



### Department Description

The Peterborough Police Department is the only municipal department that is staffed 24 hours a day, 7 days a week<sup>3</sup>. The police department consists of 10 full time officers, 5 part time officers and 2 clerk/dispatchers. The command structure consists of the chief, a lieutenant and two sergeants. The department operates two police vehicles at all times.

Police services provided by the Department typically include:

- Patrolling neighborhoods (visibility-crime deterrent)
- Investigation of reported crimes
- Traffic accident investigation
- Speed enforcement on specific roadways
- Parking ordinance enforcement
- Assisting motorists
- Animal control
- Security checks on residential dwellings while occupants are away
- Security checks on businesses during off hours
- Fingerprinting for public school system employment screening

---

<sup>3</sup> The police station is staffed with one clerk/ dispatcher Monday through Friday from 8:00 a.m. to 12:00 (midnight). On holidays, weekends and from 12:00 midnight to 8:00 a.m. during the week, the doors are locked and the telephone is answered by the Hillsborough County Sheriffs Department located in Goffstown, NH.

Currently 17 employees are typically working 'on site' each day, and 2-4 others are working out in the community. The Police and Fire Departments are evaluating a combined 24-hour dispatch position, which would require added space, equipment and staff.

Between 10 and 20 outside public visitors may come to the Department each day. As many as 25 other Town employees may visit the Department in a given week. The Department conducts meetings between staff and the public, usually involving between 6 and 30 attendees.

The Department generates a significant quantity of records, and has distinct and specific security requirements with segregated site and facility circulation needs. Special storage needs include bulky items (seized vehicles and other property) and evidence (including bodily fluids which must be refrigerated).

The Department does not consider it necessary to be located adjacent to other Town Departments.

### Existing Site Uses and Zoning Considerations

The Police Department property is located in the General Residence District, at 73 Grove Street, just north of Route 101 (Refer to Figure 12 below)



Figure 12 - Grove Street Police Station Site

The minimum lot size requirement for that District is 20,000 square feet for a one- or two-family residence. This parcel is approximately 3 acres. Approximately 8% of the lot is occupied by the structure, and 20% covered by impermeable materials.

Potential for future development: Current zoning designation allows only residential development and some limited non-residential development by special exception of the Board of Adjustment. Currently there is not any discussion with the Planning Board about changing the zoning designation for this parcel.

### Characteristics of Existing Building

The current facility occupied by the Peterborough Police Department was formerly the PSNH office building, which was built in 1964. The Police Department moved in approximately 10 years ago (1995) following extensive renovations to convert the building for police use (Refer to Figure 13).



Figure 13 - Visitors' View of Existing Police Station

### Building and Fire Codes

Weller & Michal Architects reviewed key elements (primarily fire and life-safety related) of the ICC 2000 International Building Code<sup>4</sup> (IBC2000) and the 2003 Life Safety Code<sup>5</sup> (NFPA 101) as they affect the current facility used by the Peterborough Police Department.

#### Size Limits Established by Fire and Building Codes

Under codes, the maximum legal size of a building is dependent on how a building is constructed and what it is used for. We would classify the current building under the codes as Construction Type V-B (combustible construction -unprotected) and the use as a Business Occupancy. The current building size is under the total maximum allowable building area of

<sup>4</sup> IBC2000, with amendments, is the current Building Code applicable throughout the state of New Hampshire.

<sup>5</sup> The 1997 NFPA 101 is the current code enforced by the State Fire Marshal. We elected to review the 2003 edition of this Code because it is anticipated that the State of New Hampshire will move to the current edition within the next two years.



14,400 square feet per floor (7,200 square feet plus an additional 7,200 square feet for a fully sprinkled building). The building construction type allows for two stories.

#### Codes Issues

The current building does not present any major code violations or areas of concern which impact life safety and/or egress code requirements. However, not all aspects

#### ADA Accessibility

The current building complies with ADA accessibility requirements for publicly owned facilities (Title II).

#### Existing Space Uses

The current facility (Refer to Figure 14) occupied by the Peterborough Police Department contains approximately 6,850 net square feet on two floors. About 82% of the net floor space, or 5,614 square feet, is directly used for specific functions for public use, administrative and record keeping, police officers work areas, training, toilet rooms/showers, holding cells and archive storage.. The balance of the area is circulation space and mechanical rooms. Refer to Facility Needs Assessment by Department for a complete breakdown of space by specific function.



Figure 14 - Existing Police Department Layout

The current facility will need to address the following design issues in order to assure a modern police department:

- Security Issues of public areas from daily operations
- Formal interview room
- Evidence Room (security, and controlled environment)
- Additional archive record storage area

- Work space for future police officers
- Future space for 24 hour dispatch (police and fire)
- Separate holding and booking areas for Adults and Juveniles (isolated from sight and sound) per state law

## Primary Building Systems

The following analysis was conducted by our engineers, W.V. Engineering, Inc, and summarizes all the major systems and life-safety code items that will need to be addressed in order to continue safe and prudent operation of the current police department.

### Electrical Systems

#### Power Distribution

Electrical service is a 400 amp, 3 phase with older equipment, which appears to be from the original construction when it was the PSNH office building.

#### Branch Circuitry

Electrical distribution capacity is unknown due to lack of information on current electrical demand.

Replacement of an older GE panel boards should be considered as part of any major renovation or expansion (Refer to Figure 15 on the next page).

Receptacles throughout the building appear to be adequate for the present police functions, but excessive use of extension cords and awkward location of equipment was noticeable.

Building is provided with a standby propane gas fired generator, Kohler 20 KW unit that appears to be approximately 10 years old. Equipment appears to be in good condition. However, the enclosure has been severely damaged by snow plowing operations and should be repaired as soon as possible.

In general, electrical system for the renovated facility appears to be in good to excellent condition.

#### Lighting

Current lighting throughout the facility is typically surface mounted wrap around style fixtures. Lights use current technology (T-8 lamps and electronic ballasts) and appear to be in good condition.

Holding cell light fixtures are vandal resistant corner mount style for detention type spaces.

Exterior lighting around the police facility and outside enclosed impound area is limited to older existing lighting.



Figure 15 - Existing Electrical Panels and Emergency Power

### Fire Alarm and Sprinkler System

Current fire alarm system appears to be part of the 1995 renovation. Fire alarm pull stations, horn strobe appliances appear to comply with current NFPA and ADA requirements.

### Communication System

The current dispatch and control center operates from 8 am to 12 pm and is not a 24 hour / 7 days per week 911 dispatch center (Refer to Figure 16).



Figure 16 - Existing Communication System & Security at Sally-Port

Communication service includes underground telephone service. The telephone system, telephone wiring and CAT 5 wiring are located in the Electrical Room and extend out to work areas.

The camera system in the Sally-Port and holding cell area is not operational and needs to be replaced.

## Mechanical Systems

### Heating System

The primary heating plant is an oil fired Weil McLain (model WGO-6) cast iron boiler, firing rate of 1.8 gph, 218 MBH that appears to be in good condition.

Heating distribution system is divided into three zones each with its own circulator pump. Building is primarily heated with hot water baseboard radiation, each room individually controlled. A hot water unit heater is provided in the Sally Port.

Oil storage consists of two 275 gallon vertical oil storage tanks.

Cooling system in the office area is a split type cooling system, with 5 ton condenser unit. Equipment appears in good condition.

Fitness Room is equipped with a package-through wall heat pump unit which provides both heat and air conditioning. Equipment appears in good condition.

Toilet Room and Locker Room exhaust is provided by a roof top unit. Evidence Room's exhaust fan is operational; however it appears to not be working effectively.

### Plumbing

Water service to the building is a 1 inch service and appears not be equipped with backflow prevention.

Hot water is heated via a 40 gallon 3800/5500 watt electric water heater, in good condition, with a 3-way mixing valve. The hot water system is not a re-circulated system.

Fixtures in Men and Women toilet rooms are tank type water closets, lavatories and showers. Fixtures appear to be in good condition and ADA compliant.

Holding Cells are equipped with prison type stainless steel fixtures with integral lavatory and water closet. Water can be shut off from outside the cells.

### Fire Protection

The building is fully sprinklered with a municipal water service, backflow prevention and dry alarm valve.

## Recommendations

### Needs and Wants

For the purposes of this study, **Wants** are defined as improvements and changes that would enhance the operation and function of the building and make it a more desirable asset for the Peterborough Police Department. These suggestions and recommendations would receive lower priority when allocating scarce resources.

**Needs** are defined not solely as requirements for change mandated by law (or building codes), but also as improvements and changes that are compelling in their logic and would be a positive response to a clearly and strongly held complaints with the existing facility. Without addressing these **Needs**, the building will continue to deteriorate, frustrate many and fall short of its full potential to serve the needs of the Peterborough Police Department.

If the option to build new on a new site is NOT pursued the list of Needs and Wants are as follows:

Potentially, the list of **Needs** includes:

- Additional space for 24 hour dispatch (police and fire) which will require new equipment and personnel
- Adequate separation of aggressive persons from the remainder of the prisoner population
- Separate area for juveniles from the adult population as required by state law
- Repair damage to standby generator enclosure
- Additional archive record storage area for 700 letter size files per year
- Security cameras

Potentially, the list of **Wants** includes:

- Security Issues such as lacking bullet walls and bullet proof glass in order to separate public areas from daily operation areas.
- Security, size and controlled environment for storing weapons, ammunition, and other sensitive types of evidence
- Lack of sufficient secure storage for bicycles and other general purpose evidence.
- Lack of additional office space for future police officers as community needs increase
- Additional space for police officers in the squad room
- Need drive through two bay Sally Port
- Lack adequate size police officers equipment and locker room
- Ability to store existing 6 vehicles plus future vehicles from inclement weather and vandals
- Interior space to clean police vehicles (one bay)
- Fitness room where personnel can exercise prior to and after work.