

PROGRAMMING QUESTIONNAIRE

Southampton Public Safety Complex – Feasibility Study	HKT Project No.: 22308
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General Information

Function: Please respond to the following questions:

F1. Please describe the primary functions / activities / duties of your department in as much detail as possible.

The police department is the primary law enforcement agency for the Town of Southampton. This responsibility includes the following 24/7 primary responsibilities to include:

- 1. Proactive and Reactive Patrol within the Town’s jurisdiction*
- 2. Investigate crimes, inventory, process, and secure evidence.*
- 3. Arrest, process, and detain arrestees.*
- 4. Civil process to include serving restraining and harassment orders which causes for the surrender of large amounts of firearms.*

Administrative:

- 1. Permitting: Process Firearm licenses/ Solicitation Permits*
- 2. Records Access*
- 3. Sex Offender Registration*
- 4. Crime Reporting*
- 5. Property Control*

Training:

- 1. Conduct required in-house training.*
- 2. Taser and Firearms Training*

Community Outreach:

- 1. Resident Reassurance Program; Daily Contact with elderly in program*

2. *Drug Take Back: Events and kiosk in lobby.*
3. *Drug Addiction and Recovery: Provide resources to people in need.*

F2. Identify any functions / activities / duties that you would like to see your department perform now and in the future that are not currently being done and for whom?

1. To potentially assume the law enforcement component of a smaller jurisdiction.
2. Hosting public outreach and training.

F3. Please describe the current dispatch / communications situation and your preferred placement for this function.

The dispatching responsibilities are currently in the process of being transitioned to a regionalized component. This, however, does not preclude the necessity of a communications/ radio room for emergency operations and/or a receiving desk for the public.

Operations: Please respond to the following questions:

O1. How many visits by members of the public do you receive on an average day? Are there times of day / year that are busier than others? Please explain.

5-10 times a day, primarily between the hours of 9AM-7PM

O2. What functions / activities / duties within your department have direct interaction with the public?

Please see response to F1. All except for training, crime reporting, and property control

O3. Are there any spaces you currently share with the Community? Do you envision sharing any spaces with the Community in the future such as the Training Room (assume this will be shared with the FD)?

Currently, the police department does not share space with the community. Envision a shared space such as a training room with the Fire department which can be utilized as

well by community user groups as well as a shared Emergency Operations Center (EOC) with the fire department and community stakeholders.

O4. Does your department have any special or specific security or safety concerns? Please explain.

Yes. Surveillance of building. Secured spaces for records and evidence, sallyport for arrestee transportation, carport for cruisers, a safe room for people that enter the lobby in crisis or danger.

Emergency Events: Please describe any special requirements or needs during emergency events. Possible examples might include water, fuel or communication needs, outside assistance or changes to parking or queuing.

1. A shared space could serve as a cooling center for people as the Town does not have this resource.
2. A communications back-up radio tower during disaster or significant weather event
3. Emergency and back-up generator and with on-site fuel requirements

Staffing Organization

Please provide an organizational chart for your department, if available, and complete the table below. Please include current staffing and possible projected staffing until the year 2042.

Position	Staffing Projections				FTE	PTE	Comments
	2023	2028	2033	2043			
<i>Example: Chief</i>	1	1	1	1	X		<i>Manages Department</i>
<i>Example: Staff Title</i>	1	2	2	3	X		<i>Staff Member of Division B</i>
Police Chief	1	1	1	1			
Captain	0	0	1	1			
Lieutenant	1	1	1	1			
Sergeant	3	3	3	3			
Detective	1	1	2	2			Current Detective is also a Sergeant
Patrol Officers	5	8	12	16			

Training Officer	0	1	1	1			
Administrative Assistant	1	1	1	1			

Space Needs Requirements

The next section deals with space needs for your department. This section is divided into four parts. The first part deals with general questions regarding existing and future space needs. The second part deals with general space requirements for your department including things such as public, lobby, conference, locker rooms, lunchroom and other support facilities. The third part is devoted to individual office and/or workstation requirements. Storage requirements will be covered in the fourth part. Parking or vehicle storage needs will be addressed in the next section.

Please provide as much detail as possible to the questions. Your responses will help to guide programming discussions with the Design Team.

Existing and Future Space Needs: Please respond to the following questions:

E1. What are your thoughts regarding the current space your department occupies? Please comment on positive as well as negative attributes.

The current police department provides adequate space for several functional responsibilities however many spaces not intended for specific functions make it less than opportune. Examples: Lacking space to meet with public, evidence and property storage are poorly lit closets and not capable of large evidence items, lack of dry storage, lack of adequate armory, cruiser storage from elements (snow and ice) The booking and cell locations are not designed for safe intake.

The Department does not have a location to meet with members of the public in a convenient location within the building and separate from operations.

There is no kitchen or break room. There are no current locker rooms that feature a bathroom/shower. The current "locker room" is located in a space that is better suited for storage.

E2. What are your conference / meeting space needs? How often are meetings held? How many people attend your meetings? Can you share meeting facilities with the Fire Department personnel? What equipment is required in different meeting spaces?

The department has a conference that also serves as the Town's Emergency Operations Center. This room is used frequently as a location to meet with the public. As cited in E1, this room is within the center of department operations.

Currently, the police and fire departments are in different building. This room can host approximately 8 people.

Large screen monitor, laptop, projector, speakers, WIFI capabilities are required for conference and training rooms.

E3. Describe centralized file, archived file and secure storage needs. How many linear feet of active files / records are accessed daily? How many linear feet of files / records do you produce in a year for archiving? How many years of files / records do you maintain? Can any files / records be maintained off-site or digitized?

1. A secure police records room is a necessity.
2. A secure evidence and property room is a necessity.
3. A secure evidence processing room is a necessity.
4. Currently, at least 10 feet linear of record storage per year. Records storage needs must also accommodate records that cannot be disposed of.
5. The Department maintains records for approximately 7 years depending on records retention laws.

General Space / Support Facility Requirements: Please provide a list of key spaces used by your department. If you have an idea of how large an existing space is or any distinguishing features, please note that.

Space	Size (L x W)	Quantity	Comments
<i>Example: Lobby</i>	<i>Existing 10 x 12</i>	<i>1</i>	<i>House officer, seating, access to public toilets</i>
<i>Example: Conference Rm</i>	<i>Existing 14 x 18</i>	<i>2</i>	<i>Needs multiple lighting levels, flat screen monitor, computer hook-up</i>
<i>Example: Lunch Room</i>	<i>Seating for 10</i>	<i>1</i>	<i>Kitchenette with sink, microwave, full size refrigerator, water cooler, vending machine</i>
<i>Example: Locker Rooms</i>	<i>?</i>	<i>1 male / 1 female</i>	<i>x male lockers, x female lockers</i>
Lobby	13x5	1	
Dispatch Center	14x11	1	Also serves as reception to PD
Kitchenette	7x8	1	No sink. Not designed as such
Booking room	14x11	1	Former garage bay
Cells	9x6	2	Approved for juvenile and adult
Conference room	11x5	1	Serves as EOC as well
Operations room	19x16	1	Serves as work stations for Officers
Sergeant's office	12x16	1	Serves 2 sergeants
Interview room	11x8	1	
Chief's office	16x11	1	
Lieutenant's office	16x12	1	
Detective's Office	14x11	1	

Records room	14x13	1	
Supply room	14x18	1	
Evidence processing room	19x13	1	Available space but too large
Training Room	45x24	1	Former meeting center of Town Hall
Garage bay	22x13	1	Nearly wide enough for a Ford Explorer
Locker room male	10x13	1	Poor lighting, no seating or benches
Locker room female	14x4	1	
IT Room/ Radio Room	6x11	1	Too small, poor lighting
Armory	8x8	1	
Evidence room/closet	4x17	1	Poor lighting, damp, too small
Custodian Room	9/8	1	

Office and/or Workstation Requirements: Please list any specific individual needs for staff in your department.

Think about the work performed: Do they have private meetings during the day? If so, with how many people. Do they have multiple private phone or personal conversations during the day? How long are they at their desk each day? Could they share workspace with another individual on another shift? Could they work at a shared work surface assigned on a daily or even hourly basis?

Note any furniture, equipment or storage they may need. Do they need a work surface with a computer hookup only or one with file drawers? Do they need visual or acoustic privacy? Do they need quick access to printers / copiers?

Office (private) or Workstation (open)	Individual Needs for files, copiers etc.	Comments
<i>Example: Private Office for Chief</i>	<i>Desk with return, Lateral files, bookcase, small table for 4, whiteboard</i>	<i>Acoustic privacy required. Access through admin assistant's area is (is not) preferred.</i>
<i>Example: Workstation for Admin Assistant</i>	<i>Desk with return, Lateral files, copier/printer</i>	<i>Control point for visitors</i>
<i>Example: Report Writing</i>	<i>Shared workspace for 4</i>	<i>Computer access, shelving, flexible</i>
Private Office for Police Chief	Desk, filing cabinets, computer , copier /Printer, intercom/radio intercom	Not in areas frequented by the public
Private Office for Lieutenant	Desk, filing cabinets, computer , copier /Printer, intercom/radio intercom	Not in areas frequented by the public
Private Office for Sergeants	Desk, filing cabinets, computer , copier /Printer, intercom/radio intercom	Not in areas frequented by the public
Private Office for Detective	3 Desks, filing cabinets, computer , copier /Printer, intercom/radio intercom, whiteboard, temporary evidence storage	Not in areas frequented by the public

Operations Room for Officers	4 work stations, filing cabinets, mailboxes for staff, whiteboards, bulletin boards, copier/printer, 4 computers, phones, intercom/radio intercom.	Not in areas frequented by the public
Booking Room	Secure booking desk, security rails, fingerprint processing station, wash station, benches	Not in areas frequented by the public Acoustic privacy
Holding Cells	2 approved that are contiguous with cells, surveillance monitoring, and cell check data terminal	Not in areas frequented by the public Acoustic privacy
Interview Room	Computer, phone, audio/recording capabilities	
Conference room	Large enough to support 10-15 people	
Training Room	Large enough to train 30-40 people, computer access, whiteboard, projecting system, touch board	
Lobby capable of being unstaffed	Attached safe room, surveillance cameras, adjacent to Admin/dispatch room	Lobby may be unstaffed and will require remote intercom and surveillance capabilities
Administrative Assistant Office	Adjacent to Lobby	
Records Room	Numerous filing cabinets, computer access	
Armory	Requires a safe	
Evidence/ property room	Large enough to store large evidence, temperature controlled, refrigerator for bio evidence. Internal safes to meet accreditation standards, shelving. Should be adjacent to Evidence processing room	
Dining area/kitchenette	Located in area away from public access or rooms intended for the public	
Sally Port	Drive through, enough to store cruisers. Secured areas for large property unable to be placed in property room	Direct access to booking
Evidence processing room	Adjacent to evidence/property room, ventilation for evidence processing (fumig) , computer access,	
Safe room	For immediate safety members of the public seeking safety in an emergency	
Temporary evidence storage	Connected directly to Evidence/Property room	
Locker rooms w/ showers	Locker rooms with secure lockers, benches, showers	

Storage Requirements: Please list any specific storage needs for your department.

Consider items currently stored on site and those that are stored elsewhere in Town. Consider whether current storage locations create any issues for access (i.e. *paper is stored in a locked room in an adjacent building or all equipment used in conference rooms needs to be moved from one floor to another x times a day/week*). Please list specific items stored. Please note if these items need special security (assume all doors can be locked).

Material - Items	Size or Weight	Security Needs Secure (S) Unsecured (US)	Comments
<i>Example: Office Supplies</i>	<i>Currently stored in three 8' x 8' rooms</i>	<i>S</i>	<i>Needs to be adjacent to admin offices</i>
Paper/stationary		S	<i>All supplies currently all stored and organized in one large room which seems to work for inventory purposes</i>
Medical supplies		S	
Uniforms		S	
PPP		S	
Vehicle care and maintenance			Stored in sally port

Town-Owned Vehicles

Apparatus: Please respond to the following questions regarding your vehicles.

V1. Do you perform light maintenance on your vehicles in-house?

Yes

V2. Do any department owned vehicles go home with employees at night?

Yes

Vehicle/Equipment Storage: Please provide as detailed of a list as you can. Parking counts are required by zoning and this list will help us confirm needs and special issues particularly as it relates to your specific department's vehicles and equipment. Please provide overall vehicle sizes: Small = 8' x 10', Medium = 8' x 20' (typical car), Large = 12' x 30', X-Large = 12' x 40' or larger. Please note if vehicle must be stored indoors or in an uncovered parking lot and other unique features (i.e. electric vehicles, handicap van, etc.).

Vehicle Type	Vehicle Projections				Size				Comments
	2023	2028	2033	2043	S	M	L	XL	
<i>Example: Cruiser/Truck/ Assigned Vehicle</i>	3	3	5	6		x			<i>Parking lot</i>
<i>Ex: Command/Off Road vehicle</i>	2	2	3	4			x		<i>Indoors</i>
Cruisers/ undercover car	7	9	12	15		x			Lot and sally port
ATVs	2	2	2	2	x				Sally Port or detached storage area
Boats	1	1	1	1		x			Sally Port or detached storage area

Other

Other Information: Please respond to the following questions:

1. Please provide information on your current detainee processing area. Include information related to sally port, booking vestibule, booking, cell blocks, interview room, surveillance room, shower area, and storage.

Currently, an arrestee is walked from cruiser parked in lot to an entrance door into the booking. The booking room contains a secure hand rail, intake CAD access, and a fingerprint station. The booking area is audio and video recorded. After processed, the arrestee is walked down a hall into one of two cells. Each cell is audio and video monitored and possess an electronic cell check device which records physical checks of arrestees while detained in cell. The interview room is inconveniently located at the other end of the building. This room has a computer, phone, and audio and video recording abilities.

Showers do not exist. Storage is dispersed amongst the building but there is a primary central storage room for supplies.

2. Please provide information on your evidence submission and evidence storage areas.

Evidence is stored in an unlit, makeshift room approximately 4ft wide and 17 feet deep. Lighting is poor, and the room is not conducive to large items and proper organization. Evidence is temporarily stored in lockers in a hallway after the property was inventoried in the Police Department CAD system. The lockers are secured by pad locks. The assigned property control officer will then transfer the evidence in the lockers to the evidence closet for long term storage. Chain of custody is maintained by paper records not electronic records

3. Please provide additional information that you believe would provide a more complete picture of your needs with a focus on intangible ideas (such as: *we want to provide an open atmosphere, but our work is too sensitive because...*). We are looking for a facility that will support professional standards with the strategic placement of functional needs and facilities.

****The Southamptton Police Department is an independent law enforcement agency that necessitates the same functional spaces and facilities as larger police departments but in a smaller package****