

# Program / Spatial Needs Assessment

## Executive Summary

Portsmouth Police Department

Portsmouth, New Hampshire

ADG Project Number: 1094-23

June 13, 2023

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR 2024	YEAR 2034	YEAR 2044
	1.0	Public Access Areas	7,088	7,088	7,088
	2.0	Administration: Office of the Chief	4,880	4,880	5,051
	3.0	Administration: Personnel & Training	5,286	5,629	9,400
	4.0	Records and Courts	2,194	2,360	2,617
	5.0	Patrol	7,703	8,134	8,220
	6.0	Booking and Intake	4,109	4,109	4,223
	7.0	Communications and IT	7,308	7,770	8,262
	8.0	Auxiliary	1,257	1,257	1,343
	9.0	Detectives Division	8,029	8,526	9,092
10.0: Internet Crimes Against Children.	10.0	ICAC	949	1,155	1,155
11.0: Seacoast Emergency Response Team.	11.0	S.E.R.T.	2,894	3,108	3,108

# Program / Spatial Needs Assessment

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Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes
<p>15.0 -                      16.0: Consideration is being given for combining Fleet and Range in separate structure, or as part of parking structure.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
12.0	Property and Evidence	3,543	3,543	3,972
13.0	Facility Support	4,229	4,229	4,229
14.0	Facility Services	4,343	4,343	4,429
	<b>Total</b>	<b>63,812</b>	<b>66,131</b>	<b>72,189</b>
15.0	Fleet	8,805	8,805	8,805
16.0	Firing Range	11,440	11,440	11,440

# Program / Spatial Needs Assessment

## 1.0 Public Access Areas

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>1.0</b>	<b>Public Access Areas</b>			
1.0: Hookups for press located outside of building for coverage of emergency events.	1.1	Public Lobby	800	---	---
1.2: Restrooms to be ADA compliant.	1.2	Public Restrooms @ 240 SF each	(2) 480	---	---
1.4: Provide two (2) rooms with fingerprinting capability and direct access (controlled) to the secure side of the facility.	1.3	Medium Interview/Meeting Room	140	---	---
	1.4	Victim / Witness Interview Rooms with Entry Vestibule	(2) 180	---	---
1.8: Capacity for 100 people. Provide operable wall partitions; room able to break down into one 60-person room and one 40-person room. Access from secured side of the building as well as Public Lobby.	1.5	Equipment Storage Rooms @ 180 SF Each	(2) 360	---	---
	1.6	Information Kiosk	20	---	---
1.10: Double tiered lockers.	1.7	PIO / Training Coordinator Office	140	---	---
1.12: Room outfitted with emergency event call back equipment. Locate near Dispatch.	1.8	Training / Public Accessible Meeting Room	2,500	---	---
	1.9	Catering Prep Room	200	---	---
	1.10	Locker Bank	200	---	---
	1.11	A/V Control Alcove	80	---	---
	1.12	Training / Public Accessible Meeting	170	---	---
	1.13	Break Room / Vending Area	200	---	---

# Program / Spatial Needs Assessment

## 1.0 Public Access Areas

Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
1.14: Serves as the "greeter." Two positions. One to be ADA compliant. Provide ballistic glass.	1.14	Front Desk (Office)	120	---	---
	1.15	Recycling Bin / Paper to be Shredded Bin Storage Room	80		
	1.16	Subtotal	5,670	---	---
	1.17	Efficiency Factor @ 20%	1,418	---	---
	<b>1.18</b>	<b>Total</b>	<b>7,088</b>	---	---
	1.19	Cumulative Total		<b>7,088</b>	<b>7,088</b>

# Program / Spatial Needs Assessment

## 2.0 Administration: Office of the Chief

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>2.0</b>	<b>Administration: Office of the Chief</b>			
2.1: Accommodate up to 4 people.	2.1	Reception / Waiting	80	---	---
	2.2	Admin Assistant with Files (Future)	---	---	80
	2.3	Executive Assistant with Files	120	---	---
2.4: Accommodate up to 20 people.	2.4	Command Staff Conference Room	600	---	---
	2.5	Chief of Police	240	---	---
2.6: Associate with 2.5.	2.6	Restroom w/Shower	120	---	---
	2.7	Deputy Chief's Office	200	---	---
2.8: Use as intern / light duty workspace.	2.8	Reference Library / Flex Use Space	140	---	---
	2.9	Small Break Room	140	---	---
2.9: If possible, provide an exterior break area.	2.10	Secured Files Storage	80	---	40
	2.11	Copy / Work Room	120	---	---
2.12: Would also serve as Chaplain and intern workspace.	2.12	Police Commissioner's / Flex Use Office	140	---	---
2.13: Provide entry vestibule.	2.13	Administrative Restrooms @ 64 SF each	(2) 128	---	---

# Program / Spatial Needs Assessment

2.0 Administration: Office of the Chief

Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>Administrative Services</b>				
	2.14	Business Manager's Office	180	---	---
	2.15	Business Office Assistant w/Files	160	---	---
	2.16	Accounting Clerk w/Files	160	---	---
	2.17	Part-Time Operations / Interns Work Area	48	---	---
	2.18	Storage Closets @ 20 SF each	(4) 80	---	---
	2.19	Secured Archive Files Storage Room	120	---	---
	2.20	Office Bulk Supply Storage	240	---	---
	<b>Professional Standards</b>				
	2.21	Lieutenant's Office w/ Files	160	---	---
	2.22	Accreditation Manager w/Files	160	---	---
	2.23	Subtotal	3,416	---	120
	2.24	Efficiency Factor @ 30%	1,464	---	51

2.18: Associate with 2.1, 2.2, 2.3, 2.5, 2.7, and 2.12.

2.19: Co-locate with bulk storage.

2.20: Locate near Quarter-master.

# Program / Spatial Needs Assessment

2.0 Administration: Office of the Chief

Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	2.25	Total	4,880	---	171
	2.26	Cumulative Total		4,880	5,051

# Program / Spatial Needs Assessment

## 3.0 Administration: Personnel & Training

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
3.0: Combine with 2.0.	<b>3.0</b>	<b>Administration: Personnel &amp; Training</b>			
3.1: If located near 2.0, can share reception / waiting room for that area and eliminate this space.	3.1	Reception / Waiting	80	---	---
	3.2	Operations Administrator	120	---	---
	3.3	Training Officer / Range Master Office	140	---	---
	3.4	Lieutenant's Office	160	---	---
3.5: Use vertical carousel filing system.	3.5	Secured Personnel Files Storage Room	200	---	---
	3.6	Large Production / Work / Supply Room with Printers	140	---	---
3.7: If located near 2.0, share break alcove.	3.7	Break Alcove	40	---	---
3.8: 6-8 people, Library.	3.8	Small Conference Room	200	---	---
	3.9	Physical Agility (Gym)	1,000	---	---
	3.10	Defensive Tactics Lab	600	---	---
3.11: 4 lanes, 1/8 mile. Location TBD, possibly co-locate with 3.9	3.11	Indoor Running Track	---	---	2,640
	3.12	Defensive Tactics Lab Storage	100	---	---
	3.13	Simulator Training Room	---	240	---



# Program / Spatial Needs Assessment

## 3.0 Administration: Personnel & Training

Portsmouth Police Department  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
3.14: Locate near Patrol.  3.15: Provide 4'-0" wide door or double doors for ease of deliveries.	3.14	Quartermaster Storage	800	---	---
	3.15	Receiving Area	120	---	---
	3.16	Subtotal	3,700	240	2,640
	3.16	Efficiency Factor @ 30%	1,586	103	1,131
	<b>3.18</b>	<b>Total</b>	<b>5,286</b>	343	3,771
	3.19	Cumulative Total		<b>5,629</b>	<b>9,400</b>

# Program / Spatial Needs Assessment

## 4.0 Records and Courts

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>4.0</b>	<b>Records and Courts</b>			
4.1: One window needs to be ADA compliant.	4.1	Public Access Service Window with Computer Terminal	(2) 120	---	---
4.2: With recycling / shredding storage.	4.2	Copy / Work Room	140	---	---
	4.3	Records Office Manager's Office @ 140 SF each	140	---	---
	4.4	Records Clerk Workstation	---	48	---
4.5: Open cubicle layout.	4.5	Court Assistant / Intern Workstation	48	48	---
	4.6	Prosecutor's Office with Meeting Space @ 160 SF each	(2) 320	---	160
	4.7	Court Office Mngr Legal Secretary / Paralegal	120	---	---
4.8: Mobile storage unit active files.	4.8	Victim Advocate's Office (1+0+1)	120	---	---
	4.9	Records / File Storage	120	---	---
4.9: Archived files for Records and Courts.	4.10	Secured Archived File Storage @ 200 SF each	(1) 200	---	---
	4.11	Break Alcove	40	---	---
	4.12	Restrooms @ 64 SF each	(2) 128	---	---

# Program / Spatial Needs Assessment

## 4.0 Records and Courts

Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
4.13: Associate with 4.7.	4.13	Storage Closets @ 20 SF each	(2) 40	20	20
	4.14	Subtotal	1,536	116	180
	4.15	Efficiency Factor @ 30%	658	50	77
	<b>4.16</b>	<b>Total</b>	<b>2,194</b>	166	257
	4.17	Cumulative Total		<b>2,360</b>	<b>2,617</b>

# Program / Spatial Needs Assessment

## 5.0 Patrol

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>5.0</b>	<b>Patrol</b>			
5.1: Locate off staff entry.	5.1	Weapons Storage Room	60	---	---
	5.2	Officer's Cubby Storage Alcove	240	---	---
5.3: 40 + 5 + 5	5.3	Mud Room with Lockers Storage	240	---	---
5.4: Accommodate 6 stations.	5.4	Report Writing with Storage	(6) 180	---	(2) 60
	5.5	Mail Room / Central Business Hub	140	---	---
5.6: Provide counter with charging stations. Accommodate up to 16 people.	5.6	Roll Call Room	400	---	---
	5.7	Sergeant's Office	288	---	---
	5.8	Shift Commander's Office	160	---	---
5.7: Shared space (14' x 24'). Provide two desks and file storage for two.	5.9	Shift Commander Storage Room	60	---	---
	5.10	Captain's Office	180	---	---
5.8: Shared space (14' x 24'). Provide one desk and file storage for two.	5.11	Secured Equipment Storage Room	120	---	---
	5.12	Honor Guard Storage Room	120	---	---
5.13: Associate with 5.10.	5.13	Storage @ 20 SF each	(2) 40	---	---
	5.14	Comfort Dog Kennel with Ext. Access	140	---	---

# Program / Spatial Needs Assessment

## 5.0 Patrol

General Notes	Space Designation		Space Requirements (square feet)				
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044		
<p>5.15: Lockers at 14 SF each; includes locker, access space and bench. Honor Guard requires full-height lockers and is located in a separate room. Locate near gym.</p> <p>5.18: Multi-purpose office.</p> <p>5.20: Provide wash down area. Exterior training field.</p> <p>5.22: Include two safes (drugs and explosives).</p> <p>5.23: Direct access to Lobby and secured side.</p> <p>5.25: Provide easy exterior access and a window.</p> <p>5.27: Includes bathroom + kitchen = MUH. Used by Chaplains, Mental Health professionals, new moms, etc. Locate away from main activity areas.</p>	5.15	Locker Rooms <ul style="list-style-type: none"> <li>● Male (Includes Auxiliary)</li> <li>● Female</li> <li>● Honor Guard</li> <li>● Outside Agency / Gender-Neutral</li> </ul>	(96) (71) (10) (10) (5)	1,344	(13) (9) (4)	182	---
	5.16	Explorer's Room		180		---	---
	5.17	Bunk Rooms @ 80 SF each	(2)	160		---	---
	5.18	Employee Resource Office		160		---	---
	5.19	K-9 Office (2 current positions with Files)		160		80	---
	5.20	K-9 Kennels (2) w/ Entry		140		40	---
	5.21	K-9 Exterior Communal Run		120		---	---
	5.22	K-9 Storage Room		160		---	---
	5.23	Station Officer (Front Desk)		80		---	---
	5.24	Crime Analyst / Patrol Support		120		---	---
	5.25	Animal Control Officer		120		---	---
	5.26	Exterior Storage Room		80		---	---
	5.27	Respite Room		200		---	---

# Program / Spatial Needs Assessment

5.0 Patrol

Portsmouth Police Department  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	5.28	Subtotal	5,392	302	60
	5.29	Efficiency Factor @ 30%	2,311	129	26
	<b>5.30</b>	<b>Total</b>	<b>7,703</b>	431	86
	5.31	Cumulative Total		<b>8,134</b>	<b>8,220</b>

# Program / Spatial Needs Assessment

## 6.0 Booking and Intake

General Notes
6.0: CCTV installed throughout.
6.1: Accommodate four vehicles with drive-thru capability.
6.3: Accommodate 2-3 motorcycles.
6.4: Refer to Section 12.0 - Property and Evidence.
6.9: Locate adjacent to Property & Evidence.
6.11: Locate off sallyport.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
<b>6.0</b>	<b>Booking and Intake</b>			
6.1	Vehicle Sallyport (30' x ) (2 vehicles)	1,152	---	---
6.2	Decontamination / Detainee Wash-Down Area	20	---	---
6.3	Motor Unit Storage	80	---	80
6.4	Large Bulk Evidence Storage Rooms	*	---	---
6.5	Security Vestibules @ 80 SF each	(2) 160	---	---
6.6	Booking Room (Male & Female)	220	---	---
6.7	Holding Cells <ul style="list-style-type: none"> <li>• Male, Padded Cell</li> <li>• Male, Single Occupancy @ 80 SF</li> <li>• Male, ADA Compliant @ 100 SF</li> <li>• Female / Juvenile @ 80 SF</li> <li>• Female / Juvenile, ADA Compliant @ 100 SF</li> </ul>	80 80 100 80 100	--- --- --- --- ---	--- --- --- --- ---
6.8	Secured Interview Room	80	---	---
6.9	Property Room / Temporary Evidence Lockers	80	---	---
6.10	Restroom (Booking Officer)	64	---	---
6.11	Laundry Facilities	100	---	---

# Program / Spatial Needs Assessment

## 6.0 Booking and Intake

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
6.15: Secured window between bailer and defendant.  6.16: With interior window for observation by Patrol Shift Supervisor, and access to central corridor.	6.12	Dedicated / Secure Release Area	120	---	---
	6.13	Intoxilyzer Room	80	---	---
	6.14	Fingerprinting / Live Scan Room	60	---	---
	6.15	Bail Commissioner Room	100	---	---
	6.16	Juvenile Observation Room	120	---	---
	6.17	Subtotal	2,876	---	80
	6.18	Efficiency Factor @ 30%	1,233	---	34
	<b>6.19</b>	<b>Total</b>	<b>4,109</b>	---	114
	6.20	Cumulative Total		<b>4,109</b>	<b>4,223</b>



# Program / Spatial Needs Assessment

## 7.0 Communications and IT

Portsmouth Police Department  
 Portsmouth, New Hampshire  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	7.0	Communications and IT			
		IT Department			
	7.1	Secured Equipment Storage	120	---	---
	7.2	IT Administrator	160	---	---
	7.3	IT Assistant's Office with Equipment	160	---	---
7.4: Duplicate space.	7.4	Storage and Files	---	---	---
	7.5	Information Systems Support Assistant	---	120	---
7.6: Associate with 7.1.	7.6	IT Lab	160		
7.7: Locate with Quarter-master.	7.7	Equipment Receiving and Staging	---	180	---
	7.8	Manager's Office with Meeting Space	180	---	---
	7.9	IT Assistant (Future)	---	---	120
	7.10	Server Room	220	---	---
	7.11	Fire Suppression Tank Supply	40	---	---
	7.12	HVAC (Liebert Unit)	120	---	---
	7.13	UPS Equipment Room	80	---	---

# Program / Spatial Needs Assessment

## 7.0 Communications and IT

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>Communications</b>				
	7.14	Supervisor's Office	120	---	---
	7.15	Call Takers / Dispatch Positions @ 100 SF each	(4) 400	---	(2) 200
	7.16	Supervisor's Position	150	---	---
7.17: Provide a nanawall separation.	7.17	Training Consoles @ 120 SF Each	(2) 240	---	---
	7.18	Central Corridor	200	---	---
	7.19	Break Room with Lockers	200	---	---
7.19: If possible, provide an exterior break area also. Lockers: 12" x 36", single-tier.	<del>7.20</del>	<del>Hydration Station</del>	0	---	---
	<del>7.21</del>	<del>Copy Alcove</del>	0	---	---
7.22: Locate off Patrol.	<del>7.22</del>	<del>Officer's Access Window</del>	0	---	---
	7.23	Storage Room	120	---	---
	7.24	Unisex Restroom	80	---	---
	7.25	Lactation / Destress Room	80	---	---
7.25: Provide with sink and small refrigerator.	7.26	Radio Equipment Room	120	---	---
7.26: Combine with the server room in IT Unit.					

# Program / Spatial Needs Assessment

7.0 Communications and IT

Portsmouth Police Department  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
		RTCC			
	7.27	Real Time Crime Center	1,200	---	---
	7.28	Operations Captain	180	---	---
	7.29	Operations Division Lieutenant	160	---	---
	7.30	Open Work Area / Teaming Table	260	---	---
	7.31	Subtotal	4,750	300	320
	7.32	Efficiency Factor @ 35%	2,558	162	172
	<b>7.33</b>	<b>Total</b>	<b>7,308</b>	462	492
	7.34	Cumulative Total		<b>7,770</b>	<b>8,262</b>

# Program / Spatial Needs Assessment

## 8.0 Auxiliary

General Notes
8.0: Locate near Patrol.
8.1: Includes double-tiered lockers, 30 in total.
8.2: Uniforms and equipment.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
<b>8.0</b>	<b>Auxiliary</b>			
8.1	Auxiliary Multi-Purpose Room	600	---	---
8.2	Storage Room	120	---	60
8.3	Mini Break Area	40	---	---
8.4	Supervisor's Office	120	---	---
8.5	Subtotal	880	---	60
8.6	Efficiency Factor @ 30%	377	---	26
<b>8.7</b>	<b>Total</b>	<b>1,257</b>	---	86
8.8	Cumulative Total		<b>1,257</b>	<b>1,343</b>

# Program / Spatial Needs Assessment

## 9.0 Detectives Division

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
9.0: Locate near Patrol.	<b>9.0</b>	<b>Detectives Division</b>			
9.1: Accommodate 3-4 people.	9.1	Reception / Waiting	60	---	---
9.2: Window to reception.	9.2	Administrative Assistant with Files	80	---	---
9.4: Area for departmental plotter.	9.3	Break Alcove	40	---	---
	9.4	Copy / Work Room	120	---	---
	9.5	Outside Agency WS's @ 64 SF Each	(3) 192	---	---
	9.6	Detective's Workstation @ 64 SF each	(10) 640	(2) 128	(4) 256
	9.7	Social Worker's WS	64	---	---
	9.8	Captain's Office	180	---	---
	9.9	SIU Detective's Offices @ 140 SF Each	(2) 280	140	140
9.10: Accommodate 20 people.	9.10	Conference Room	500	---	---
	9.11	Crime Analyst Office	140	---	---
	9.12	Secured File Storage Room	120	---	---
	9.13	Sergeant's Offices @ 140 SF Each	(3) 420	---	---
	9.14	Lieutenant's Office	160	---	---
9.15: Locate near P&E.	9.15	Mobile Crime Scene Bay	240	---	---

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9.0 Detectives Division

Portsmouth Police Department  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
9.17: Include temporary evidence lockers with underfloor access for cabling.  9.21: Associate with 9.8.	9.16	Secured Equipment Storage	120	---	---
	9.17	Digital Forensics Lab (Not ICAC)	320	---	---
	9.18	Cold Case Files / Work Room 2 WS's	180	---	---
	9.19	Vehicle Evidence Processing Bays @ 280 Each	(2) 560	---	---
	9.20	Faraday Room	100	---	---
	9.21	Storage @ 20 SF each	20	---	---
	9.22	Crime Scene Technician Workstation (double)	160	---	---
	<b>Interview Suite</b>				
	9.23	Secured Waiting Area	80	---	---
	9.24	Polygraph Room	100	---	---
9.25	Interview Rooms @ 80 SF each	(3) 240	80	---	
9.26	Interviewee Restroom	64	---	---	
9.27	Observation Equipment	60	---	---	
9.28	Elevator Vestibule from Sallyport @ 120 SF each	120	---	---	

# Program / Spatial Needs Assessment

9.0 Detectives Division

Portsmouth Police Department  
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General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
		<b>Soft Interview Suite</b>			
	9.29	Family Waiting / Entry Area	140	---	---
	9.30	Soft Interview Room	120	---	---
	9.31	Subtotal	5,620	348	396
	9.32	Efficiency Factor @ 30%	2,409	149	170
	<b>9.33</b>	<b>Total</b>	<b>8,029</b>	497	566
	9.34	Cumulative Total		<b>8,526</b>	<b>9,092</b>

# Program / Spatial Needs Assessment

10.0 ICAC

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>10.0</b>	<b>ICAC</b>			
	10.1	Lieutenant's Office	100	---	---
	10.2	Detective's WS's @ 64 SF Each	64	64	---
	10.3	Administrative Assistant with Files	---	80	---
10.4: Provide anti-static flooring and a large wall monitor.	10.4	Computer Forensic Workroom	200	---	---
	10.5	Secured Evidence Storage	60	---	---
10.6: Provide location near a secured entrance. See Interview Suite in Section 9.0.	10.6	Evidence Viewing	*	---	---
	10.7	Computer Examiner Workstation	120	---	---
10.7: Double workstation. Outside agencies.	10.8	Faraday Room	120	---	---
	10.9	Subtotal	664	144	---
	10.10	Efficiency Factor @ 30%	285	62	---
	<b>10.11</b>	<b>Total</b>	<b>949</b>	206	---
	10.12	Cumulative Total		<b>1,155</b>	<b>1,155</b>



# Program / Spatial Needs Assessment

11.0 S.E.R.T.

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes
11.0: Seacoast Emergency Response Team.
11.2: Accommodate 15 people; also include a storage closet. Provide double doors into Ready Room.
11.3: Lockers: 3' x 3' x 4' - 21 SF each.
11.5: Measures 28' x 32'. Accommodate 2 vehicles. Provide pull-down charging and double doors (side by side).
11.6: Associate with 11.5.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
<b>11.0</b>	<b>S.E.R.T.</b>			
11.1	Commander's Office	160	---	---
11.2	Planning / War Room	375	---	---
11.3	Tactical Ready Room with Lockers	(15) 315	(5) 150	---
11.4	Armory with Ammunition Storage	120	---	---
11.5	Vehicle Sallyport	896	---	---
11.6	Secured Equipment Storage	40	---	---
11.7	Restroom w/Shower	120	---	---
11.8	Subtotal	2,026	150	---
11.9	Efficiency Factor @ 30%	868	64	---
<b>11.10</b>	<b>Total</b>	<b>2,894</b>	214	---
11.11	Cumulative Total		<b>3,108</b>	<b>3,108</b>

# Program / Spatial Needs Assessment

## 12.0 Property and Evidence

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>12.0</b>	<b>Property and Evidence</b>			
	12.1	Officer's Evidence Drop	120	---	---
	12.2	Evidence Retrieval	140	---	---
12.3: Access from P&E and corridor.	12.3	Multi-purpose Meeting/Viewing Room	140	---	---
	12.4	Evidence Technician Work Area	140	---	---
12.5: Provide an exterior entrance.	12.5	Evidence Return Vestible	80	---	---
	12.6	Entry Transfer Room	60	---	---
	12.7	Storage	60	---	40
12.8: Optional, depending on location in building.	12.8	Restroom	80	---	---
12.9: Item also noted in 6.4 without square footage.	12.9	Bulk Evidence Storage with Large Exterior Door	320	---	---
	12.10	Unsolved Homicide Storage	160	---	---
	12.11	Cash / Valuables Vault	80	---	---
	12.12	Weapons Vault	120	---	80
	12.13	Narcotics Vault	120	---	60
	12.14	Crime Scene Laboratory with Decontamination	220	---	80

# Program / Spatial Needs Assessment

## 12.0 Property and Evidence

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
12.17: Locate with 12.9.  12.19: Locae off sallyport area.  12.19: Locate in storage facility. Outside of main structure.  12.21: Items located at 9.19 and 15.2.	12.15	Crime Scene Storage with Temporary Lockers	80	---	---
	12.16	Officer Access Counter	60	---	---
	12.17	Long Term Storage	60	---	---
	12.18	Freezer Bank	60	---	---
	12.19	Temporary Bulk Material Storage Room @ 40 SF each	(2) 80	---	40
	12.20	Bicycle Storage	260	---	---
	12.21	Vehicle Evidence Processing Bays	*	---	---
	12.22	Small Break Alcove	40	---	---
	12.23	Subtotal	2,480	---	300
	12.24	Efficiency Factor @ 30%	1,063	---	129
	12.25	<b>Total</b>	<b>3,543</b>	---	429
	12.26	Cumulative Total		<b>3,543</b>	<b>3,972</b>

# Program / Spatial Needs Assessment

## 13.0 Facility Support

General Notes
13.0: Locate near Booking.
13.2: Equipment bay at RAS.
13.8: See Item 3.8.
13.9: See Item 3.13.
13.11: See Item 3.9.
13.12: See Item 3.11.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
<b>13.0</b>	<b>Facility Support</b>			
13.1	Union / Police Relief Association Office	120	---	---
13.2	Secured PRA Storage Room	120	---	---
13.3	Employee Restrooms with Showers @ 400 SF each	(2) 800	---	---
13.4	Employee Restrooms @ 200 SF each	(4) 800	---	---
13.5	Employee Central Break Room with covered exterior break area.	400	---	---
13.6	Food & Dry Goods Storage	60	---	---
13.7	Full Service Kitchen	180	---	---
13.8	Physical Agility Room	*	---	---
13.9	PAR Equipment Storage Room	*	---	---
13.10	Laundry and Decontamination Room	120	---	---
13.11	Defensive Tactics Training Room	*	---	---
13.12	D.T. Storage Room	*	---	---
13.13	Historian Storage Office	140	---	---

# Program / Spatial Needs Assessment

13.0 Facility Support

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	13.14	Historic Items Archive Storage	220	---	---
	13.15	Subtotal	2,960	---	---
	13.16	Efficiency Factor @ 30%	1,269	---	---
	<b>13.17</b>	<b>Total</b>	<b>4,229</b>	---	---
	13.18	Cumulative Total		<b>4,229</b>	<b>4,229</b>

# Program / Spatial Needs Assessment

## 14.0 Facility Services

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>14.0</b>	<b>Facility Services</b>			
	14.1	Mechanical Rooms - HVAC Equipment @ 200 SF each	(2) 800	---	---
	14.2	Electrical Equipment Room	160	---	60
	14.3	Telecommunications Equipment - Primary Room	140	---	---
	14.4	Data Communications Hubs @ 60 SF each	(3) 180	---	---
	14.5	Janitor's Service Closet @ 60 SF each	(2) 120	---	---
	14.6	Exterior Maintenance Equipment Storage	140	---	---
	14.7	Emergency Generator Enclosure	240	---	---
	14.8	Emergency Generator Supply Room	60	---	---
	14.9	Rolling Assets Storage • 35+ vehicles	*	---	---
	14.10	Maintenance Supply / Work Room / Workspace	180	---	---
	14.11	Stair Towers	(3) 720	---	---
	14.12	Elevators (one public and two staff)	(3) 300	---	---

14.7: Calculated at 1/2 actual square footage (480 SF) as this is not typically an air-conditioned enclosure.

14.9: 30 spaces for non-specialty vehicles and 5 spaces for specialty vehicles.

# Program / Spatial Needs Assessment

14.0 Facility Services

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	14.13	Subtotal	3,040	---	60
	14.14	Efficiency Factor @ 30%	1,303	---	26
	<b>14.15</b>	<b>Total</b>	<b>4,343</b>	---	86
	14.16	Cumulative Total		<b>4,343</b>	<b>4,429</b>

# Program / Spatial Needs Assessment

15.0 Fleet

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	<b>15.0</b>	<b>Fleet</b>			
15.1: Provide heaters and hot water. Drive thru is preferable, with double doors. 14' height. Bay purpose: <ul style="list-style-type: none"> <li>• Maintenance Bay w/ lift</li> <li>• Maintenance Bay w/ lift</li> <li>• Crime Scene van (9.15)</li> <li>• Speed trailers</li> <li>• Water barriers/cones/trailers</li> <li>• Motorcycles (2-4)</li> <li>• Secured vehicle evidence storage (9.19)</li> <li>• One bay equipped as wash bay with hot and cold water supply.</li> <li>• SWAT Vehicle</li> <li>• Bicycle Storage (4-6)</li> </ul> 15.11: Include in the exterior amenities.  15.13: Locate with RAS, provide shelving.	15.1	Maintenance / Equipment Storage 6 Bays @ 18' x 50'	(6) 5,400	---	---
	15.2	Vehicle Evidence Processing Bays (Secured) @ 18' x 30'	(2) *	---	---
	15.3	Fleet Office	140	---	---
	15.4	Tools Storage	60	---	---
	15.5	Parts Storage	120	---	---
	15.6	Tire Storage	220	---	---
	15.7	Fluid Management System Storage	100	---	---
	15.8	Restroom	64	---	---
	15.9	Work Counter with Wash-Down / Eyewash	80	---	---
	15.10	Air Compressor Room	100	---	---
	15.11	EV Charging Stations	(10)	---	---
	15.12	Community Policing with Bike Storage	180	---	---
	15.13	Rear Seat Storage	160	---	---



# Program / Spatial Needs Assessment

15.0 Fleet

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
	15.14	Drone Team Van	280	---	---
	15.15	Workroom w/Storage	140	---	---
	15.16	Subtotal	7,044	---	---
	15.17	Efficiency Factor @ 20%	1,761	---	---
	<b>15.18</b>	<b>Total</b>	<b>8,805</b>	---	---
	15.19	Cumulative Total		<b>8,805</b>	<b>8,805</b>

# Program / Spatial Needs Assessment

## 16.0 Firing Range

General Notes
16.0: Possibly combine with either Fleet Building or as a level in parking garage.
16.2: Also serves as the control point for those entering the range.
16.3: Accommodate 10 people at 35 SF/person.
16.6: Provide a minimum of four sinks. Can be combined with 16.9.
16.7: Provide with roll-up exterior door for palette receiving.
16.9: Provide 12 stations at 30 SF/station.
16.10: Includes "eyes & ears" protection storage racks.
16.11: 4 lanes at 4' wide; 2 lanes at 5' wide. If a 75-yard range is required, this will add 1,950 SF to the program.
16.12: 18' x 26".

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
<b>16.0</b>	<b>Firing Range</b>			
16.1	Entry Vestibule	140	---	---
16.2	Armorer's Office / Control Room	160	---	---
16.3	Training Classroom	350	---	---
16.4	Staff Restrooms @ 180 SF each	(2) 360	---	---
16.5	Utility Room (Props / Equipment Storage)	200	---	---
16.6	Wash Room	140	---	---
16.7	Armory / Ammunitions Storage	320	---	---
16.8	Range Control Room	*	---	---
16.9	Weapons Cleaning Room	360	---	---
16.10	Range Entry Vestibule	100	---	---
16.11	6-Lane Range @ 50 yards	3,900	---	---
16.12	Firing Line	468	---	---
16.13	Trap	650	---	---

# Program / Spatial Needs Assessment

## 16.0 Firing Range

Portsmouth Police Department  
 Portsmouth, New Hampshire  
 ADG Project Number: 1094-23

General Notes
16.13: 25' x 26".
16.15- 16.16: Can be combined with Fleet Maintenance.

Space Designation		Space Requirements (square feet)		
No.	Space Function	YEAR: 2024	YEAR: 2034	YEAR: 2044
16.14	Simunitions Training Room	480	---	---
16.15	Mechanical Room	240	---	---
16.16	Electrical Room	140	---	---
16.17	Subtotal	8,008	---	---
16.18	Efficiency Factor @ 30%	3,432	---	---
<b>16.19</b>	<b>Total</b>	<b>11,440</b>	---	---
16.20	Cumulative Total		<b>11,440</b>	<b>11,440</b>