

# **South Bethany Police Department**

## **Police Facility Renovations and Expansion**

**Operational, Administrative and Support Services Needs**

### **Analysis and Recommendations**

### **Report**

February 2016

## Project Description

Writer was commissioned to complete an administrative, operational and support services needs analysis of the South Bethany Police Department's station/facility. This comprehensive needs analysis is part of the pre-construction design stage for what will be a renovated current facility and possible station expansion with an enlarged footprint. This analysis was conducted in an effort to ensure that both the current station renovations and the planned expansion of the station meet all national recommended standards for police facilities along with meeting the Delaware Police Accreditation Commission standards. The current SBPD station is a rectangular shape, but will be expanded into an L shaped facility. This proposed expansion, coupled with the renovation and reconfiguration of the current facility should provide ample operating space for all operational, administrative and support functions of the police department, for now and into the foreseeable future.

There are currently 18 individual steps suggested for new police facility construction by the International Association of Chiefs of Police. Please see subsequent sections ***International Chiefs of Police - Police Facility Planning Guidelines*** and the ***Delaware Police Accreditation Commission Process and Administrative Manual*** standards for further information.

Every police facility utilized as a fully operational 24/7 police facility must ensure that it meets all operational, administrative and support services functionalities. From providing daily office space for personnel to housing special equipment and room for training activities, the facility must be both effective and efficient in both its initial capital and associated operating costs. The capital cost parameters for this project along with the daily and annual operational costs must be met if this project is to be a success. With this end in mind all, the recommendations have been made with the utmost practicality in mind based upon the mission, size and policing methodologies of the SBPD.

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## Data Collection and Information Compilation Sources

*The analysis involved in this project consisted of the following:*

Obtaining and reviewing the IACP ***Police Facility Planning Guidelines***

Verifying the ***Delaware Police Accreditation Commission*** standards were met

Interviewing the Chief of Police both in person and by telephone

Conducting an on-site visitation and inspection of the current facility

Review of the architect's rendition of the newly proposed station expansion

Review of the planned reconfiguration of the current station

Researching ***Police, Police Chief and Law and Order*** periodicals for appropriate articles

Meta-search via the National Criminal Justice Reference Service

## Factors to Consider During the Facility Design Process

Efficient use of space available and ergonomically sound

Visitor and guest safety ensured

Departmental sworn and non-sworn personnel safety ensured

All police operations, methods and processes integrated into facility

Facility is aesthetically pleasing, inviting to guest and visitors and exudes professionalism

Facility ensures both current effectiveness/efficiency and also addresses any future agency needs

The facility should meet all state accreditation standards if so desired by the Chief of Police

The police facility planning process should be followed as closely as is feasible or possible per the IACP's 18 step Police Facility Planning Guidelines

American Institute of Architects AIA standards

All state, county and local building codes and restrictions

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## International Association of Police Chief's IACP

### Police Facility Planning Guide

*There are 18 steps to the IACP's new police facility planning process broken into four distinct areas:*

#### Phase I Project Initiation

#1 Identify and document facility problems – **Completed per project**

#2 Build police internal planning team – **Completed per Chief of Police and his staff (using outside architectural design firm and law enforcement consultant**

#3 Build political support – **Ongoing**

#4 Identify and secure planning funds – **In progress**

#5 Document policing philosophy – **Completed by Police Chief and LE consultant**

#6 Establish project pre-design team – **Chief of Police, internal support and architectural design firm**

#7 Establish community support for project - **Ongoing**

## **Phase II Project Planning/Pre-Design**

#8 Conduct space need analysis – **Chief completed internally per funding available and proposed future needs**

#9 Evaluate facility options – **Completed per Chief of Police and LE consultant**

#10 Conduct site evaluation – **Completed per architectural design firm, town officials and consultant**

## **Phase III Budgeting & Funding**

#11 Develop preliminary project design/construction cost – **Completed by architectural design firm**

#12 Obtain project funding – **In progress and ongoing**

#13 Secure site – **Completed** (already owned by the town of South Bethany Beach)

## **Phase IV Design & Delivery**

#14 Deliver design & construction services – **To be completed**

#15 Select an architect – Initial architectural design work completed by Ryan Architecture, LLC

#16 Design the facility – **Initial designs completed**

#17 Build the facility - **Pending**

#18 Develop an occupancy strategy – Pending, to be completed at a later date upon completion of the construction of the new facility addition

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## **Delaware Police Accreditation Commission (DPAC)**

### **Standards regarding police facilities**

*The following State of Delaware Police Accreditation standards will need to be met for State Accreditation. This accreditation is not a state requirement, but is an option for each individual police jurisdiction and police chief.*

**DPAC 3.3.3 Cell Area Fire/Smoke alarm** – The SBPD facility will not house any prisoners beyond the time required for either an interview or processing which would be considered temporary detention. Even so, the processing area where prisoner might be temporarily secured should be along with the entire police facility smoke and fire alarmed.

**DPAC 3.3.4 Emergency Evacuations** – The SBPD facility should have adequate and legal (per state fire marshal's regulations) emergency exits well marked and of ease of use.

**DPAC 3.3.5 Firearms Security in Cell Area** – The new design must provide a safe and secure firearm locking area for police officers to utilize while processing prisoners.

**DPAC 3.3.7 Monitor Equipment Used in Cell Area** – The interview and processing areas of the new facility should provide both visual and audio surveillance of those areas. These areas should be viewable by any number of computer screens positioned throughout the station, chief's office, police officer office area and the front desk area.

**DPAC 3.3.8 Cell Area Emergency Alarms** – An audible alarm should be installed in the interview and processing area in an effort to notify all personnel in the station should there be a problem or emergency. That alarm should also dial an alarm company for notification of the 911 center SUSCOMM.

**DAPC 3.4.2 Detainee Items Storage Requirements** – This standard is normally required only of cell areas, however there should be secure place to store a suspect's personal items during the processing of them at the station.

**DPAC 3.4.4 Detainee Separation Procedures** – The Juvenile Justice and Delinquency Act (JJDP) requires that juveniles be separated from individuals of other genders and those who are adults. The interview room should be designed and equipped to operate as a processing or detention area if required, due to the regular processing/detention area already being used for an adult.

**DPAC 3.5.2 Cell Area First Aid Kits** – The processing/detention area should have accessibility to a fully equipped first aid kit.

**DPAC 3.6.2 Surveillance Equipment Requirements** – The surveillance equipment in use at the station shall be regulated to allow detainees a reasonable amount of privacy when required. Video equipment in use while a person is using restroom facilities will be turned off.

**DPAC 3.6.3 Detainee Visitation** – If a person responds to the station to take custody or pick someone up, they shall remain in the visitor's area until the person requiring transportation is released and brought out to that area by SBBPD personnel.

**DPAC 3.7.1 Temporary Holding Area Procedures** – The processing/detention area will be lockable. Suspects will only be secured to a fixed object in a designated area within the station. The item they are secured to will have been designed for that use and will not be a danger to either the suspect/prisoner or officer interviewing or processing them.

**DPAC 3.7.2 Physical Condition Requirements** – Suspects and detainees should be provided an area with potable water and toilet. This should be separate from those in use by departmental personnel.

**DPAC 3.7.3 Detainee Securing to Immovable Objects - See DPAC 3.7.1.**

**DAPC 3.7.4 Fire Prevention and Evacuation Requirements** – The facility must meet all State Fire Marshal and building code standards involving the prevention, suppression and evacuation during a fire emergency.

### **DPAC 3.7.5 Security Concerns**

#### Temporary Holding Area Security Concerns

The new facility should address each of the following items or areas:

- a. Weapons control – See above standard
- b. Panic or duress alarms – See above standard
- c. Access to detention area and prisoner – See above standard
- d. Escape prevention – Addressed above
- e. Search of detainee – Not a design or construction process
- f. Security inspection – Not a design or construction process
- g. Detainee should be attended (in person or via surveillance equipment) – Not a design or construction process
- h. Detainees secured to affixed object must be secured to an item so designed for that use. Video monitoring is to support that process. – See above and below standard

**DPAC 3.7.6 Temporary Holding Area Training Requirements** – All departmental personnel shall be adequately trained on all safety and security policies, procedures and processes required to ensure and maintain the safety and security of all suspects, detainees, visitors and agency personnel at all times.

**DPAC 4.4.4 Authorized Access** - All temporary and permanent evidence and property storage areas must be secure at all times, ensuring the chain of custody is not broken.

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### **General Onsite Observations**

Upon visually inspecting the current SBPD police facility, the need for additional space was very apparent. The current facility utilizes its available space in an “as best it can” form, but there are obvious issues with the current use of space, simply because of the current space restrictions and past limited budget for capital expenditures. In an effort to provide the police department with a better working environment, one which exemplifies pride and professionalism, but more importantly ensures the safe, efficient and legally defensible use of the physical facilities, should be the paramount concern for this new police facility.

There is adequate physical space for the increased footprint the new addition will require. It also appears there will be enough parking spaces to meet the County’s and Town’s building permit requirements etc. The building will of course have to meet the Delaware State Fire Marshal and South Bethany Beach building restrictions and codes. It is also assumed that the architectural design firm utilized for this project (whether it is Ryan Architecture LLC or another firm who wins this project) will research and follow all standards and restrictions proposed by the American Institute of Architects AIA, for the design and construction of new police facilities. It does not appear that any designated wetlands or other land use restrictions exist on or for this property. The property is already owned by the Town of

South Bethany Beach and is currently utilized for the Town Hall, Police Station and a Maintenance Facility

## **Analysis and General Comments**

The original facility should be renovated and reconfigured to utilize all available space in an effort to ensure the most efficient use of the current space and that the square footage added by new addition is well integrated into a well-designed and very useful police facility.

All visitors to the station and prisoners being processed there, should be assured of their safety. If there are more than two prisoners from the same incident or even from separate incidents, they should be adequately separated to ensure their own safety. They also should be able to be secured in such a manner as to ensure they cannot harm themselves. Also, while reporting persons, witnesses or even suspects are in fact being interviewed at the station, again their safety should be assured. This necessitates the capability of keeping multiple suspects not only physically separated, but completely out of the view of and even of sound emanating from the larger part of the station open to members of the public or visitors, such as the lobby area etc.

The safety of all departmental personnel must be ensured. This includes adequate physical target hardening of the receptionist area, to a more secure processing area at the rear of the facility. Additional surveillance equipment and additional doors should be provided where required, to add layered protection to the facility and to also inhibit a suspect or detainee's desire to or ability to escape from custody.

The renovated current facility and the new addition appear to be well designed. The required research and data collection, including acquiring input from all departmental personnel and seeking the assistance of a licensed architectural design firm, has been completed. The use of space and design, with some minor modifications, appears to be adequate to address all current and future agency needs.

Any facility representing the local governmental jurisdiction is a direct reflection on the government entity and its citizens and leadership. The new design of the SBPD facility will in fact with the proper exterior modifications and signage help provide the degree of professionalism citizens and visitors expect from their police department.

Lastly, the newly designed police facility appears to have been well planned out and according to the ***International Association of Chiefs of Police Facility Planning Guidelines***, all facets of the planning process have been integrated into the SBPDs planning process.

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## Recommendations

For ease of understanding, the following recommendations will be listed in order as you start to approach the South Bethany governmental complex.

- 1) **Signage** – The police station should be well marked and apparent to all residence and visitors. This signage should also be lit well enough for this same recognition after sunset.
- 2) **Lighting** - The facility should be well lit from all angles and from all viewpoints.
- 3) **Exterior Video Surveillance** - There should be a pole mounted video camera facing towards the building and capable of checking the license plate of any vehicle pulling up to, driving by, or leaving the South Bethany Beach governmental complex.
- 4) **Main Entry Door** - The main entry door to the station should be solid steel or bullet resistant in nature.
- 5) **Receptionist Station** - The receptionist station at the front of the facility should not be aligned directly with the front door particularly if the door is not bullet resistant.
- 6) **Main Entry Door** - The main entry door should also be electrically controlled by the receptionist desk area, police officer office area and the chief's office.
- 7) **Receptionist Station** - The wall area and glass divider separating the department's receptionist and individuals entering the station's visitor and waiting area should all be bullet resistance. This material should be at least at a UL Level III type.
- 8) **Receptionist Station** - The receptionist desk should have an easily accessible panic alarm.
- 9) **Receptionist Area** - The area utilized by the department's receptionist/administrative assistant should be either enlarged or reconfigured to become more ergonomically efficient.
- 10) **Detention and Processing Area** - The area where interviews and or processing of prisoners is to take place should be secured on each end by a lockable door. This will physically secure the other station areas and also eliminate the ability of a prisoner to escape custody and flee, view the rest of the station, including secure areas such as the armory and see a reporting person, witness, civilian employee or visitor and lastly not be able to hear any conversations, radio traffic etc. taking place throughout the station.
- 11) **Detention and Processing Area** - The processing area should have separate restroom facilities other than those utilized by South Bethany Police Department personnel.



- 12) **All Areas** - Any area where a suspect or detainee could be located within the station, should be monitored both by sound and video surveillance equipment.
  - 13) **All Areas** - These same areas should have panic alarms installed as well.
  - 14) **Armory** - The armory door should be alarmed.
  - 15) **Smoke/Fire Alarms** - The entire building should have the appropriately required smoke and fire alarms per state and local fire and building codes.
  - 16) **Evidence Room/Storage** – Per the state accreditation standards, there should be a clearly designated and delineated areas for both temporary and permanent evidence storage.
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## Summary

The Chief of Police has spent a more than an adequate amount of time in the police facility planning process and researching many of the items that should be included or at least addressed in the renovation and reconfiguration of the current facility, and the construction of the new addition. The recommendations listed above should be considered for inclusion as the initial preliminary building design plans are expanded into a full set of construction/building documents. It should be understood that there are currently no mandatory building code standards for new police facilities built in the United States or in Delaware. The items listed in this document are recommendations made by the International Association of Chiefs of Police, and the Delaware Police Accreditation Commission and the author of this report. The standards listed above are just those which involve the actual police facility structure in the DPAC standards and would need to be completed, if the South Bethany Police Department desires to seek state DPAC accreditation at some point in the future.