



Police Department  
**DRAFT - Space Needs Assessment**  
 August 4, 2022  
 August 25, 2022 - Bureau Interviews - green

Existing Buildings

Area/Room Title	Rm. Type	Occ.	# of Rms.	Rm. Area	Subtotal	Total	HQ	Annex	Garage	Armory	Drug Task Force	Total	Interview Notes
<b>Administrative Bureau</b>													
<b>Department Administration</b>													
Clerical Office	2.4	3	1	300 sf	300 sf		1100 sf						Can serve as reception
Visitor waiting	6.1	3	1	45 sf	45 sf		67 sf						Outside of clerical (upper lobby)
File Area	6.6	0	1	100 sf	100 sf								May be part of Clerical (personnel, IA files)
Chief's Office	1.8	1	1	250 sf	250 sf		288 sf						Directly accessible to clerical with secured files U-Desk with table for 6
Executive Officers Office	1.8	1	1	250 sf	250 sf								Similar to Chief's office
Executive Assistant Office	1.4	1	1	150 sf	150 sf		128 sf						Private office u desk with guest chairs and 2 lateral file cabinets directly adjacent to chief's office
Internal Affairs Office	1.5	1	1	175 sf	175 sf		100 sf						Accessible to clerical U-desk with meeting table and 4 files maybe not directly in the admin suite but adjacent
Conference Room	3.2	12	1	300 sf	300 sf		282 sf						Directly accessible to Chief and Deputy 12 people; not directly attached to office but adjacent
Coffee Area	6.2	0	1	25 sf	25 sf								
Department Supplies	6.1	0	1	15 sf	15 sf								Cabinet with coffee area and staff mail
Staff Mail	6.1	0	1	15 sf	15 sf								separated by the chief's admin department and distributed from there
<b>Department Administration Total:</b>						<b>1625 sf</b>						<b>1,965 sf</b>	
<b>Public / Public Interaction Areas</b>													
<b>Public</b>													Main level
Vestibule	13.2	0	1	80 sf	80 sf		153 sf	100 sf					
Lobby/Waiting	13.1	8	1	400 sf	400 sf		445 sf						Front desk (Greeter/O.I.C), The Police records area, A place to fill out forms, interview rooms, public toilets, firearm permit (MIRCS) room and access to public/departmental assembly space
Public Toilets	7.2	0	3	70 sf	210 sf		355 sf						Single-use
Public Interview	5.3	2	2	100 sf	200 sf								
Permit Off.	5.5	2	1	160 sf	160 sf								Permits are mostly done online and picked up at the station. Combine with records?
Firearm permit interview	5.2	2	1	60 sf	60 sf								MIRCS Computer, fingerprint scanner, camera, photo-grey background. Application goes to detective bureau and they process it there. Comes back from IA and applicant comes back for interview (processing happens off site) Better suited to be located at 25 Chestnut- process goes through detective bureau.
<b>Public Total:</b>						<b>1110 sf</b>						<b>1,053 sf</b>	



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<b>Community Services Bureau</b>													work with detective bureau; can remain isolated
C.S. Lieutenant Office	1.4	1	1	150 sf	150 sf								Prosecutor's Office. Keep within Det, space or locate closer to records?
C.S. Sergeant's Office	2.5	1	1	120 sf	120 sf								file cabinets
C.S. Work Space	2.3	9	1	810 sf	810 sf			208 sf					Don't want high dividers at cubicles
Social Worker, domestic violence & Elder affairs	1.2	3	1	360 sf	360 sf								currently 1 may want more (to cover all time/shifts) locate close to patrol and public function
C.S. Storage	6.4	0	1	60 sf	60 sf								
<b>Community Services Total:</b>						<b>1500 sf</b>						<b>208 sf</b>	
<b>Detective Bureau</b>													locate adjacent to evidence?
Detective Captain Office	1.5	1	1	175 sf	175 sf		161 sf						U shaped desk, files, meeting table
Sergeant's Office	2.4	2	1	200 sf	200 sf								
Det. Clerk Office	1.3	1	1	130 sf	130 sf								
Detectives Work Space	2.3	8	1	720 sf	720 sf		1500 sf						With (1) guest chair at side (office 001) medium-high divisions w/cameras and automatic recording (occ.sensor?), gun locker outside near door
Interview Rooms	5.2	3	2	90 sf	180 sf		105 sf						
Video Observation Room	3.3	6	1	180 sf	180 sf		93 sf						Conference room with monitor connected to interview rooms
Equipment Storage	6.2	0	1	25 sf	25 sf								11 fire arms cabinets, 20 case files
<b>Detective Bureau Total:</b>						<b>1610 sf</b>						<b>1,859 sf</b>	
<b>Drug Task Force</b>													Separate area/building for this division
Detective Captain Office	1.5	0	1	0 sf	0 sf								
Sergeant's Office	1.3	1	1	130 sf	130 sf								
Detectives Work Space	2.3	4	1	360 sf	360 sf								
Equipment Storage	6.2	0	1	25 sf	25 sf								
<b>Drug Task Force Total:</b>						<b>515 sf</b>						<b>- sf</b>	



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<b>Dispatch/Communications Bureau</b>													
Communications Positions	4.2	7	1	1225 sf	1225 sf		605						prefer more than one way in/door Need information on City preferred Radio / Communications vendor. Consider plexi-glass dividers extension for days need additional dispatch/call taker Main 24/7 public interaction? Civilian or Sworn? Or O.I.C.(always an O.I.C.) main desk to be located outside of dispatch area O.I.C. oversight Can be located outside of dispatch/communications area/block Off breakroom 2 high lockers or 12"w x full ht. Separate toilets preferred, if practical Small Kitchen fridge, sink, microwave, need rest/nap area Need current server / rack quantity? Location adjacent to dispatch for evening access or away? Not accessed by dispatchers but locate adjacent/off of dispatch, turnstiles at desks; some forms storage Preference for separate room or located within Main IT
Dispatch training area with 3 consoles													
Main Desk	6.5	1	1	80 sf	80 sf								
(Civilian) Supervisor's Office	1.2	1	1	120 sf	120 sf								
Communications Captain Office	1.5	1	1	175 sf	175 sf								
Lockers	8.1	24	1	60 sf	60 sf								
Unisex Toilet	7.1	1	2	65 sf	130 sf								
Break Room/area	13.3	2	1	80 sf	80 sf								
Equipment Room	6.9	0	1	200 sf	200 sf								
E-911 Equipment Room	6.3	0	1	40 sf	40 sf								
<b>Communications Center Total:</b>						<b>2110 sf</b>						<b>605 sf</b>	
<b>Patrol Bureau</b>													
Patrol Captain's Office	1.5	1	1	175 sf	175 sf			170 sf					U shaped desk with separate meeting table ( Office 011) directly oversees Lieutenants. Wants to be "out" of activity
Patrol Lieutenant's Office (O.I.C)	2.4	2	1	200 sf	200 sf		164 sf						Separate centrally located desk for O.I.C (out front/ separate area) with lockers for 7. Need 2 desk for overlapping shifts. Need guest chairs single monitor within space. (2) 4-drawer file cabinets directly oversees Sergeants. Mail cubbies- 25-ish mail gets picked up at roll call
Patrol Sergeant's Office	2.4	2	1	200 sf	200 sf		198 sf						Shared office & desks Private office that would be shared for meetings/landing space with U-shape desk and 2 guest chairs ( will have substation) (13 total sergeants) with meeting table for 6
Patrol Clerk Work Area	2.3	1	1	90 sf	90 sf								Works at front desk (lobby desk) will be greeter does not require own printer
Library	6.5	1	1	80 sf	80 sf		187 sf						within report writing
Storage Room	6.2	0	1	25 sf	25 sf								provide check in/out area near roll call. May be long gun in cruisers, body cameras (individually issued), tasers (individually issued). Will need backup batteries/chargers- locate in lockers. Storage for first aid, defibs, etc
<b>Patrol Administration Total:</b>						<b>770 sf</b>						<b>719 sf</b>	





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<b>Prisoner Processing</b>													have cell block attendant
Processing Area	13.5	2	1	240 sf	240 sf		310 sf						Incl. search, fingerprinting and mug shot areas. Processing desk w cuffs, Gun lockers on police side also. (flush control location?) Sink at entry area?
Pre-processing	5.1	4	1	100 sf	100 sf		75 sf						Poss location for restrained searches
Breathalyzer	5.2	2	1	60 sf	60 sf								Need access space for monthly service (need photo)(Combine w/fingerprint/mug photo)
Prisoner Toilet/Shower (Decon)	7.2	0	1	70 sf	70 sf								Penal fixtures
Prisoner Property Lockers	8.1	5	1	12.5 sf	12.5 sf								5 Doubles (over/under) 10 total
Custodial	6.2	0	1	25 sf	25 sf		65 sf						In addition to shared
Interview Room	5.1	3	1	75 sf	75 sf		75 sf						bolt-down table, chair combo
Non-status Offender Holding Room	10.1	1	1	60 sf	60 sf ?								Adjacent to lobby with couch and TV
Cell Block Attendant	13.3	1	1	80 sf	80 sf								Within cell block area (matron would use this office if needed)
Prisoner/Bondsman interface	5.1	2	1	50 sf	50 sf								2 separated spaces with pass thru
Prisoner Release Vestibule (man lock)	13.1	0	1	50 sf	50 sf		210 sf						Interlocked doors. Release area remote from secure vehicles. May have pass thru to bondsman
<b>Prisoner Processing Total:</b>						<b>823 sf</b>						<b>735 sf</b>	
<b>Detention</b>													
Male Cells	10.2	1	2	120 sf	240 sf								
Female Cells	10.2	1	2	120 sf	240 sf								
Juvenile Cells	10.2	1	0	120 sf	0 sf								Doubles as Handicap Cell
Handicapped Cells (M,F&J)	10.3	1	1	150 sf	150 sf								One required - counts as Juvenile Cell
<b>Detention Total:</b>						<b>630 sf</b>	<b>540 sf</b>					<b>540 sf</b>	
<b>Special Operations Bureau</b>													locate adj to Train (Simulation, training room, armory)
S.O. Captain Office	1.5	1	1	175 sf	175 sf								U Shaped Desk with small conference area
S.O. Lieutenant Office	1.4	1	1	150 sf	150 sf								Prosecutor's Office. Keep within Det, space or locate closer to records? U shaped desk, meets across desk, includes 2 file/storage cabinets
S.O. Work Space	2.3	3	1	270 sf	270 sf								office 001 -1 guest at desk and separate meeting table within space
Quartermaster	6.6	0	1	100 sf	100 sf								Move to support services
<b>Special Operations Total:</b>						<b>695 sf</b>						<b>- sf</b>	



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<b>Training Facilities</b>													
Training Room/E.O.C.	3.2	50	1	1250 sf	1250 sf		1506 sf						Dividable w/ separate storage rooms on each side/shared Ktte. Locate off of lobby and capability to double as back up E.O.C.
Police Training Prop Storage	6.5	0	1	80 sf	80 sf		55 sf						Quick-storage set up/change out
Table and Chair Storage	6.8	0	1	150 sf	150 sf								
Kitchenette	6.5	0	1	80 sf	80 sf								
Live Fire Range	12.4	5	1	2000 sf	2000 sf		2000 sf						currently have 4 lanes. 5 would be ideal. The range supports outside training
Training Sergeant	1.3	1	1	130 sf	130 sf								Sergeant with separate office with meeting table to accommodate 4 people and 2 other trainers
Trainers	2.2	3	1	225 sf	225 sf								2 trainers and armorer to share a space. Layout to include ganged desk area (office 007) locate adjacent to armory. Like layout 001 to meet individual at desk or meet at conference table within space
Simulation training room	7.7	3	1	900 sf	900 sf								T.I. system -- (3) 10' screens (simulation training is currently located at the armory. Needs to be accommodated for in new building.) 3-year limit on current space
Armory	6.6	0	1	100 sf	100 sf		103 sf						reports to special ops (training unit) locate in range include sonic bath
Weapons Cleaning	6.5	4	1	320 sf	320 sf								direct vent? Locate in range- accessible to all for gun cleaning. Anteroom to Armory consider window between. Include spares of tasers (NPD to provide inventory for storage capacity) need mobile carting
<b>Training Facilities Total:</b>						<b>5235 sf</b>						<b>3,561 sf</b>	
<b>Wellness Facilities</b>													
Wellness Center	14.8	0	1	1000 sf	1000 sf		475 sf						Need list of equipment For Dept. staff and incl. civilians
Defensive Tactics	14.1	0	1	250 sf	250 sf								part of wellness
Equipment Storage	6.5	0	1	80 sf	80 sf								CPR dummies, etc
<b>Wellness Center Total:</b>						<b>1330 sf</b>						<b>475 sf</b>	



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<b>Support Services Bureau</b>													
Support Serv. Captain Office	1.5	1	1	175 sf	175 sf		68 sf						Adjacent to evidence
Fleet Officer	1.5	1	1	175 sf	175 sf								U-desk, small meeting table, storage for self-defense items. Closet/wardrobe space
Accreditation	2.3	2	1	180 sf	180 sf		132 sf						2 accreditation and property evidence person
Equipment Storage	14.5	0	1	600 sf	600 sf								uniforms, medical, quartermaster, property and evidence and property, body armor, office supplies, bicycles, motorcycles currently stored there
<b>Support Services Total:</b>						<b>1130 sf</b>						<b>200 sf</b>	
<b>Evidence and Property</b>													
Evidence Prep Room	6.4	0	1	60 sf	60 sf								W/ pass thru lockers, incl. refrigerated. Evidence prep and report writing should be adjacent to booking. Close to O.I.C. consider glass separation/semi open but allows some isolation. Evidence receiving can be bi-directional
Evidence Officers	2.4	2	1	200 sf	200 sf			275 sf					Dusting station, drying cabinet, fuming station, setup for photo of evidence (indirect lighting), refrigerator pass through, sink. Lab is utilized by detectives
Evidence Processing Laboratory	2.2	1	1	75 sf	75 sf		77 sf						high density, lab refrigerators
General Evidence Storage	14.5	0	1	600 sf	600 sf			437 sf					Metal shelving (depth? Height?)
Assault Evidence Storage	14.3	0	1	400 sf	400 sf								Safe
Valuable Evidence Storage	6.3	0	1	40 sf	40 sf			95 sf					Poss. cabinet within Evid Storage (lockable by Code)
Drug Room	14.1	0	1	250 sf	250 sf		235 sf						Poss. cabinet within Evid Storage
Weapons Room	6.6	0	1	100 sf	100 sf								
Digital Evidence Room	6.5	0	1	80 sf	80 sf								
Found Property Holding	6.9	0	1	200 sf	200 sf								
Evidence Lab Room	14.1	1	1	250 sf	250 sf								Fuming chamber, locked room in detective bureau (generic processing). Will locate adjacent to evidence with future building. Add lockers within room for hybrid solution
<b>Evidence and Property Total:</b>						<b>2005 sf</b>						<b>1,119 sf</b>	
<b>Technology/Records Bureau</b>													
Workroom	1.2	1	0	120 sf	0 sf								
test/burn/equip/parts	6.5	0	1	80 sf	80 sf								
desk area	2.2	0	0	75 sf	0 sf								workroom with desks for IT manager and 2 techs
Computer Network Equipment Room	6.8	0	1	150 sf	150 sf		167 sf		810 sf				2 servers - talk to IT people
IDF Closets	6.1	0	5	15 sf	75 sf			25 sf					Estimated 1 per dept per floor less Network Equip Rm
<b>IT Support Total:</b>						<b>305 sf</b>						<b>1,002 sf</b>	



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<b>Records/Data Processing</b>													Records window reqd.
Public Information Counter	6.3	1	1	40 sf	40 sf								Accessible from Lobby
Records Workspace (IT)	2.2	3	1	225 sf	225 sf		404 sf						Adjacent to above, No High Density files needed (going digital) currently, sworn and civilian
Civilian Analyst Office	2.2	2	1	150 sf	150 sf								O.I.C. Adjacency
Records/Tech Supervisor Office	1.5	0	1	175 sf	175 sf		90 sf						From detectives Bureau
Lieutenants Office	1.4	1	1	150 sf	150 sf								Adjacent to above, No High Density files required (hope to go to digital)
File Area	6.8	0	1	150 sf	150 sf								May be part of file area
Photocopy	6.1	0	1	15 sf	15 sf								
Department Supplies	6.1	0	1	15 sf	15 sf								
Prosecutor's Office	1.4	1	1	150 sf	150 sf		167 sf						Prosecutor's Office- locate office closer to records
Archives	14.3	0	1	400 sf	400 sf								Secure with access control. May be remotely located 3 yrs. to lifetime files? Would like to go digital but won't scan older stuff (professionally scan and omit storage for archives? Revisit during DD phase)
<b>Records/Data Processing Total:</b>						<b>1470 sf</b>						<b>661 sf</b>	
<b>Outside Agency</b>													8/18 meeting
District Attorney Office	1.2	2	1	240 sf	240 sf		166 sf						locate with detectives unit and near community services
File Storage													
Victim/Witness Advocate	1.4	0	0	0 sf	0 sf			270 sf					Assistance from court (Woburn)
<b>Court Liaison Total:</b>						<b>240 sf</b>						<b>436 sf</b>	
<b>Traffic Bureau</b>													may move traffic into patrol
T.B. Captain Office	1.5	1	1	175 sf	175 sf			242 sf					U desk with 2 chairs and small meeting table
T.B. Sergeant's Office	2.4	1	1	100 sf	100 sf			85 sf					U desk with 2 chairs and bookcase
T.B. Clerk Office	2.2	3	1	225 sf	225 sf								Shared cubical area/workspace with shared files
T.B. Work Space	2.3	9	1	810 sf	810 sf			565 sf					with conference table for 6, computer station
Safety Officer	1.2	1	1	120 sf	120 sf								can be separate room; mailboxes
charging stations	6.1	1	1	15 sf	15 sf								goggles, bike safety, tickets (rolls) uniforms/vests, stop signs
storage	6.3	0	1	40 sf	40 sf								traffic near detective bureau to share interview rooms if possible.
Interview Rooms	5.2	3	0	90 sf	0 sf								
Video Observation Room	6.4	0	0	60 sf	0 sf								
Equipment Storage	6.2	0	1	25 sf	25 sf								ticket machines - 100's of paper rolls
<b>Traffic Bureau Total:</b>						<b>1510 sf</b>						<b>892 sf</b>	
<b>Animal Control</b>													Can be remote with Support Services
Animal Control Office	2.3	1	1	90 sf	90 sf								short term pen for dogs; in traffic patrol
Animal Control Storage	5.5	1	1	80 sf	80 sf								1 desk - share data- can be in room with Traffic (2 people working opposite shifts)
<b>Animal Control Total:</b>						<b>170 sf</b>						<b>- sf</b>	



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<b>Support Facilities</b>													
<b>Facility Maintenance</b>													
Custodial Closets	6.2	0	5	25 sf	125 sf								Number depends on layout
Custodial/Maintenance Office	2.4	1	1	100 sf	100 sf								Place to store Owner's Manuals included
Equipment Storage	6.4	0	1	60 sf	60 sf								
Supplies Storage	6.4	0	1	60 sf	60 sf								
<b>Facility Maintenance Total:</b>						<b>345 sf</b>						<b>- sf</b>	
<b>Vertical Circulation</b>													
													move roof access
Stairs		0	5	400 sf	2000 sf		785 sf	210 sf					
Elevator		0	1	100 sf	100 sf		50 sf						
Elevator Machine Room		0	1	40 sf	40 sf								
<b>Vertical Circulation Total:</b>						<b>2140 sf</b>						<b>1,045 sf</b>	
<b>Building Services</b>													
Shared Laundry	6.5	0	1	80 sf	80 sf								
Mechanical Room	14.4	1	1	500 sf	500 sf		275 sf	192 sf					
Sprinkler Equipment	6.8	0	1	150 sf	150 sf		93 sf						
Electrical Room	6.9	0	1	200 sf	200 sf		165 sf						
Emergency Electrical Room	6.5	0	1	80 sf	80 sf								
Emergency Generator		0	0	500 sf	0 sf								Outside
Air Handling Equipment		0	1	750 sf	750 sf								Placeholder, to be determined- may be rooftop
<b>Building Services Total:</b>						<b>1760 sf</b>						<b>725 sf</b>	
<b>General Storage</b>													
General Storage Room	13.7	0	1	180 sf	180 sf								Need more information for proper sizing
<b>General Storage Total:</b>						<b>180 sf</b>						<b>- sf</b>	

