



Town of Ticonderoga NY

Police Facility

CHIEF GEORGE P. MERKEL

VERGENNES POLICE DEPARTMENT

Facility Planning Guidelines

- ▶ **SAFETY:** for both the public, officers and those who may be in custody
- ▶ **FUNCTIONABILITY:** the facility as planned and designed meets the needs of the department and the community, as well as meeting state and federal requirements
- ▶ **SUSTAINABILITY:** planning, design and construction take into consideration the requirements to sustain the facility, i.e. maintenance and upkeep of key components (HVAC, security systems, IT systems, general maintenance)
- ▶ **ACCESSIBILITY:** facility is easily accessible to both the public and officers, emergency response will not be hindered, public will not be endangered, dedicated lane for access and egress of police cruisers, victim and witness separation from those in custody or suspects
- ▶ **AFFORDABILITY:** facility planning, construction and maintenance are within the means of the municipality and also meet the essential requirements for operation

Facility Planning Considerations

- **SAFETY:** Is the #1 concern for planning and design. A poorly designed building which does not meet state and federal requirements will put the Town of Ticonderoga in a position of liability. Separation of victims, witnesses, juveniles, suspects, those in custody, admin staff and officers are important considerations.
 - **Security / security cameras, windows and doors, internal security / access**
 - **Cameras:** Exterior, parking areas, sallyport, booking room, holding cells for adults and juveniles, interview rooms, lobby, hallways in operational area and evidence processing and storage rooms, data storage.
 - **Windows and Doors /** Lobby window and wall facing the lobby should be ballistically protected. Interview room windows should be high profile with lower edges no less than 6' plus from ground. All windows should have black out and security shades. All exterior doors, sallyport, and booking room doors should be secured with a key fob and touch pad system. Sensitive areas (evidence, sensitive records, firearms storage room, Chiefs/Sergeants and Detectives rooms, IT room) should have limited access / strict key control measures / Absolutely no access to operational area by public.

Facility Planning Considerations

▶ **SAFETY continued:**

- **Security:** Booking room doors of heavy construction, plexiglass window inserts and possessing durable, heavy duty lock systems / stainless steel correctional facility toilet facilities in lock-up areas with remote flushing and external (booking room) plumbing access.

Facility Planning Considerations

▶ Sustainability

- Energy efficient
- Low maintenance construction
- “Eye on the Future Considerations” such as IT technology and body camera systems
- IT room separate from utility room
- Maximum use of floor plan, minimal hallways

Facility Planning Considerations

- ▶ **Future Growth and Expansion** / Failing to take these possibilities into account will be costly in the future. These considerations must be balanced with financial capability. A good rule of thumb for considering these issues is plan on 25% more for the total staffing area. Design and build a facility which meets the needs of the community and the operational needs of the department. Requesting additional funding for expansion or to include key components, not included in the original construction plan for operation in the future, is difficult to sell to the community.

Key Components of a Police Facility

▶ Administrative Area

- Lobby and public rest room
- Admin office / intake window
- “Soft” interview room for victims/witnesses
- Chief’s/SGT’s/Detective’s offices
- IT room
- Records room
- Utilities room
- Janitor’s / Maintenance room

Key Components of a Police Facility

▶ **Administrative Area**

- Cold storage area
- Training / Community Room
- Kitchen / break area
- Admin Materials area / room

Key Components of a Police Facility

▶ Operational Area

- Sallyport w/ decon shower
- Booking room
- Holding cell (s) w/ in-custody bathroom(s)
- “Hard” interview room
- Evidence storage room
- Evidence temporary storage locker
- Evidence processing room
- Juvenile detention room***

Key Components of a Police Facility

▶ Operational Area

- Officer's patrol room / work area
- Officer's locker room (male and female)
- Emergency generator
- Security system
 - External
 - Internal
 - Sallyport, booking room, interview rooms, evidence storage, evidence processing, hallways in the operational area, lobby, juvenile holding area

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