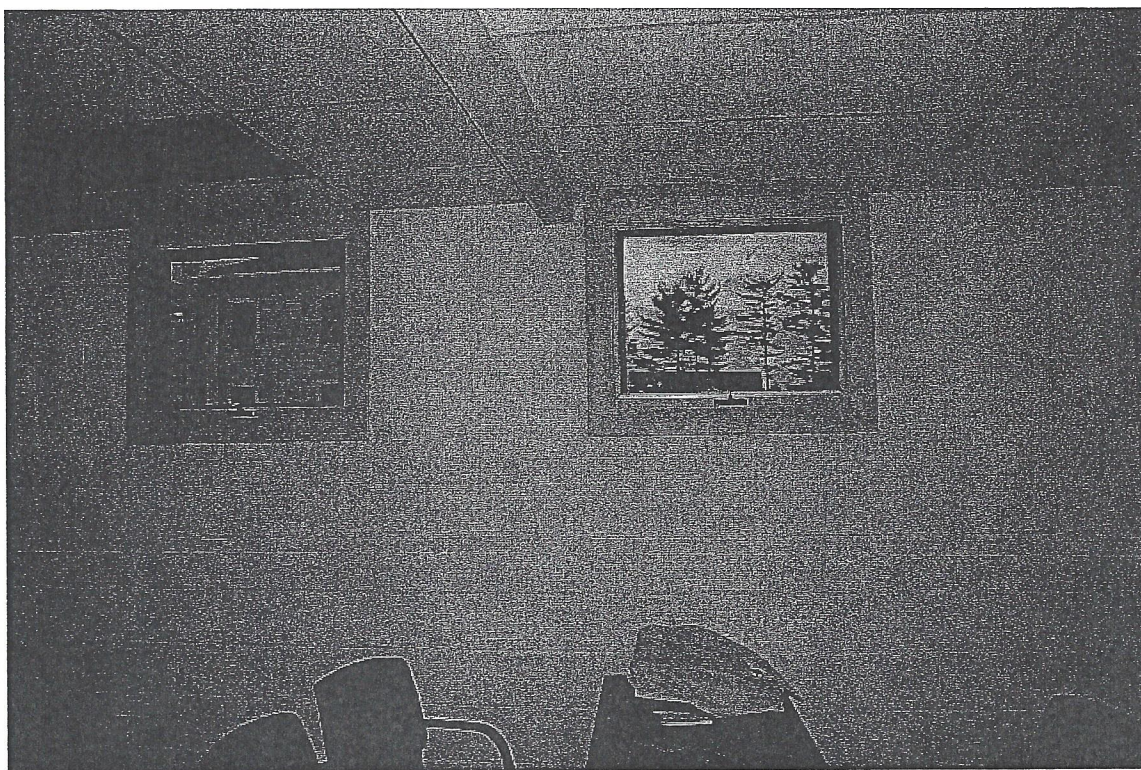
The current officer's work station where officers write their reports and research cases.



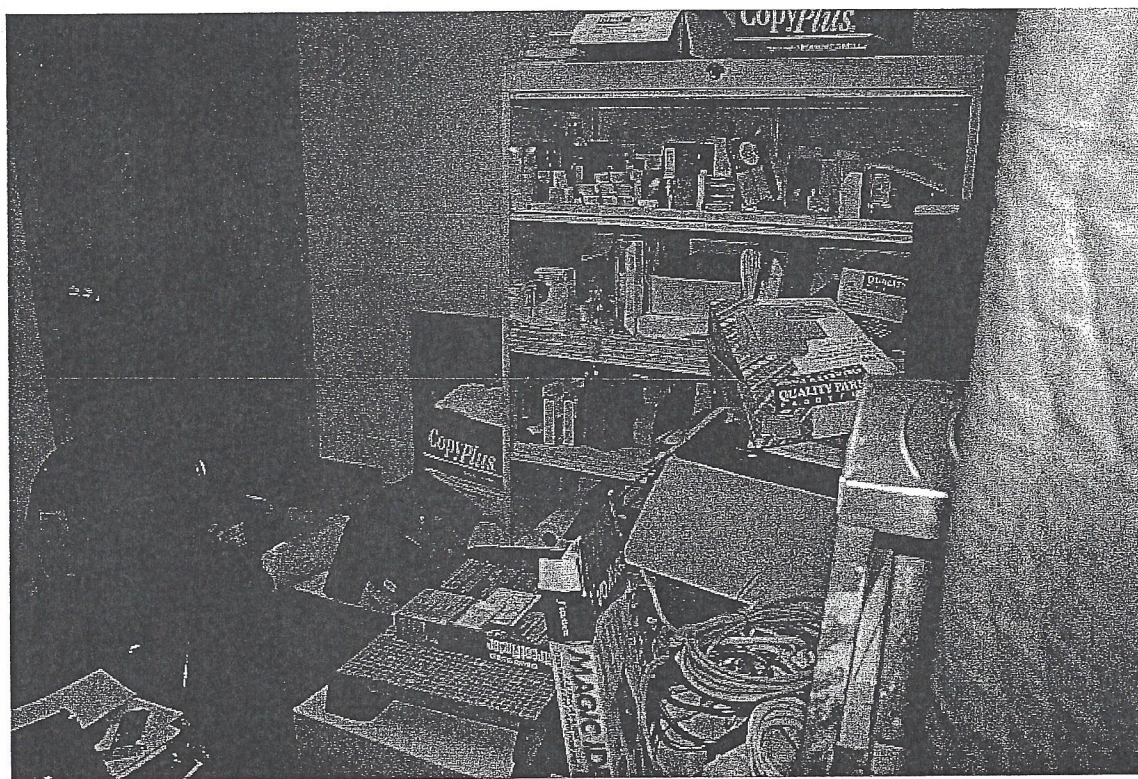
Officer's report writing room. Workspace contains printers.



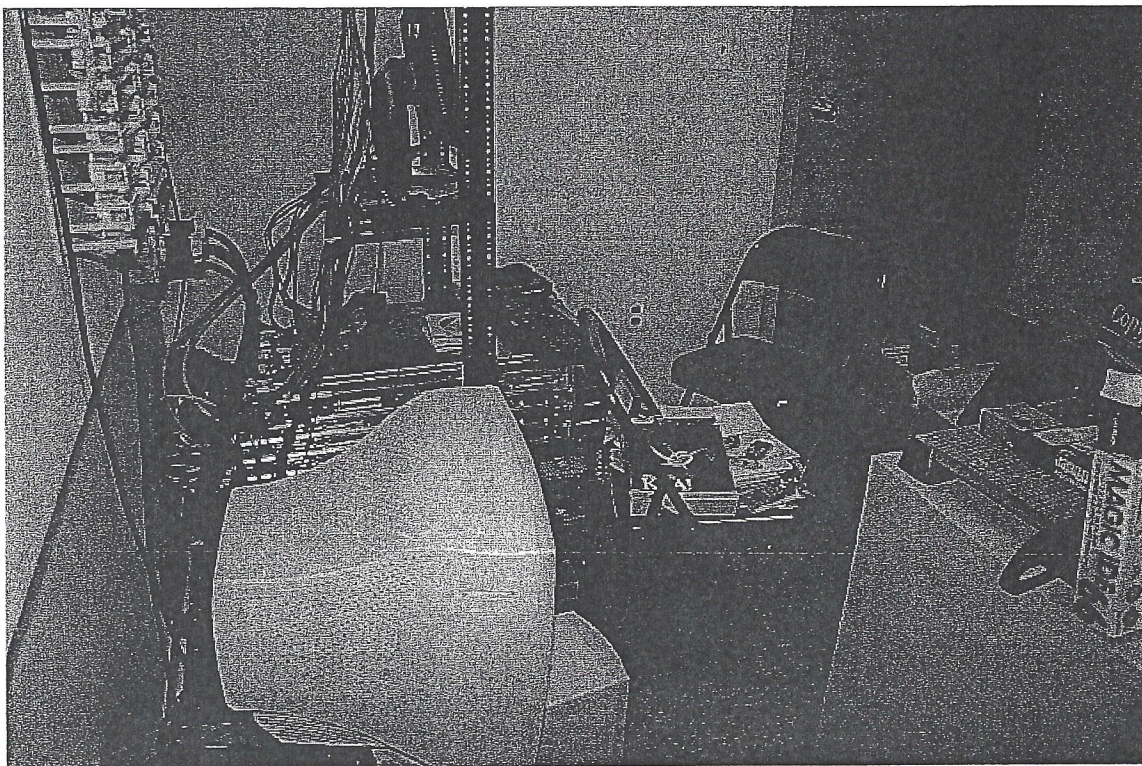
The officer's roll call room doubles as a room the public waits in and meet with officers. The problem is the heat cannot be regulated for this room and it is constantly cold.



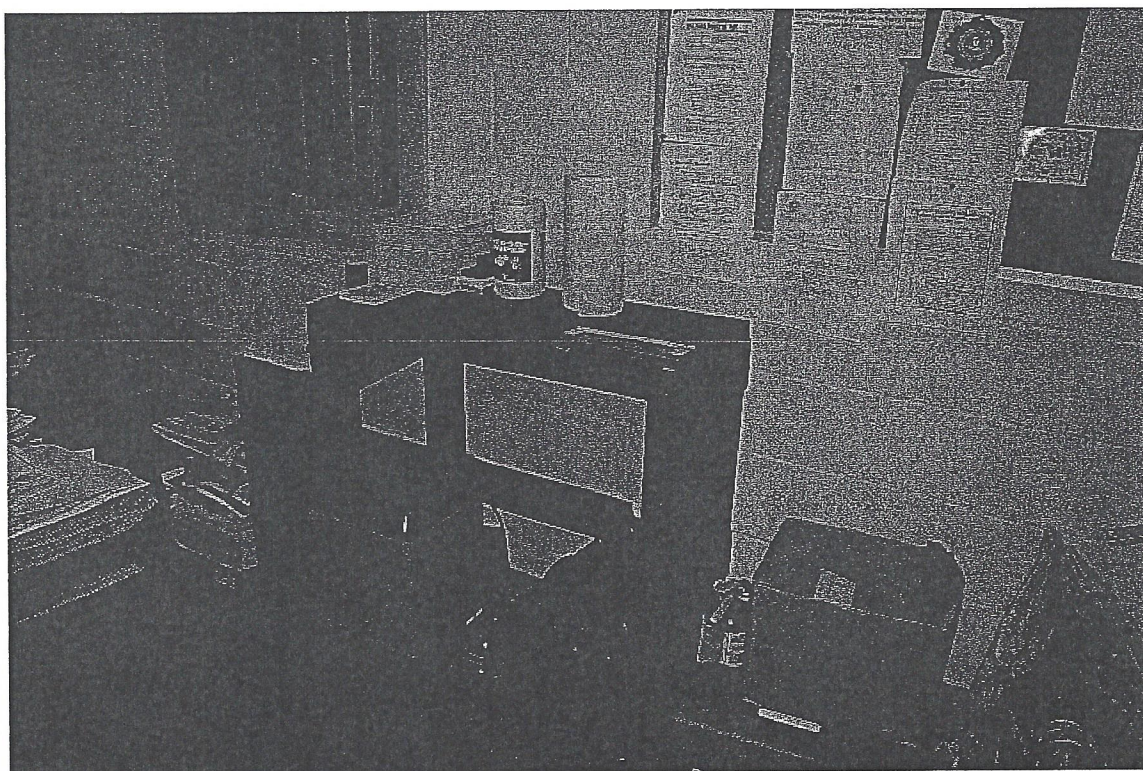
Inadequate windows, lack of insulation and climate control.



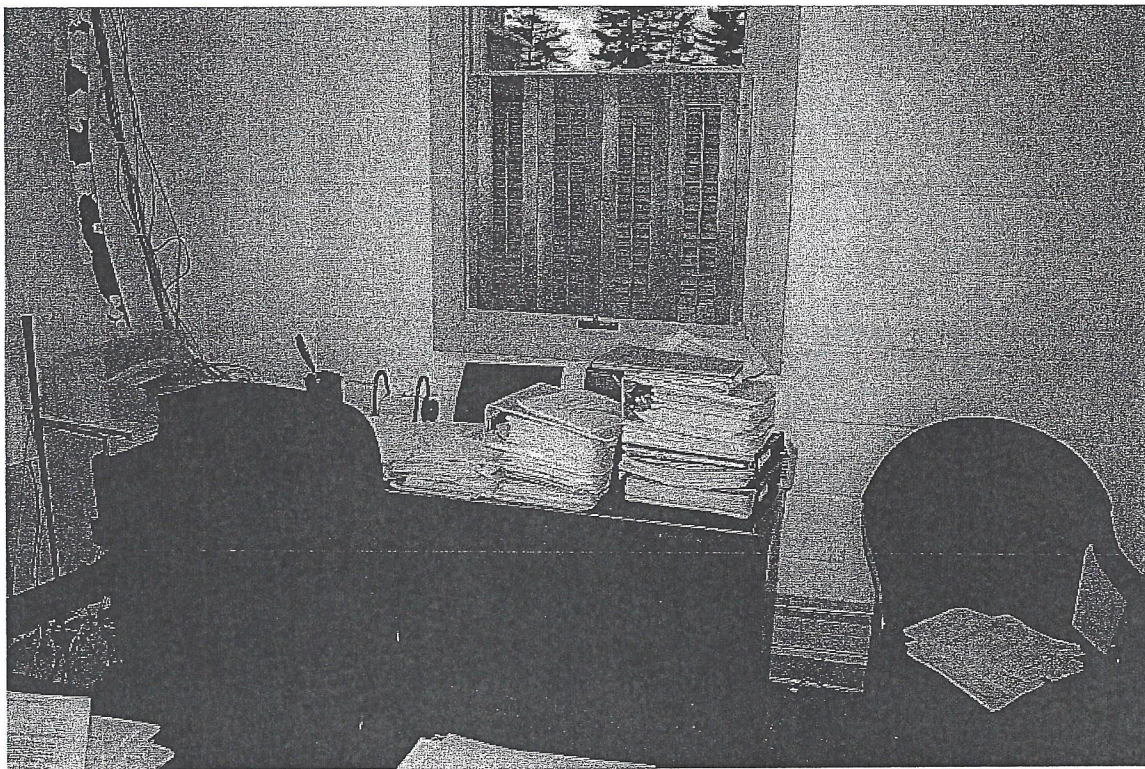
Unsecured storage of office supplies in same room that houses the department's computer infrastructure computer room. This room lacks proper HVAC for computer operation.



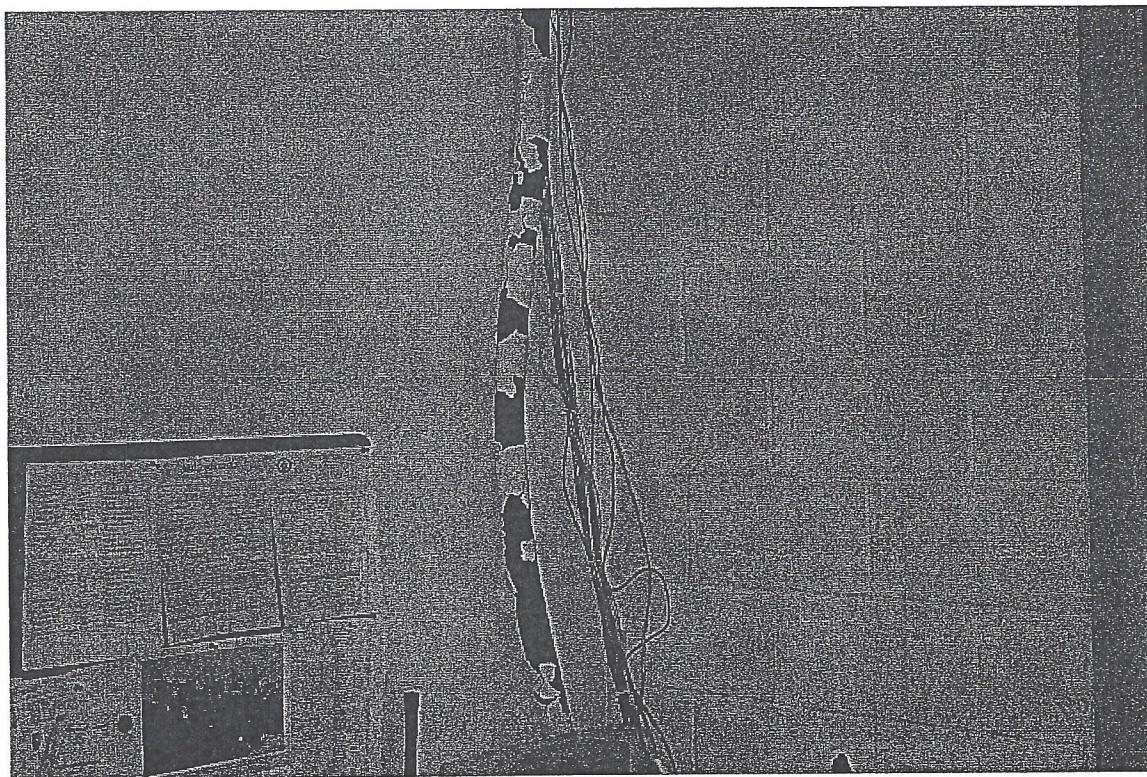
Unsecured storage of office supplies in same room that houses the department's computer infrastructure computer room. This room lacks proper HVAC for computer operation.



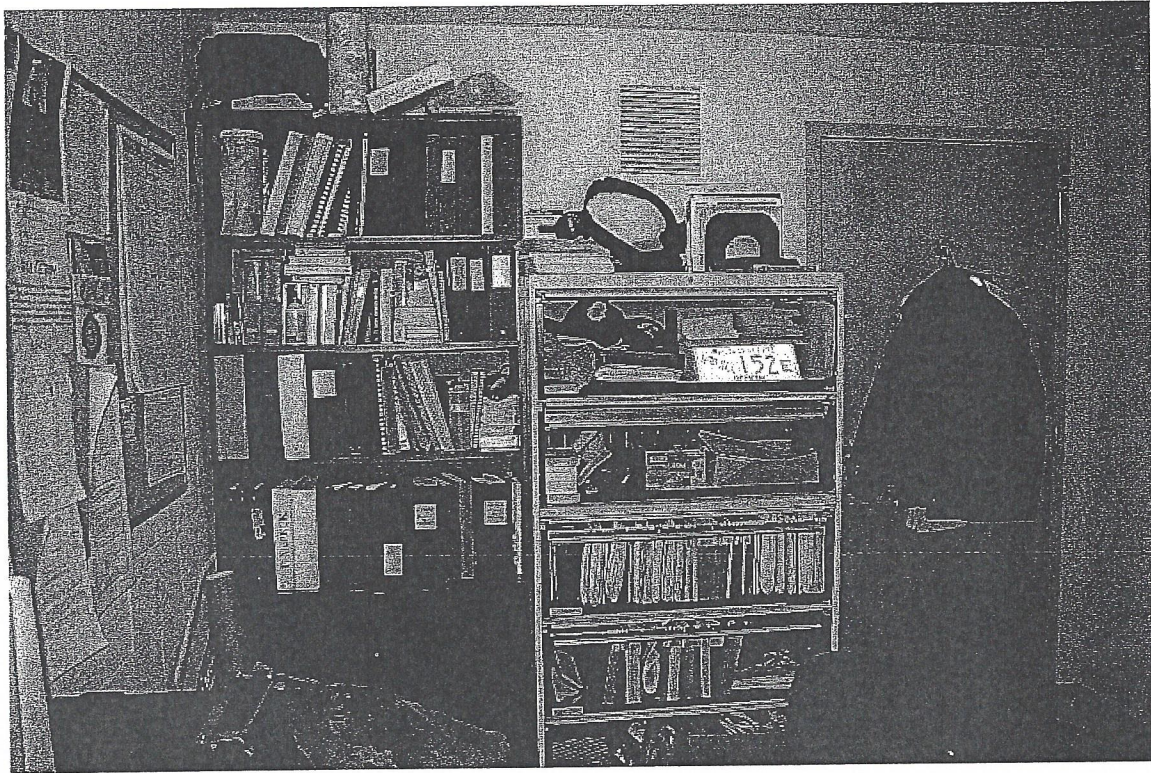
The public's fingerprint area for licensing in the Administrative Sergeants' office. Note the storage of medical and other equipment on the floor.



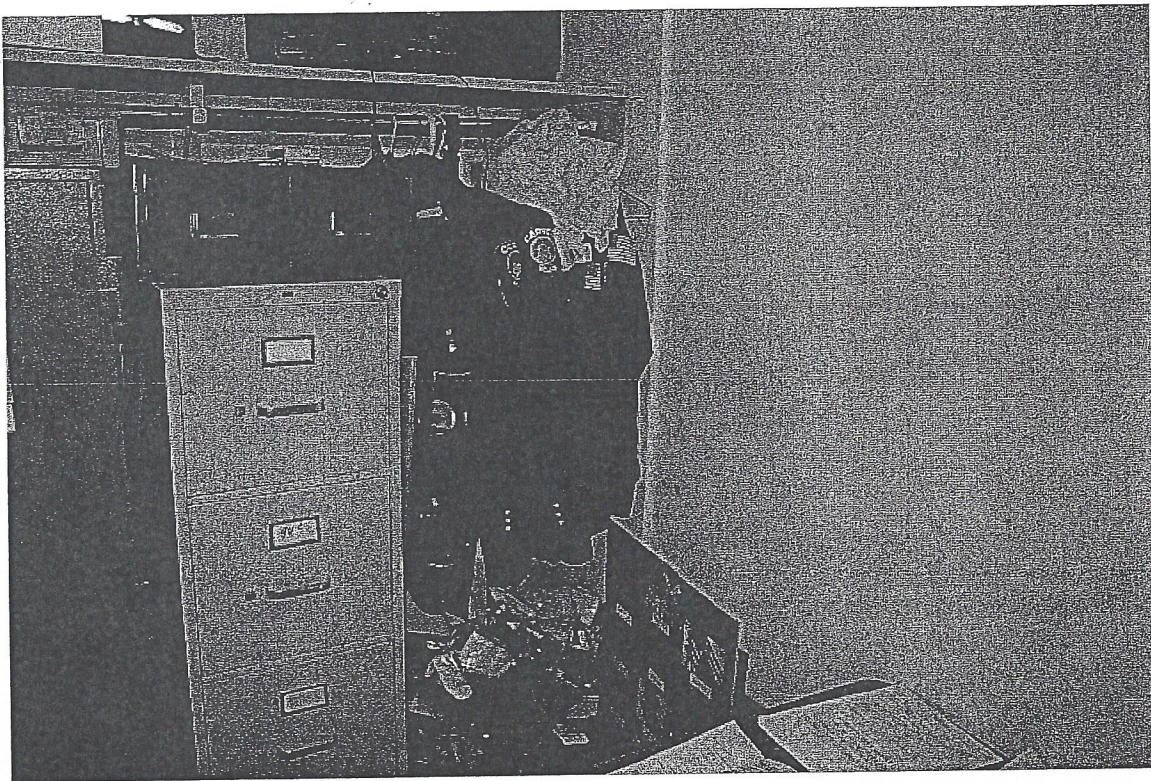
Storage of paperwork and books on workspace area.



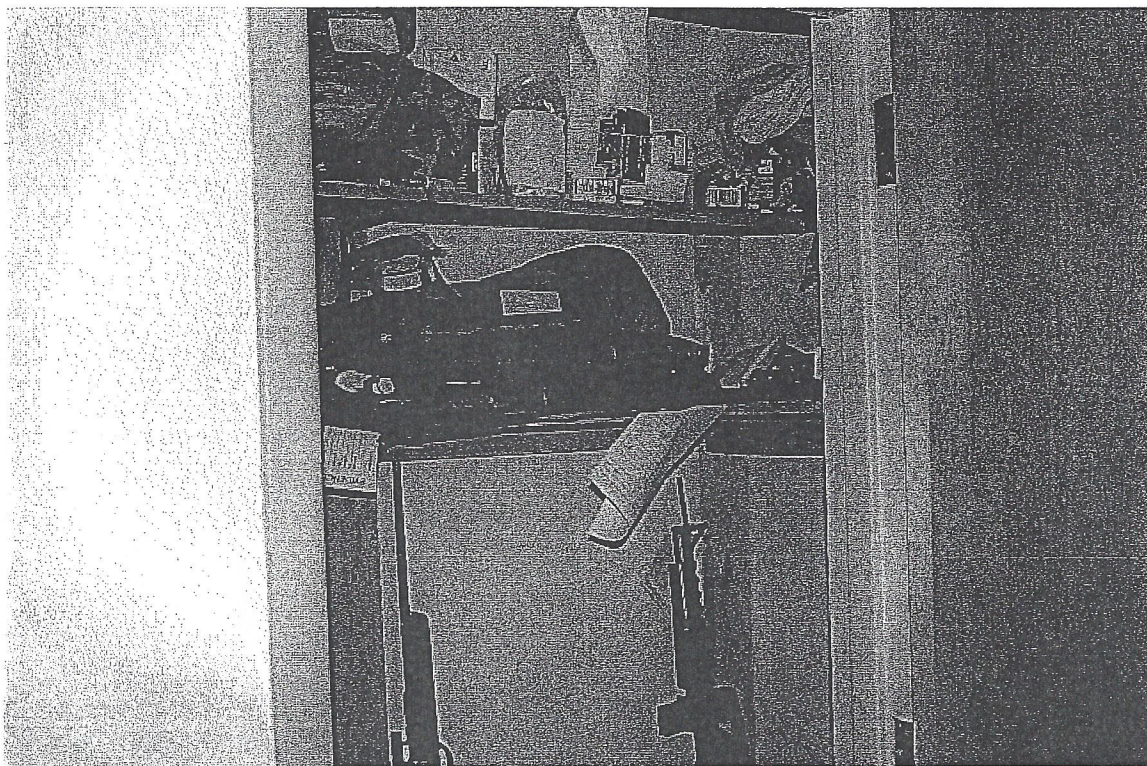
Exposed wires and conduct carrying utilities create an unprofessional atmosphere.



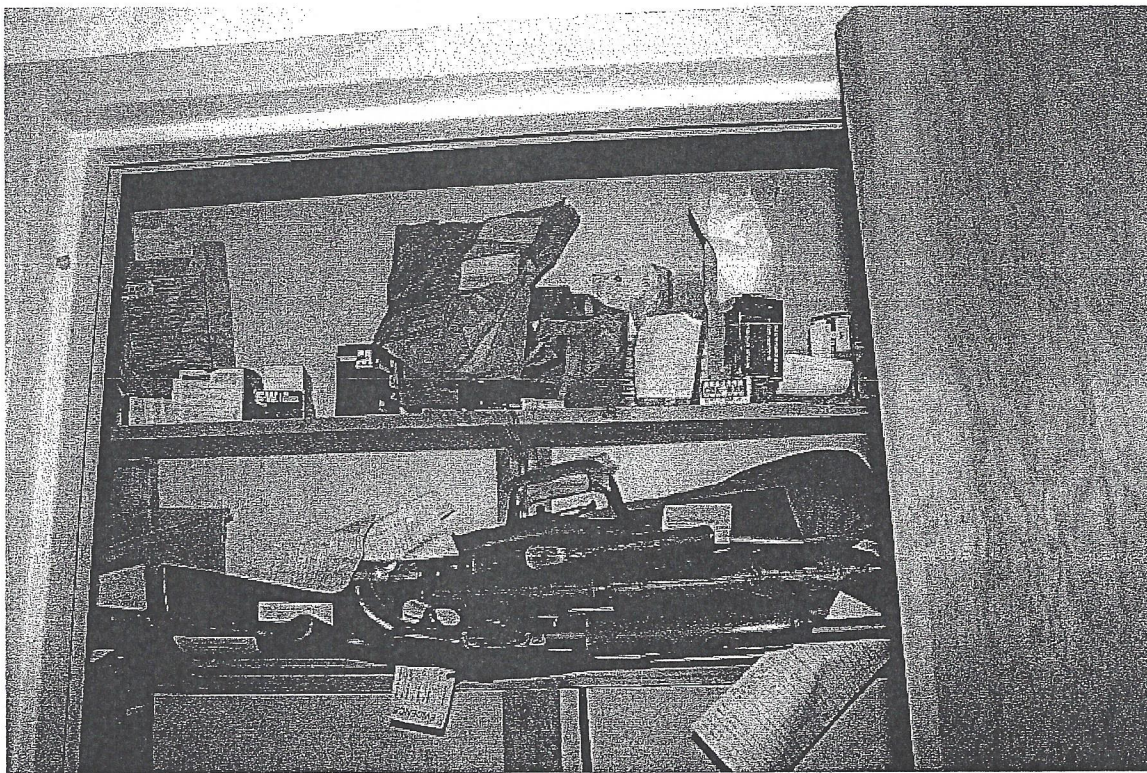
Storage gives an unprofessional appearance in an office.



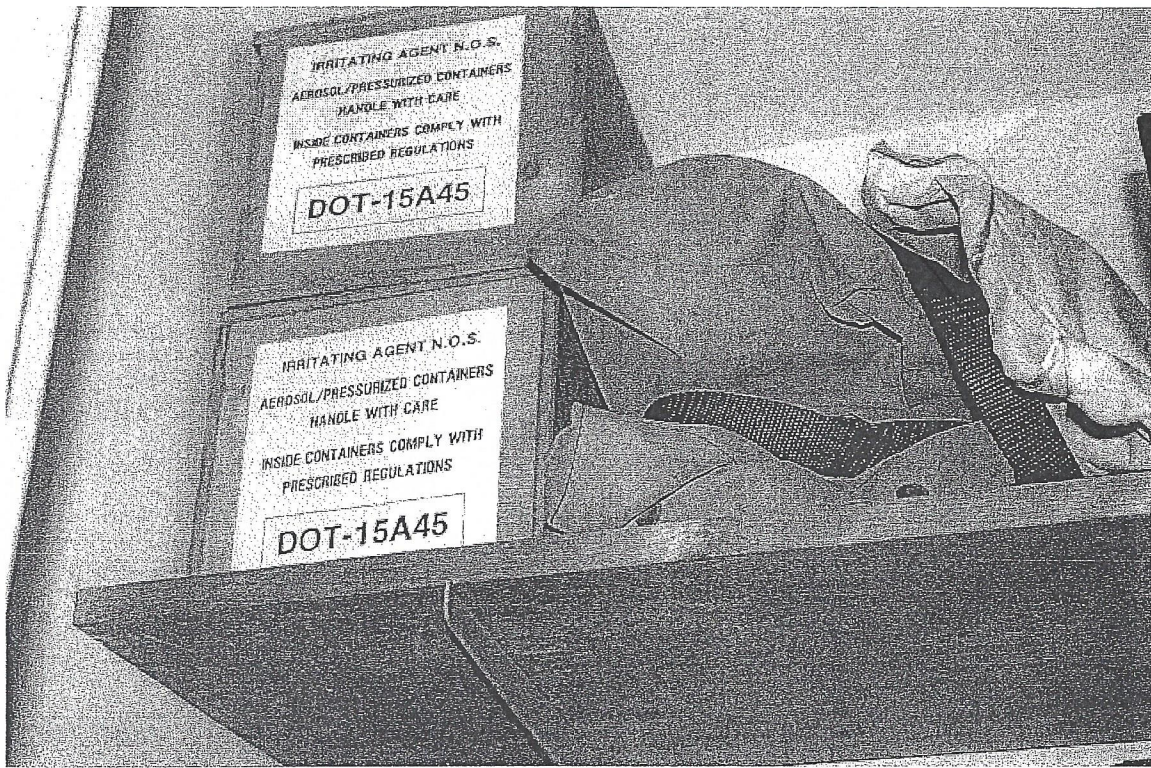
Inadequate areas to store department equipment.



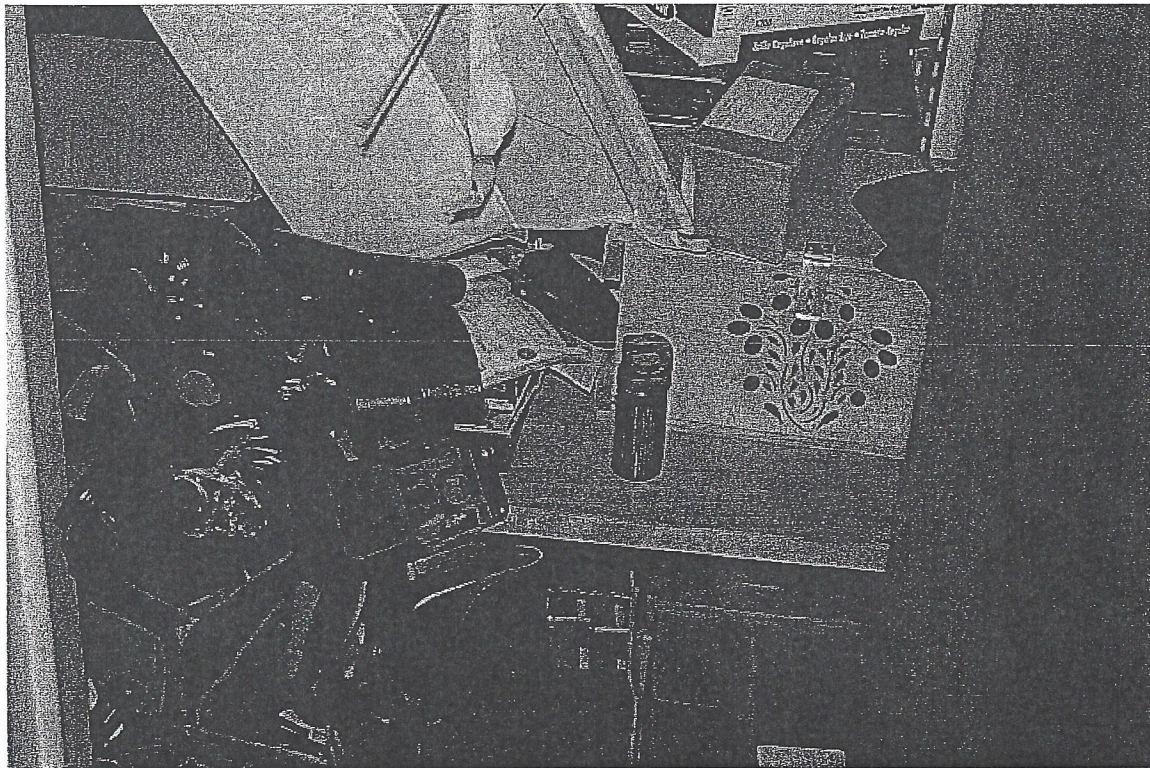
Improper storage of weapons seized pursuant to restraining orders etc.



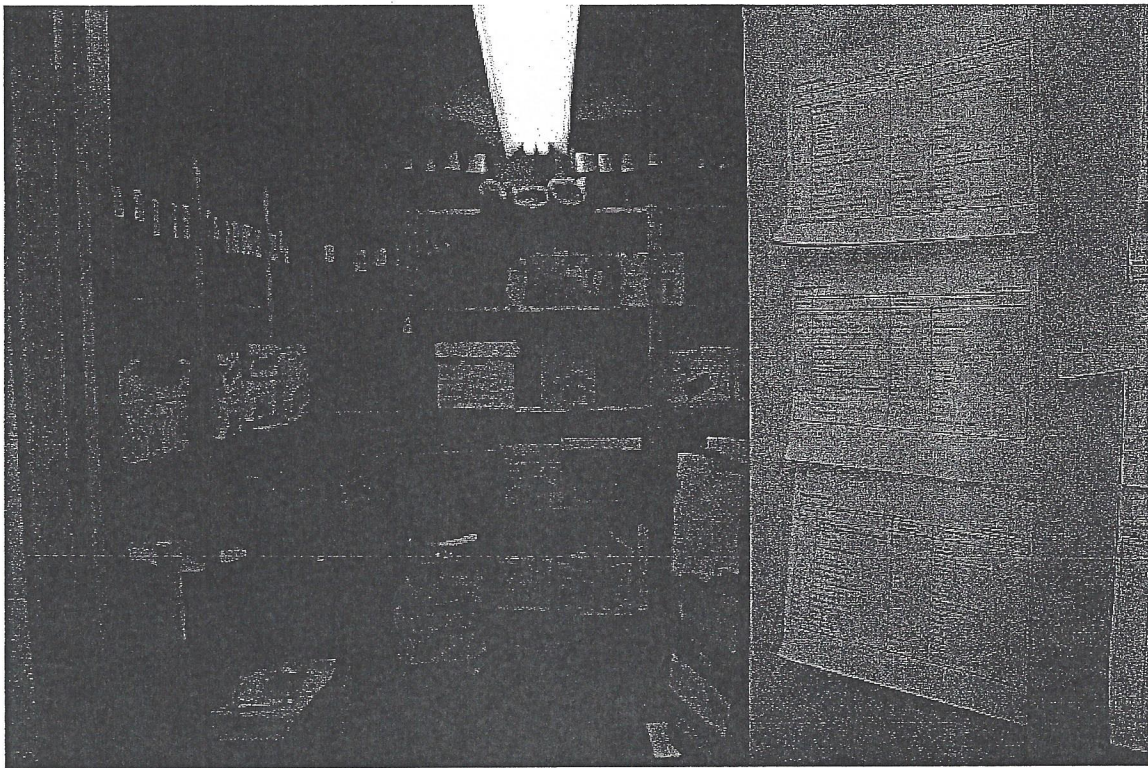
Improper ammunition storage in the non-fire resistant closet.



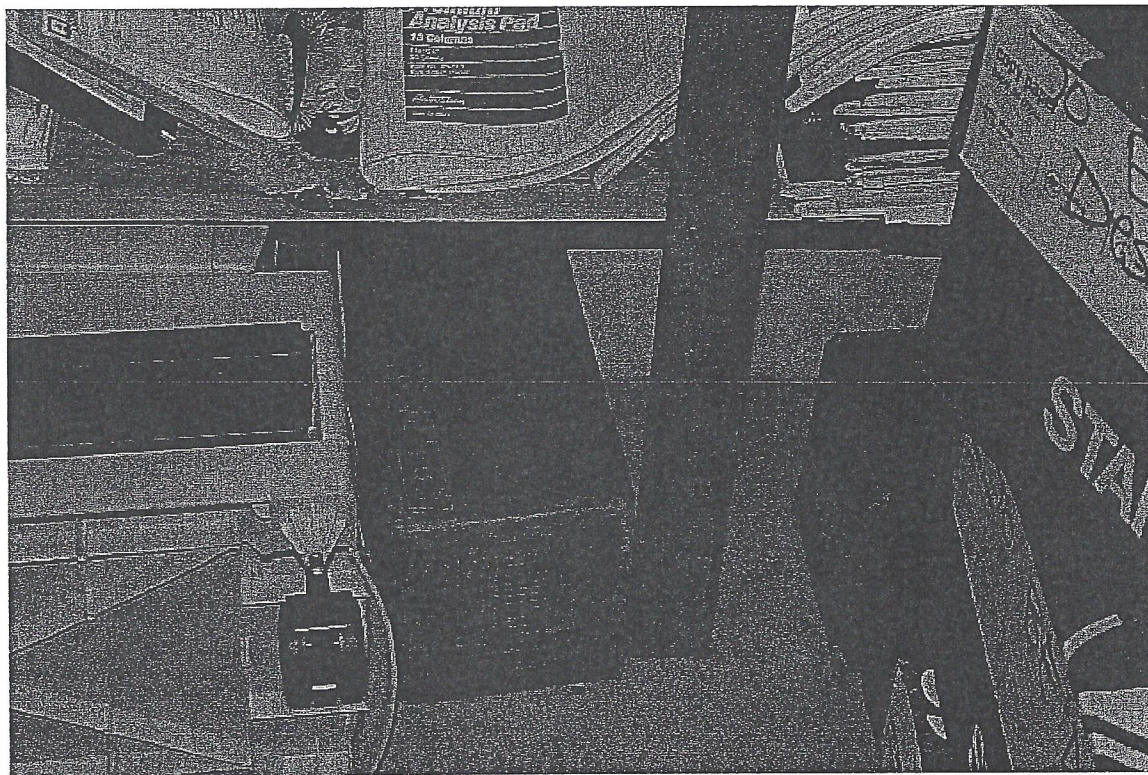
Storage of this type of equipment should be the proper storage areas.



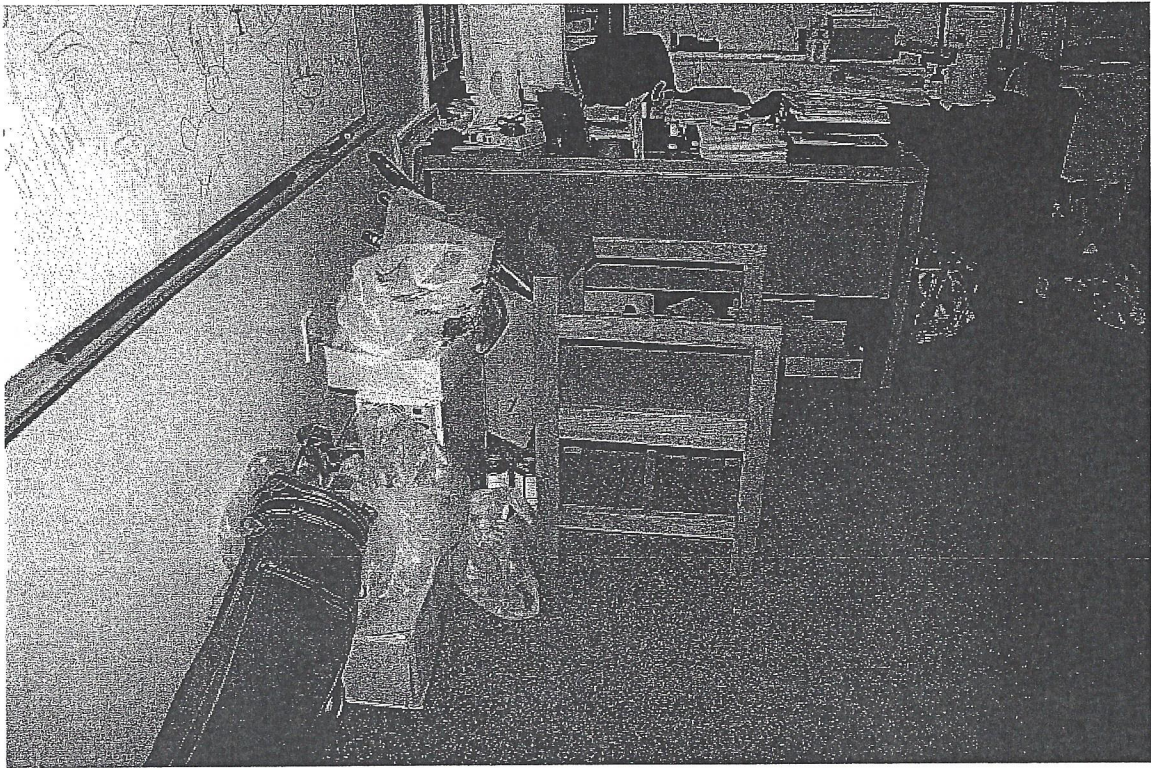
Inadequate storage areas for department equipment.



Lack of waterproof, fireproof archives for permanent records.



Improper storage of ammunition in the records room.



Lack of storage results in items improperly placed in prosecutors/community resource officer's workstation.

6. GENERAL CONSIDERATIONS REGARDING A NEW POLICE STATION

A site visit to the Carver Police station is enough to convince most people that the existing facility is too small; the overcrowding is that obvious. More space is required to meet existing and future needs. However, before grappling with how much floor space is needed, it is important to consider the factors that shape the delivery of police services and the design of police facilities. Important factors affecting the design of new headquarters facilities for the Carver Police Department include:

1. Growth – the community is not yet built out. Municipal government officials in Carver recognize that the existing police staffing level is not adequate and will need to increase to accommodate the increased calls of service, the amount of time required to handle those calls and the amount of growth that has and continues to occur in the future. As we have seen in the previous information, the staffing needs for the Carver Police Department will grow to about 40 officers in the next twenty years. The construction of a new police station built to serve the needs of the community for the next forty years must be able to accommodate a staff size based on this projection.
2. Population Demographics – The most pronounced trends in Carver are the total population count will change significantly over the next 20 years based on the Town's Master plan projection and the majority population age currently - 52 % of Carver's population, is between the ages of 25 and 64%.
3. Land Use – the community is predominantly residential and agricultural with pockets of commercial concentrations, especially on Route 58, the Town's Main St. The Route 44 project, once completed will definitely increase the calls requiring police service. The retail businesses and banks around this area will be an attractive target for theft with easy access and get-away onto the highway.
4. Crime patterns – compared to most, Carver has a moderate crime rate, with the most serious trends being assault and battery, many the result of domestic abuse and property crimes some involving house breaks.
5. Gender integration – the movement towards more women in police work has increased the need for additional locker rooms, rest rooms, and common areas for men and women.
6. Technology – the growing use of computers and other technology is increasing the efficiency and effectiveness of police programs and allows for decentralization. However, technology has its own space and infrastructure needs, especially for energy, cooling, security, conduits and

transmission facilities. Technology allows the geographic location and the physical structure of a police headquarters building to be more flexible than a generation ago.

7. Community expectations – the community expects a low crime rate and a high level of customer-oriented service. The majority of the Carver Police Department's workload is citizen service calls, assorted criminal investigations and arrests, traffic crashes and EMS responses.
8. Flexibility – police buildings should be designed to accommodate future technology and changes in wiring and ductwork.

One objective in designing a police station is to avoid an overall construction style that results in a traditional fortress style building. The community police station should appear as a service oriented center that no one is embarrassed or afraid to enter into. The police station should mirror the mission of the department and the ideals of each individual department member; to be a resource available to serve the public.

It is also important to consider this trend in the station's design. Community policing is an approach to ensuring public safety. Community policing is "a philosophy that recognizes the interdependence and shared responsibility of the police and community in making each community a safer, more livable city, producing a positive quality of life for all citizens. It encourages a partnership that identifies community-safety issues, determines resources, and applies innovative strategies."⁵ Effective community policing requires a level of openness that promotes partnerships between the police and community members. Recent innovative police facility design strategies are bringing the community into the building that houses police operations and services. Law enforcement facilities are beginning to reflect a new customer orientation, which the Carver Police Department has attempted but will emphasize in the next few years to come.

There is no standard formula for translating local conditions and trends in law enforcement design into the necessary square footage for a specific police facility (although the International Association of Chiefs of Police has begun a three year project to develop standards for police facilities). Police facilities are designed on a case-by-case basis. Nevertheless, there is value in comparing facilities in various communities to begin to develop an assessment of space needs.

Ultimately, the Carver Police facility needs should be based on a detailed architectural design process in which each function is studied in detail to determine the space required for maximum efficiency. (One valid approach is to calculate an appropriate ratio of square feet less sally port/garage space per

⁵ Conference Report, Committee On Architecture for Justice, American Institute of Architects, *earchitect.com*

employee based on a sampling of Massachusetts police stations recently constructed.)

The standards developed by Commission on Accreditation for Law Enforcement Agencies (CALEA) include items that should be included in the design of any new police facility. These standards are benchmarks that will enhance efficiency while costing little.

Based on the type of policing Carver residents expect and deserve, the design should emphasize a "community friendly" building with a generous lobby, community meeting room and a small volunteer office as well as considering the intent of the Master Plan.

7. NEEDS FOR THE FUTURE

Design implications should include:

- Public areas that are bright and accessible to visitors and customers;
 - Public restrooms
 - Public telephone
 - A multi-purpose office, interview and family room;
 - Meeting room where police sponsored trainings are held but can also be open to the community while maintaining station security;
 - Records office accessible by the public
 - A physical fitness area for all employees.
 - Male and female locker rooms with adequate lockers and shower facilities.
 - Interrogation room that includes audio-video recordings to comply with state law.
 - Evidence storage areas; temporary and long term. Must include separate area for narcotics, flammable materials, weapons, valuables, jewelry and money and normal evidentiary articles.
 - Enclosed secure vehicle impound garage.
 - Secure vehicle storage impound yard.
 - Sally port to discharge and upload prisoners.
 - Winter storage for the department boat.
 - Safety glass throughout building.
 - Handicap Accessibility throughout for employees and customers.
 - Chief's office with full bathroom and adjacent conference room.
 - Storage space for office supplies
 - Ample storage area for recovered property.
 - Patrol Evidence Processing Room
 - Patrol Roll Call Room with appropriate media for training
 - Security zoned Key Card entry for members with security cameras
 - Juvenile Interview Room
 - Victim Interview Room
 - Waiting Room for Victims or Witnesses
 - Equipment storage room.
 - Armory for storage of department weapons and related equipment.
 - Training Room.
 - Firearms range.
 - Employee Break Room with modern facilities.
 - Patrol Work Room to accommodate 10 workstations.
 - Patrol Supervisor's Office.
-

8. POTENTIAL LOCATIONS TO BE CONSIDERED

A new police headquarters building will require approximately 2.5 to 3.0 acres. Possible locations include:

- Existing location of Carver Fire and Police Stations
- The Davis Automotive Property on Route 58 next to Georgio's Pizza.
- The Town owned property on Center Street just East of the Library.

The advantage of the considering the properties listed above is the Town of Carver presently own each of the sites. Consequently there is no purchase cost to acquire a site when one is determined as the location for constructing the new police station. Further, it will not take a property off of the tax rolls as would the purchase or taking of privately held land.

The construction of any new police station should consider the Master Plan item that recommended *a campus setting for municipal facilities bounded by a revitalized New England town center and an improved Route 58;*⁶

⁶ Carver Master Plan Vision Statement executive summary page 9.

9. WHY THIS NEED IS IMPORTANT

The lack of adequate police facilities is an urgent problem due to safety risks inherent in the existing building, inefficiencies that result from the lack of adequate space and employee welfare issues. These issues are analyzed below.

Safety Risks

Fire The building does not have a fire suppression or adequate smoke/fire alarm system. Fire could result in injury or loss of life and the temporary reduction of police services.

Security The building is not designed for security either inside or outside the building. This could result in injury or death and a temporary reduction in police services. The lack of an emergency exit in the lock up area is a serious safety problem. There is not adequate space for separating adult and children detainees, which is a legal as well as a safety problem.

Code compliance The building is marginally up to code. The building is not up to compliance with ADA code. It is overcrowded and generally unsafe. For example, there are really only two exits from the building.

Efficiency Issues

Technology The building is not designed to support technology. For example, it does not have conduits (or space to add them) for power and computer wiring. The controlled environment with special fireproofing required for network servers cannot be provided in the facility. The computer infrastructure is housed throughout the building and is mostly in an unsecured area without proper climatic controls. Additional space will be needed, but is questionable, for upgraded statewide 911 telephone system due to be in place within the next two years.

Storage There is essentially little storage space in the facility. The recent construction of an evidence room has temporarily alleviated some of the problem. CPD currently rents a space trailer for securing evidence, larger pieces of evidence.

Meeting Rooms The briefing room is the only space available for meetings. It accommodates perhaps five people. This space is not equipped to support meetings properly and doubles as a storage area. Meetings must be held off-site. There is no space available to accommodate community participation programs.

Building systems The heating, ventilating and air conditioning system is inadequate. As a result, some areas will be too hot and others are too cold. In some rooms, the temperature cannot be regulated at all. This adversely affects employee morale and efficiency. Lighting throughout the building is inadequate.

The roof, while dry so far this year, has leaked in the past. Should it leak again, it could jeopardize the computer infrastructure most recently installed in the station.

Employee Welfare Issues

Gender integration There is not space to adequately meet the need for separate facilities for men and women. The Town of Carver would perhaps only marginally compliance with Title 13, Federal regulations that require equal and adequate facilities for men and women. One would only have to view the men and women's locker rooms to establish discrepancies.

↙ ?

ADA It is not possible to attain full compliance the Americans with Disabilities Act.

Parking Parking for visitors, employees and patrol vehicles is inadequate and spills over into Town Hall. Police agencies require secured parking for employees and separate, secured parking for police vehicles. Past history indicates that police cruiser emergency lights have actually been stolen from the roofs or cruisers parked in the station lot.

10. SPACE NEEDS BY FUNCTION

Room Name	Square Footage	Square Footage by Function
Public Access		
Lobby	300	
Public Toilets	240	
Public Interview Rooms	160	
Training Room/Community Meeting Room	1,200	1900
OPERATIONS		
Communications	350	
Dispatcher's Toilet	60	
Dispatcher's Breakroom	90	
Watch Commander's Office	80	
Records	100	
Office Supplies	48	
Staff Toilets	120	
Computer Room	170	
Sergeant's Office (5)	400	1418
ADMINISTRATION		
Chief's Office and Toilet	330	
Deputy Chief (1)	190	
Lieutenant (2)	170	
Administrative Sergeant	80 - 100	
Chief's Secretary, Reception & Admin Svrs	400	
Conference Room	400	
Men and Women's toilets	240	
Community Policing/Crime Prevention	150	
DARE-SRO	150	
Storage	150	2255
INVESTIGATIONS		
Detectives (2) & Prosecutor (1)	300	
Juvenile / Crime Prevention CSO's (2)	240	
Interview room	80	620
HOLDING FACILITIES		
Booking	250	
Holding	120	
Breath Test and Fingerprint room	80	
Fingerprinting Area (Citizens)	80	
Detox /Handicapped Cell	120	
Holding Cells Male (3)	240	
Holding Cells Female (2)	160	
Matron Room	80	
Interview Room "A"	80	
Interview Room "B"	120	
Sallyport	884	
Secure Garage Bay	490	
Cruiser Wash and Maintenance	490	3194

SUPPORT FACILITIES

Weapon Cleaning and Storage Armory	150
Armory, Seized 209A	150
Copy Machine / Work Area	150
Conference (2)	350
Lab / Evidence Processing	200
Evidence / Property	900
Drug Evidence	
Non-Drug Evidence	
Weapons	
Money, Valuables & Jewelry	
Recovered Property	300
Patrol Bicycles	200
Motorcycle/Boat Garage	240
Building and Grounds Maintenance	80
Animal Storage	80
Tactical Equipment	80

2980

STAFF SERVICES

Kitchenette/Break Room	250
Locker / Shower /Toilet (Female)	450
Locker / Shower /Toilet (Male)	900
Report Writing (Patrol)	300
Squad Room /Briefing (Patrol)	400
Storage (Miscellaneous)	300
Storage (Reports /records)	275
Supply room (Reports/Clerical)	275
Workout Room	800
Volunteer office	100
Training Equipment Storage	100
Firearms Training Range	1600

4300

OTHER

Electrical / HVAC	120
Boiler Room	275
Janitorial	80
Computer Network	100
Radio, Telephone Fire Alarms, 911	120
Emergency Generator Transfer Switch	80
Fan Rooms	400
Elevator	300
Elevator Machine Room	80

1955

Total Net Square Footage	18977	18977
--------------------------	-------	-------

11. STAFF RECOMMENDATION

The staff of the Carver Police Department recommend that members of the Capital Outlay Committee, the Finance Committee, the Board of Selectmen and any other town committee request a tour of the station to view the current police station conditions. In the future, the Police Department building will be available to conduct a tour for the general public as this project moves closer to fruition.

This needs assessment is based upon input from members of the police department. It comprises the needs of your police departments of the future. Reviews of police facilities recently constructed in other communities will demonstrate the listed necessities within this report are really industry standards contained in all modern facilities.

While the current police station has served the community for over twenty years, the construction of a new police facility should be planned to accommodate the next forty years to provide the community with an appropriate building and give the best return on investment.

The construction of a new Carver Police Station is inevitable. Between now and then, the men and women of the Carver Police Department will serve the community by delivering the best police service possible.

12. RECENTLY RECEIVED INFORMATION FOR CONSIDERATION

During the month of February, the Carver Police Department received an inspection from the State Department of Public Health, Community Sanitation Program who conducted an inspection of our holding cells. Several violations were noted regarding our cells that have been corrected to prevent them from being closed and CPD officers having to transport prisoners to other communities for holding. The State also observed two issues that could be used in the commission of a suicide attempt. The replacement of one particular issue identified could be costly. Many departments, especially those looking at new facilities, have done nothing with the issue with the anticipation of addressing it in new construction.

The CPD has recently been advised by the State Emergency Telecommunications Board who operate the 911 system, that within the next two years, we will be required to add additional equipment to enhance our call receiving abilities. The space to update this equipment in our present facility may present a serious challenge, as this equipment should be installed in a secure environmentally friendly area. If this can be successfully accomplished within the current building remains to be seen.