

# Memorandum

To: Members of Facility Study Committee

CC: file

From: John G. Frugard

Date: 8/6/02

Re: Police Station Walk Through  
Hillsborough

Members,

The following is a report on the walkthrough taken with Lieutenant David Roarick at the Hillsborough Police Station. The report is based on my notes taken during the walkthrough and the opinions stated in the report do not necessarily reflect the views of other members present at the walkthrough. The site visit was done the evening of July 29, 2002. The Hillsborough P.D. covers five (5) towns and has about 20 employees, 10 of which are Police Officers.

1. The building was built approximately four (4) years ago. It was originally designed for a different site and was meant to have a basement. Due to rejection at town meeting, they located a different site, did a lot of value engineering, and made it a single level slab building.
2. The building was designed with an architect before the land was found. *I believe that this is the correct way for a design to be done. You want a building that is designed for the most benefit of the users and application, not designed in a way to conform to the land available.*
3. The architect they used was not familiar with the design of Police Stations, but was familiar with the design of commercial/industrial spaces. There was a learning curve for both the architect and Police. They toured other police stations much like we are doing and drew most of there design from the Lebanon P.D.
4. They designed the building to be just under 10,000 square feet so that they would not be required to install a fire protection sprinkler system. When asked why they did this, Lt. Roarick indicated not only the economic reasons, but that they felt it wasn't warranted since the building would be occupied 24 hours a day. *I disagree with this line of thinking. The cost to install a sprinkler system at the time of construction is the lowest that it will ever be. It will always cost more to install something after the building is built. Also, a sprinkler system will react to a fire regardless of whether the building is occupied or not and could stop a fire before significant building damage is done.*
5. Because the building was rejected at town meeting, they had to do some value engineering to get costs down without sacrificing space or quality. The following are a couple of the larger items they did to reduce cost(s).
  - a. Removed basement and made single level.
  - b. Changed wall construction to block from brick. They are very happy with the final look of the block.
  - c. Changed tile floor to carpeted floor. (Lt. Roarick recommends using a high quality carpet due to wear and tear based on their experience).
6. The building ended up costing approximately \$750,000.00 to build and then another \$35,000.00 to furnish. They used a Construction Manager over a General Contractor and had a very good experience.

7. They have forced hot air heating and air conditioning. The building is broken into many different zones by way of multiple units. They have an oil fired boiler to provide hot water for the heating and split systems for the air conditioning. All thermostats are programmable for energy savings.
8. The following are features of the building that Lt. Roarick highlighted as we walked through.
  - a. Majority of the building lighting is controlled by motion (occupancy) sensors. He highly recommends that entire building be done this way.
  - b. Windows were a big sticking point during design. Police wanted bullet proof glass, townspeople believed it was overkill. They compromised by using standard windows but mounted them up high so if anyone shot through one of them, it would be above occupants. They also gave "feel" of larger windows by use of architectural block outside.
  - c. Entire building is covered by CCTV both inside and out. Some areas with audio.
  - d. Lt. Roarick recommends as much storage space as possible. Fill every nook and cranny with closet space where possible. He couldn't stress this enough.
  - e. Card Key access for all doors. Highly recommended over key access for speed and ease of opening doors especially when handling prisoners.
  - f. In locker rooms, use double wide lockers for initial installation. Gives you lots of space to begin with, but if the town grows and additional personnel is brought on, lockers can be replaced with single width, thus doubling your capacity. *(Good Idea)*
  - g. They designed building so that Training Room and Gym can be shared with the public. Building is designed with public access door and so that all doors going into main Police Station can be locked down. Lets them share building with public without sacrificing security.
  - h. Installed evidence lockers in wall of evidence room. Evidence is placed in locker and closed. Key is removed and dropped in slot and evidence is considered "checked" in. Access to main evidence room is then restricted to only key personnel (ie; chief, Lieutenant).
  - i. Install bathroom in public space of entry. This allows people to use bathroom without requiring entrance in police station.
  - j. They also recommend locking main entrance door with intercom system. After 9/11, they had several instances of people bringing suspicious materials into lobby for the police to check. They decided to install intercom system to identify business of people prior to letting them in order to reduce possibility of contaminating building.
  - k. They have a Nortel Meridian Phone system that they love. Lets them completely relocate/duplicate phone system anywhere they may need to.
  - l. Entire building is on back-up diesel generator. *This is a must!*
  - m. They run a communications center with two consoles. Lot of work!! Not an easy undertaking per Lt. Roarick.
  - n. Sallyport: Access doors controlled by personnel in building, not driver. Recommend large diameter or multiple floor drains. They have had problems of plugging up with debris. They also recommend, at a minimum, some type of exhaust fan to ventilate during summer months.

In closing, this was a very nicely designed station. Probably larger and more extravagant than what Brookline current needs require, but many good design points that should be considered/utilized. There are many items not listed here there were picked up just listening to Lt. Roarick talk such as the interrogation room, jail cells (with concrete beds!), and Juvenile detention.

Hopefully I have conveyed the major design points and ideas of the Hillsborough Police Station. It should be noted that one of the things that Lt. Roarick is most proud of is that the building was designed by the occupants. They allowed the Police Officers and staffers to make modifications to the plans in an effort to increase efficiency and utilization. I strongly recommend this approach for both the Police and Ambulance Departments.

Thank You,

John G. Frugard